

Al-Mustafa Masjid OF Bear-Creek HALL RENTAL FEE/CONTRACT

1. Rental arrangements will only be made during Monday through Sunday, between 8:00 a.m. and 11:30 p.m. Keys may be picked up from the Bear-Creek Management during this time. The length of use of the Facility by the user will be for seven consecutive hours, including **2 hours** for setup, and **5 hours for party with clean-up, on the actual day** of the date of the use.

The User agrees to not exceed this limit without prior written permission and acknowledges that the user will not be permitted to have access to the Facility either the day prior to the use for preparation or the day after for clean-up regardless of the time of the commencement or the end of the use of the occasion for which the Hall is used.

2. The maximum occupancy of the hall is 202 for banquet-type seating.

3. In order to reserve the hall, this contract and a **\$150 damage/cleaning deposit** must be submitted to the Al-Mustafa Masjid Management two (2) weeks prior to reservation date.

4. Rental fee must be submitted 1 week prior to rental date.

5. The deposit fee will be refunded within approximately 1 week, if rental regulations are met. Should there be any damages or losses incurred, the renter will be liable for any damage or loss in excess of the damage deposit amount and will be billed accordingly for the difference.

6. The hall must be closed at 11:30 p.m. and vacated by 12:00 a.m. The Al-Mustafa management is notified of all events and a representative will stop at 12:30 a.m. to see that renter and guests are gone.

7. User agrees to leave **'the building'** following rental, in the same condition as found. Before leaving, the renter is responsible for ensuring that:

- All doors are locked
- Windows are shut
- The fans are off
- All lights are turned off
- The kitchen is clean
- Bathrooms are cleaned
- Chairs are returned to their racks
- Table- tops are wiped off and returned to their racks
- All debris is picked up.

8. SMOKING IS PROHIBITED IN THE HALL. BE SURE TO HONOR THIS VERY IMPORTANT POLICY!

Renters'
initials

SETTING UP FOR EVENT

1. Stack all chairs **not being used** for your event, but do not stack in front of the double doors. If you need additional room, you may store them on the side racks. Stack all tables **not being used**. **FIRE CODE DOES NOT ALLOW CHAIRS OR TABLES TO BE STORED IN HALLWAYS!**
2. Do not stand on tables to decorate (plan ahead and bring a step ladder, if you need one).
3. Do not staple decorations to tables or woodwork.
4. Do not tape decoration to the wall; push pins are ok.

CLEANING UP AFTER EVENT

1. Remove all decorations from the hall.
2. Wash all tabletops, fold and stack them away.
3. Empty all waste baskets (**place recyclable cans and glass in appropriate containers**) and place **ALL** trash in plastic bags in dumpster outside in parking lot.
4. Wipe off any chairs as needed; fold and return to stackers and leave along the sides of the hall.
5. **It is the responsibility of the renter** to see that the floors are wiped up. Sticky floors are not acceptable, if you wish to have your deposit returned. Sweep hall floor thoroughly (brooms are kept in small supply room).
6. If the kitchen has been used, wipe off counter, empty fridge, and wipe up and/or sweep floor. Make sure everything is returned to its original order, including wiping counters, stove, sweeping floor, etc.
7. Please turn off air conditioning or heating,
8. **SMOKING IS PROHIBITED IN THE HALL.**

Renters'
Initials

Al-Mustafa Masjid Bear-Creek HALL FEE SCHEDULE

Event	Rent	Damage/Cleaning Deposit
Personal	\$ 500.00	\$ 150.00
Organization (Mandatory community involvement)	\$ 150.00	\$150.00
Al-Mustafa Event (Everyone in community is invited)	\$ 0.00	\$ 150.00

Table & Chair Rental

Table	\$5.00 each/day
Chair	\$2.00 each/day

I HEREBY AGREE TO THE CONDITIONS FOR RENTAL AND SIGNIFY THAT ALL INFORMATION SUPPLIED BY ME IS TRUE AND CORRECT. I ASSUME ALL LIABILITY FOR THE CONDUCT OF MY GUESTS AND FOR DAMAGES INCURRED WHILE THE HALL IS RENTED IN MY NAME.

Signature of Renter / Date

Signature of Representative/Date

Purpose of the event: _____

Date and Time of the event: _____

Name (Print)_____

Rental Fee Total _____

Address _____

City/State/Zip_____

Damage Deposit_____

Daytime Phone_____

Evening Phone_____

E-mail Address_____