## MOSQUE FOUNDATION COMMUNITY CENTER FACILITY USE AGREEMENT



7260 W. 93<sup>RD</sup> ST. Bridgeview IL 60455 708-598-6307

RESERVATION INFORMATION: \*please note that Start and Exit times must include time used for set-up and clean-up. Set-up time on the day prior to the event may be granted free of charge if specified below. Requested day-prior set-up time is subject to change due to facility availability.

Facility Requested	Purpose	e of Event	Estimated A	ttendance	
Event Date: Month / Date / Year	Start Time	Exit Time	Total Hours	Total Charge	
(1)					
(2)					
(3)					
Contact Person		_ Group or Organization			
Address		_City	State	Zip	

#### RELEASE OF LIABILITY

Day Phone

The undersigned, being of legal age and in consideration of the opportunity to use certain facilities *of* the Mosque Foundation Community Center (MFCC), and to participate in the activity identified above, hereby agree to assume full responsibility for any risk resulting from participation in any activity, and I further agree to indemnity and hold harmless the MFCC, the Mosque Foundation, their officials, and officers, employees, agents, and representatives, from any and all claims, causes of action, demands, and expenses of every kind, resulting from or relating to a third party or his/her property, arising out of use of the facilities or relating to the activity which is the subject matter of this executed *form*.

Evening Phone

Further, I agree to assume responsibility for any theft, loss or damage of equipment, facilities, and grounds as a result of such use, and to fully reimburse the MFCC for the expense of any theft, loss or damage, including excessive cleanup.

#### CONDITIONS

Smoking and alcohol is prohibited in all indoor and outdoor facilities. Keys need to be picked up at the MFCC, during regular business hours the day of the event. For weekend rental, keys may be picked up on the Friday prior to the event. The contact person shall return the key to the Center the next working day. If the key is lost or stolen the contact person is responsible for the cost of changing the locks & keys on the facility. The contact person is responsible for reporting any loss or damage, including loss of key, to the Bridgeview Police Department.

Indoor facility damage deposit of \$100 must be paid at the time the key is picked up. The entire deposit will be retained if the condition of the facility is not left in the condition in which it was received. Damage deposit will be returned upon completion of facility inspection. Refunds of rental fees, less a \$50 cancellation fee, will only be granted with just cause. Cancellations must be made 30 days prior to the reserved date in order to receive a refund. Appeals for refund can be made to the MFCC Board.

If the renter does not return the facility or room in the same condition it was received, the renter will no longer be allowed to rent any facility of the Mosque Foundation Community Center. The MFCC reserves the right to refuse and cancel any rental at anytime. Discrepancies will be reviewed by the MFCC Board.

RENTER'S Signature	Date	MF	CC REPRESENTATIVE'S Signature	Date
Make check	s payable to (Mosque Founda	ition)		
For MFCC u	se; don't write under this line			
Payment: (\$-	) method of payment	Cash Check	Balance due: (\$)	
Received Fro	om:	Receive	d by:	

# MOSQUE FOUNDATION COMMUNITY CENTER FACILITY RENTAL FEES CHART



Event	1 <sup>st</sup> room	2 <sup>nd</sup> rooms	Duration	Extra hours fees
Condolences (Azza')	\$200	\$100	4 hours	\$20/hour/room

- MFCC do not provide food or beverage for any event;
- MFCC has to be notified if food or beverage is to be served at the event;
- Cleaning charges may imposed to cover cleaning cost;
- No music is allowed in the MFCC;
- MFCC is a smoke free facility;
- Rentals are limited to 2<sup>nd</sup> floor, MFCC has its daily programs downstairs, please always use the east side door and don't go to or walk through first floor for any reason.
- The MFCC and its staff will not be held responsible for any and all damages, claims, costs, liabilities and injuries incurred while members and/or visitors participating in any and all of the activities at the MFCC.
- The MFCC will not be rented to weddings, or engagement parties; and
- The MFCC reserves the right to refuse and/or cancel any rental any time with or without reason.

### Note:

Rental fees are meant to cover part of the MFCC building expenses... Community members are encouraged to donate any <u>EXTRA</u> amount of money to help keeping this center running!