



# **ISLAMIC CENTER OF North Fulton (ICNF)**

## **Community Hall Rental Application**

Today's Date: \_\_\_\_\_

Name of the Applicant/Organization:  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Primary Phone No. \_\_\_\_\_ Alternate No. \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Hours \_\_\_\_\_

Type of Activity \_\_\_\_\_

Approx. Attendance \_\_\_\_\_

Do you need any special arrangements (Example Rugs for students/teachers to sit on. Microphones, Podium, Projector, Projector screen etc?) Describe in details

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby makes application to the ICNF Executive committee for use of the **Community Hall and/or furnishings** and certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the Community Hall premises and property. The applicant agrees to adhere to all rules and regulations specified for the use of the Community Hall. The security deposit may be forfeited in part or in full for the following rental agreement violations or in cases of structural or equipment damage.

Applicant Signature \_\_\_\_\_

### **Rental Rates**

#### **Recreation Hall Rental Rates:**

- **Booking Fee:** \$ \_\_\_\_\_ Yes  No  Date Paid: \_\_\_\_\_  
Will be decided depending on event. If charged this is nonrefundable.



• Rental Fee: \$                      Yes  No     Date Paid: \_\_\_\_\_

• Security Deposit: \$            Yes  No     Date Paid: \_\_\_\_\_  
Will be decided depending on event. Refunded approximately 15 days  
after the event if there is no damage or additional cleaning required.  
Deposit Refund \$: \_\_\_\_\_    Date: \_\_\_\_\_

Cleaning Fee:\$                      Yes  No     Date Paid: \_\_\_\_\_

**Approved by:**

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

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

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

**Use of Kitchen:** Kitchen use is for catered events only. Cooking is not allowed in the kitchen. No additional fee to use kitchen.

**Use of Audio and Mile Systems:** Will be allowed to use only if requested at the time of booking.

**HDMI Video System:** Will be allowed to use only if requested at the time of booking. Includes the following options Computer/iPod input, CD player.

- Your event will not be confirmed until the all fees are paid in full.
- Rental Fees are due in full no less than 10 days before the event date.
- Refund Check Payable To:
- Address to mail refund check:
  
- This Application does not grant any rights to Applicant or authorize Applicant's use of the Hall until approved by two representatives of ICNF.
- Renter represents and warrants that all of the information provided by Renter in this Application is true and correct, and has read, understands, and will comply with the all rules mentioned in this Application. If an organization, I am authorized to make this Application on behalf of the organization.



- The individual signing the Rental Application and Agreement personally guarantees the obligations of the organization or group using the Hall.
- ICNF will not be responsible for any lost or stolen items/articles at the ICNF Premises during rental period. The ICNF is not responsible for any personal and/or property damage occurring to the parties involved in attending a function/event at the ICNF.

### **Rules and Regulations of Community Hall Rental:**

1. Applicant is responsible for reading all information and for complying with all rules and regulations.
2. ICNF Community Hall can only be rented by completing the hall renting application form. The application should be approved by the facility committee. No verbal agreement will be accepted.
3. The Community Hall will not be rented during hours conflicting with the Quranic/Islamic School or the social events organized by ICNF.
4. The Community Hall cannot be used for any gathering conflicting with the spirit and teachings of the Holy Quran and the Sunnah of the Prophet Muhammad (pbuh). The decision will be made by the Executive Committee.
5. The applicant and their guests must observe the Islamic code of conduct and dress code while conducting their programs in the Hall and on the premises. Non-Muslim guests must be advised in advance about the proper dress code. At no time should any part of this building be used for any un-Islamic activities. No smoking and no liquor is allowed on the premises or its parking lot area.
6. Playing musical instruments, dancing, and consuming alcoholic beverages within the boundaries of ICNF premises is strictly prohibited.
7. Consumption of food or drink outside the community Hall premises is prohibited.
8. Sub-leasing of the Community hall is prohibited.
9. Hall rental is not confirmed unless the full payment is made and the required security deposit are received. Any incorrect information on the application form may result into the cancellation of the reservation.
10. The renting party is responsible for assembling, disassembling and stacking chairs and tables of the center. Tables and chairs and other equipment should not be dragged across the floor. The renting party is responsible for cleaning the kitchen and community hall and disposing garbage at the end of the function.
11. No refund if cancelled less than one week before the event.
12. The hanging decoration of the hall is allowed only using masking tape, 3m poster tape or board pins. Helium balloons may be used and be removed from the facility at the conclusion of the event. Nails or thumb tacks cannot be used for hanging decorations.
13. No cooking or warming is permitted in the kitchen. All the food used in the gathering should be cooked outside the premises, prior to the party.
14. In case of any breakage or damage to the premises, furniture or fixtures of the Hall, the applicant will be solely responsible for its repair or replacement.



15. Executive committee reserves the right to change the rules for the hall rental.
16. ICNF will not be responsible for any lost or stolen items/articles at the ICNF Premises during rental period. The ICNF is not responsible for any personal and/or property damage occurring to the parties involved in attending a function at the ICNF.
17. The renter shall assume full responsibility for any unlawful act committed in the exercise of the lease.
18. The individual signing the Rental Application and Agreement personally guarantees the obligations of the organization or group using the Hall.
19. ICNF is not responsible for claims for personal injury or death, or for damage to or loss of property relating to rental of or occurring at ICNF.
20. Individuals or organizations granted use of the Hall agree to be responsible for any loss or damage caused by such use and agree to indemnify, defend, protect, and hold the ICNF harmless from all claims and damages arising from their use of the Hall.
21. No animals are allowed on the INCF property.
22. No smoking or open flames are allowed in or around the Hall facility. State Law prohibits smoking within 20 feet of public entrances.
23. On the date of the event, the Hall will be opened and closed by the ICNF representative. ICNF representative shall have access to the facility at all times and shall not be excluded for any reason.
24. No overnight stay on ICNF property will be allowed.
25. No security officers will be provided, unless requests and paid for.
26. No parking on grass or on the driveway will be allowed.
27. ICNF will not be responsible of blocking uninvited guest. It will be renter's responsibility to manage visitors in the rental time frame.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Donation: \$ \_\_\_\_\_

Reservation: \$ \_\_\_\_\_

Cleaning \$ \_\_\_\_\_

Reservation Confirmed [ ] Yes [ ] No

Comments: