

# **HALL REQUEST FORM**

## **➤ FOR PERSONAL USE ◀**

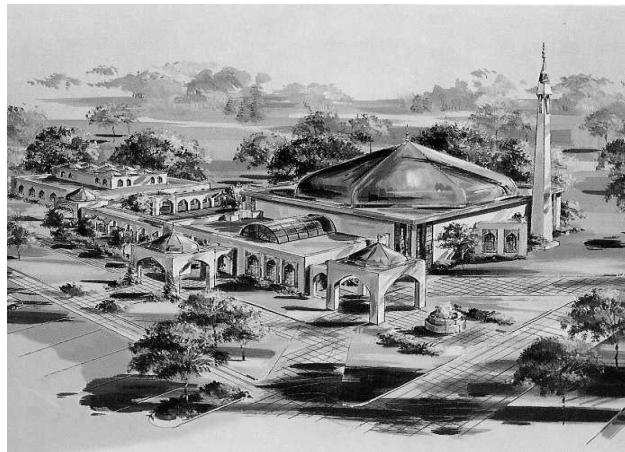
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### **Licensing Policy**

In order to license the use of any of the halls for personal events at the ***Islamic Center of Greater Cincinnati*** in West Chester, you need to complete this form and submit it to the Administrative Office **at least 4 weeks** prior to the event. For hall prices, see attached "Fees and Deposits".

Your request will have to go through an approval process, which will be based on availability and ICGC rules and regulations. Please refer to the "Licensing Rules and Regulations" sheet. You will be notified of our decision within **5 days**.

The ICGC reserves the unconditional right to refuse the use of their facilities to any individual or organization.



**Thank you for helping us safeguard our Islamic Center**

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**Licensing Form #1****LICENSING APPLICATION**

Please complete “**Licensing Application (Form #1)**” and sign the “**Licensing Agreement (Form #2)**” which is attached to the “**Licensing Rules & Regulations**” sheet. You can either drop both forms #1 & #2 at the Administration Office of the Islamic Center of Greater Cincinnati (ICGC) or mail it to: 8092 Plantation Drive, West Chester, Ohio 45069.

Name of Licensee: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Number of guests: \_\_\_\_\_ (This number determines amount of deposit and rental fee so please be as accurate as possible)

Date of Activity: \_\_\_\_\_

Time Frame: \_\_\_\_\_ (mirror hall not to exceed 5 hours, gym not to exceed 7 hours, including preparation/event/clean up, between the hours of 9am-11pm or NOON-midnight during Ramadan)

**-----FOR OFFICE USE ONLY-----**

DEPOSIT: \$ \_\_\_\_\_ RENTAL FEE DUE: \$ \_\_\_\_\_ BY \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Licensee agrees to clean up the tables and the kitchen after use, and keep the facility in good condition and repair. Licensee agrees to indemnify Lessor with respect to any liability, cost, or claims with respect to Licensee's use of the facility or Licensee's guests, invitees, employees, etc. use of the facility

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## LICENSE RULES & REGULATIONS

Please Sign the License Agreement (Last Page) after reading  
ALL the Rules & Regulations

The use of the ICGC facilities is primarily for active members of our center and the Muslim community as a whole. The physical facilities are intended to allow people to worship, be educated, build a community, make friends, and celebrate our joyous occasions. If the facilities are not being used by our community, ICGC will allow the halls to be licensed for use by individuals outside of our community or non-profit organizations, only if their philosophy and beliefs are consistent with Islam. **Ultimately, ICGC reserves the unconditional right to refuse the use of their facilities to any individual or organization.**

### 1. SCHEDULING & RESERVATIONS

All inquiries and reservations have to be directed to our Administrative office during work hours (9:00am to 3:30pm). Reservations and deposit must be made at least three (3) weeks before the event date. Your reservation will not be reserved or confirmed until the security deposit and completed application are received and approved. A rental request consists of completing the LICENSE APPLICATION sheet (Form #1), signing the LICENSE AGREEMENT (Form #2) and including a deposit.

### 2. FACILITIES AND FEES

See Attached page for fees and deposits. It is the responsibility of the LICENSEE to provide a diagram of set up for tables and chairs to the office 5 days prior to the rental. If not provided a standard set up will be used based upon the number of guests provided on Licensing Form #1. The License fees includes set-up of tables and chairs and clean-up. LICENSEES are responsible for clearing all table-tops and removing leftover food and dishes from the kitchen. **All facilities must be completely vacated by 11:00pm** (Midnight during Ramadan).

### 3. SECURITY DEPOSIT

The security deposit will be refunded if the facility is left clean, organized, and undamaged. **If minor repairs or additional cleaning are needed it will be taken out of the deposit.** If the cost of the damage caused by guests or anyone hired by the Licensee, such as caterers, exceeds the deposit amount, the LICENSEE will be held responsible for these additional costs. If deposit is made with a check, the check will be deposited and a check for unused portion of the deposit will be refunded to the LICENSEE within 10 business days, mailed to the address listed on Licensee Form #1.

*Islamic Center of Greater Cincinnati / Islamic Educational Council*

8092 Plantation Drive, West Chester, Ohio 45069

(513) 755-3280

## **LIABILITY**

- a. LICENSEES agree to pay for any damage to the premises or to any equipment caused during any part of their use of the facility.
- b. LICENSEES unconditionally agree to use maximum care in the use of the ICGC premises to avoid accidents and occurrences which might cause injury to persons or property.
- c. LICENSEES agree to hold harmless and indemnify the Islamic Center of Greater Cincinnati (ICGC), the Islamic Educational Council (IEC), and the International Academy of Cincinnati (INTAC), and their employees, officers, and agents from any and all liability, loss claims, suits, or injuries and from any costs associated with any accidents or injuries occurring during the event or on any part of the premises.

## **4. DECORATION RULES**

All decorations and their placement must be approved by the Administrator of the ICGC prior to the event. LICENSEES are responsible to properly install and remove any decorations installed for the event. Use of tape on walls will not be allowed. Failure to properly remove any decorations will result in a deduction from the deposit to cover cost of cleaning and restoration. LICENSEES will be allowed to set-up a few hours before the start of the event by making arrangements ahead of time with the Office Administrator. Any delivery of decorations, food, stage or equipment must be made the DAY OF the event. The Administrator should be notified 2 business days in advance of any such deliveries. ICGC/IEC is not responsible for theft or damage to items left unattended on the property.

## **5. OTHER RULES AND REGULATIONS (see ADDENDUM for expanded version)**

- a. **Food and drink** will be permitted only in the Gym Hall. Alcoholic beverages, pork or pork-related products are not permitted on the premises under any circumstances. None of the food is to be cooked on the premises. The kitchen facility is only to be used for heating of food. All food, beverage and supplies must be removed from the premises the same day of the event.
- b. **Dress**: Men and women must be modestly dressed.
- c. **NO Smoking**: The facilities and property are all smoke free. There is no smoking on property whatsoever. Smokers need to exit beyond the entrance gate to smoke and to responsibly dispose of cigarettes.

## **6. CANCELLATION POLICY**

If an approved Licensing agreement was cancelled with one week or less notice prior to the date of the event, the center will keep \$100 and refund the remainder of the deposit.

**Licensing Form #2**  
**LICENSE AGREEMENT**

The undersigned have read, understood, and agreed to all the rules and policies of ICGC as detailed in the "LICENSE Rules & Regulations" and the "ADDENDUM: RULES AND REGULATIONS." The LICENSEE agrees to pay the remaining balance a **minimum of 5 business days before** the event day.

The undersigned also agrees to hold harmless and indemnify the Islamic Center of Greater Cincinnati (ICGC), the Islamic Educational Council (IEC), and the International Academy of Cincinnati (INTAC), and their employees, officers, and agents from any and all liability, loss claims, suits, or injuries and from any costs associated with any accidents or injuries occurring during the event or on any part of the premises.

**❑**LICENSEE'S Full Name: \_\_\_\_\_

**❑**LICENSEE'S Signature 1: \_\_\_\_\_ DATE: \_\_\_\_\_

LICENSEE'S Signature 2: \_\_\_\_\_ DATE: \_\_\_\_\_

***By signing, I certify that I am an up-to-date, Dues Paying Member of the Islamic Educational Council.***

**❑**Signature: \_\_\_\_\_

***By signing, I certify that this event is for myself or an immediate family member only.***

**❑**Signature: \_\_\_\_\_

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## Islamic Center of Greater Cincinnati / Islamic Educational Council

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### Equipment provided with GYM Rental

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

Name: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Phone number for urgent contact day of your event: \_\_\_\_\_

Please check each item to be borrowed and indicate after each item the number of items to be borrowed. All items must be returned in clean, dry and good condition.

- Serving Spoons (40 available) - How many do you need? \_\_\_\_\_
- Large Coffee/Tea Urns (2 available) - How many do you need? \_\_\_\_\_
- Plastic Water Pitchers (20 available) - How many do you need? \_\_\_\_\_
- Wire Food Tray Racks (20 available) - How many do you need? \_\_\_\_\_

Round tables & Chairs will be set up in the arrangement that you would like.\*  
(Maximum seating capacity: 400)

#### For Rentals paid for 200+ Guests:

-Round Tables – up to 38 included \_\_\_\_\_ Reserved

Indicate how many chairs per round table: \_\_\_\_\_ (total limit 400)

-Rectangular Tables (for serving) – up to 11 included

#### For Rentals paid for 199 or less Guests:

-Round Tables – up to 20 included = \_\_\_\_\_ Reserved

Indicate how many chairs per round table: \_\_\_\_\_ (total limit 200)

-Rectangular Tables (for serving) – up to 11 included = \_\_\_\_\_ Reserved

#### Initial all those that apply:

- Use of ovens and large refrigerator. \_\_\_\_\_
- Use of freezer (bottom drawer of small fridge) \_\_\_\_\_
- Use of wheeled food warmer (make sure you fill tray in bottom with water) \_\_\_\_\_

*I agree to the above-mentioned conditions and agree to take responsibility for the equipment for which I am signing out for use.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Please indicate how you would like the facility setup on back of this paper. If we do not receive any facility set up details by the due date we will use our standard set up.**

**Please draw setup of tables/chairs:**

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## **ADDENDUM: RULES AND REGULATIONS**

### **DECORATION RULES**

All decorations and their placement must be approved by the Administrator of the ICGC prior to the event. LICENSEES are responsible to properly install and remove any decorations installed for the event. **Use of tape on walls and mirrors will not be allowed.**

### **FOOD AND DRINK**

**No food or drinks** in the Mirror hall or Classrooms. Food and drink will be permitted only in the Gym Hall and Community Lecture Room. **No liquids dumped in trash cans, please.**

**All food and drink must be removed from the refrigerators, ovens and kitchen the same day as the event.** Renters will waive their deposit if they violate this agreement.

### **LADIES PRAYER ROOM**

Use of the Ladies Prayer Room next to the gym is never included with rentals. It is open for use during office hours **only**. Please do not ask staff to unlock this room.

### **NO CANDLES or HENNA**

**No burning candles** will be permitted in the Mirror hall, classrooms or community lecture room. Also **No henna** (Mehndi) will not be allowed. **No paint**, or use of supplies that may stain, in any of these listed areas.

### **DELIVERIES**

**Office must be notified at least 2 business days in advance of deliveries.** If the delivery or decorating does not conflict with other scheduled activities, we will make the effort to accommodate where possible the day of or day prior to the rental, however, **we do not guarantee availability of facilities for deliveries or decorating prior to the time frame listed on the application.**

### **CONDITION OF FACILITY AFTER EVENT**

With the exception of the floors, the equipment, kitchen and all spaces must be left in the condition that they were given to you. At minimum, **\$50 of the deposit will be forfeited if kitchen and rooms rented are not left in their original condition**, as detailed in the licensee agreement, causing a disruption in any ICGC activities or if ICGC has to arrange for proper condition to be obtained so that an ICGC activity can take place.

**This page will serve as your receipt for deposit. Please pay the Rental Fee by this Due By date or your reservation will be cancelled and a \$100 fee charged.**

-----FOR OFFICE USE-----

**GUEST SETUP:**  199 or less  200-400

**RENTAL FEE DUE:** \$ \_\_\_\_\_ **DUE BY** \_\_\_\_\_

Deposit Paid: \$ \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Date: \_\_\_\_\_ Rcvd By: \_\_\_\_\_

## RENTAL FACILITIES & FEES

FACILITY Areas Included	PARTY SIZE & ROOM CAPACITY	IEC MEMBER	NON-MEMBERS	Non-Profit Organizations (With Member Sponsorship)
<b>Gym Hall [Hall A]</b> <b>(Food &amp; Drink Allowed)</b>  Entrance area, the hall, restrooms, and parking lot	For parties 199 or less  For parties 200 to 400  Max Capacity in Gym is 400 people	\$500*  \$600*  <b>(Deposit \$250)</b>	\$800*  \$1,000*  <b>(Deposit \$300)</b>	\$600*  \$800*  <b>(Deposit \$200)</b>
<b>Lecture/Mirror Hall [Hall B]</b> <b>(Absolutely no food or drink)</b>  Entrance area, the hall, restrooms, and parking lot	Maximum Capacity of Mirror Hall is 400 people	\$1,000  <b>(Deposit \$500)</b>	\$1,400  <b>(Deposit \$600)</b>	\$1,200  <b>(Deposit \$500)</b>
<b>BOTH [HALL A] + [HALL B]</b>	For parties 199 or less  For parties 200 to 400	\$1,300  \$1,500	\$1,800  \$2,000	\$1,600  \$1,800
<b>Classroom(s) (Absolutely no food or drink)</b> <i>Only available with rental of Hall A, Hall B or Lecture Room</i>	Maximum Capacity of 25 people in each classroom	\$25 per room  <b>(Deposit \$25)</b>	\$50 per room  <b>(Deposit \$25)</b>	\$25 per room  <b>(Deposit \$25)</b>
<b>Community Center Lecture Room</b>	Maximum Capacity of 50 people	\$50 per hour  <b>(Deposit \$50)</b>	\$100 per hour  <b>(Deposit \$50)</b>	\$50 per hour  <b>(Deposit \$50)</b>
<b>Deposit for Classroom or Community Lecture Room is waived if deposit paid for Rental of Gym or Mirror Hall.</b>				
<b>OPTIONAL SERVICE</b>				
<b>RESTROOM &amp; HALLWAY ENTRY CLEANED PRIOR TO EVENT</b>	<b>\$140</b>			
<b>ANY ARRANGEMENT OF CLASSROOM FURNITURE</b>	<b>\$25 per room</b>			

\*Rental inclusive of set up of chairs, tables, clean up of floors and putting away of chairs and tables; use of trash (not recycle) dumpster for garbage removal; kitchen *equipment* use (ovens for warming, commercial fridge, stainless tables, sinks, percolators, tray stands) and utensils such as salad tongs, serving spoons, knives, water pitchers) and microphone, if needed. If any of these items are needed, please complete the separate equipment form.