



### Facility Rental Agreement

This contract is made between the Eastern Twin Cities Islamic Center (ETCIC) and the following party, the Renter:

Name: (Please First and Last Print) \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

1. The renter agrees to rent the ETCIC facility or furniture upon the terms and conditions specified in this contract:

Date: \_\_\_\_\_ Hours from: \_\_\_\_\_ to: \_\_\_\_\_ Number of people: \_\_\_\_\_

Purpose: \_\_\_\_\_

2. The rental charge shall be paid to ETCIC as follows. Payment can also be made online at <https://etcic.org/rental>

<b>Nikah Services</b> <i>(Use of facility is NOT included; must be rented)</i>	Nikah ceremony / documentation	\$250.00	
<b>Facility Rental</b> <i>(Furniture is included but Renter will setup and put away furniture; No food allowed)</i>	Rental per Hour (minimum 2 hours)	\$200.00	
	Cleaning charge (Required)	\$100.00	
	Refundable Damage Deposit	\$500.00	
<b>Furniture Rental</b> <i>(For offsite use; Renter to arrange for pickup and return)</i>	Chairs (each per 24 hours)	\$1.50	
	Tables (each per 24 hours)	\$5.00	
	Jumping Castle	\$100.00	
	Popcorn Machine	\$50.00	
	Cotton Candy Machine	\$50.00	
	Refundable Damage Deposit	\$200.00	
<b>Total Payment – Please calculate and enter total</b>			

3. Full payment of rental + damage deposit is due 5 days before the rental. *Reservations will not be honored if payment is not received five days before the event.*

4. The damage deposit shall be refunded if the ETCIC caretaker declares, after inspection, that the facility was left clean and undamaged. Refund checks will be mailed out within a few days.

5. If the event exceeds the rental contract hours requested, the deposit fees would be applied toward the extra hours of rental.

**\*\*\*\*\*THE FOLLOWING RULES MUST BE OBSERVED\*\*\*\*\***

- **No food** shall be served in any part of the building. Light snacks and drinks may be served in the corridors only.
- **No food or beverages are allowed to be in the main hall or Daily Prayer room.**
- **Nikah ceremonies must be performed by ETCIC approved Imams.**
- Renter shall provide their own party products and decorations. Kitchen utensils may be used, but must be cleaned and put away.
- Renter should remove all garbage & clean, vacuum the area and leave it clean.
- Renter shall indemnify ETCIC from and against any and all demands, liabilities and expenses arising from or relating to injury or loss of life to persons or damage to or loss of property to the extent arising from the acts or omissions of Renter and their guests.
- Renters and guests are to regard the proper Islamic tradition in their usage of the ETCIC and the following will not be tolerated:
  - a) Alcohol b) Illegal drugs including tobacco products c) Gambling activities
- Playing of music is not allowed
- All events/activity shall cease at 10:00 pm and the building cleared/emptied by 11:00 pm.

\*\*\*\*\*Renters risk the forfeiture of deposit balance if the above-mentioned rules are not observed\*\*\*\*\*

I HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY THE ABOVE STATED RULES:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ OFFICE USE (initials) \_\_\_\_\_ /date \_\_\_\_\_