

## Multipurpose Hall – Rental Agreement

Islamic Center of Saginaw  
4330 N. Center Rd.  
Saginaw, MI 48603

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone # (Home): \_\_\_\_\_

(Cell): \_\_\_\_\_

(Office): \_\_\_\_\_

Email: \_\_\_\_\_

Hall Rental: \$500

Deposit Paid: \$250

Date: \_\_\_\_\_

### **RENTERS MUST AGREE TO THE FOLLOWING REQUIREMENTS, RULES, AND REGULATIONS:**

1. The renter agrees to pay Islamic Center of Saginaw (ICS) the sum of \$250 as a Deposit to be paid at the booking of the premises.
2. A full-refund notice of cancellation is required at least 30 days prior to the date of the event.
3. The balance of \$\_\_\_\_\_ is to be paid on the day of the event.
4. The renter acknowledges that this agreement is being made for the purposes of RENTER only. It cannot be assigned to anyone other than the person signing this agreement.
5. The renter acknowledges that there will be no fundraising/ solicitation allowed at the function on ICS premises without prior written approval of the Shura board.
6. Should there be any damages that occur to the facility that are a direct result of your rental party will be deducted from the security deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all repair cost incurred due to the damages.
7. The renter agrees to indemnify the ICS and hold harmless its agents, employees, Shura members, and board of directors from and against any and all losses, costs, claims, or demands in respect to any injuries, including death, losses or damages to any property belonging to the renter that may occur during the duration of this rental.
8. No wall and/or ceiling decorations shall be allowed. Additionally, no outside tents are allowed.
9. The ICS is a non-smoking facility. No smoking is in effect at all time in and around ICS property.

10. Renter agrees to vacate the ICS premises by 11PM, after which an additional fee of \$50/hr will be charged.
11. If the renter wishes to use ICS linens for tables, there will be an additional charge of \$7/sheet that needs to be paid at the time of booking.
12. Under NO circumstances is any type of alcoholic beverage or illegal or recreational drugs are allowed on the ICS premises. Discovery of any of these mentioned items shall be the grounds for immediate termination of this agreement and cancellation of the event without any refund. ICS also adheres to the obligation of reporting any and all illegal behavior to the responsible authorities.
13. The use of music on ICS premises is strictly prohibited.
14. No activities are to be carried out in the prayer hall except as approved by Shura board. (Refer to guidelines)
15. Cooking is NOT allowed in the kitchen. (Refer to guidelines for kitchen rules and regulations)
16. The renter must remove all decorations, left-over food, pickup all debris, and place all trash in the garbage cans in a designated area.

Your signature on this form acknowledges that you have read and accepted the rules outlined in this agreement.

Renter's Signature: \_\_\_\_\_

Renter's Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

ICS Event Committee: \_\_\_\_\_ Date: \_\_\_\_\_