

# ISLAMIC CENTER OF VERONA FACILITY USE AGREEMENT



**RESERVATION INFORMATION** Please note that Start and Exit times must include the time used for set-up and clean-up. Requested set-up time is subject to change dependent upon facility availability. Please also indicate if you will be renting our chairs/tables for the event in the equipment column and whether you require assistance from masjid staff (at an additional fee) for setup/cleanup in the table below.

Event Date: MM/DD/YYYY	Purpose of Event	Attendance	Equipment	Staff	Start Time	End Time

Name of Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**RELEASE OF LIABILITY** The undersigned, being in consideration of the opportunity to use certain facilities of the Islamic Center of Verona (ICV) for the activity identified above, hereby agree to assume full responsibility for any risk resulting from participation in the requested activity. Furthermore, the undersigned agrees to the indemnity of the ICV, the Mosque Foundation, their officials and officers, employees, agents, and representatives from any claims, causes of action, demands, and expenses of every kind that result during the use of the facilities in relation to the requested activity by the actions or property of the undersigned, his/her attendees, or a related third party. The undersigned also agrees to assume responsibility for any theft, loss, or damage of ICV's equipment, facilities, and grounds as a result of such use, and he/she will fully reimburse the ICV for the expense of any theft, loss, or damage.

**CONDITIONS** An indoor facility damage deposit of \$200 is required. The ICV will retain the entirety of the deposit if the condition of the facility is not left in the condition in which it was received, and the undersigned will be responsible for any expenses required for excessive cleanup. The damage deposit will be returned upon completion of a facility inspection. Cancellations must be made 30 days before the requested date to guarantee a refund.

The ICV must be notified if food or beverage is to be served at the event. Cleaning charges may be imposed to cover cleaning costs. No music is allowed in the ICV except for nasheeds at a reasonable volume so as to not disturb the rest of the neighborhood. Please note that the ICV is a smoke-free facility.

If the undersigned does not return the facility in the same condition it was received, he/she will no longer be allowed to rent any facilities offered or owned by the ICV. ICV reserves the right to refuse and cancel any rental at any time. Discrepancies will be reviewed by the ICV Board.

\_\_\_\_\_  
RENTER's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ICV REPRESENTATIVE's Signature

\_\_\_\_\_  
Date

**Checks are to be made payable to "Islamic Center of Verona"**

**Payment:** (\$ \_\_\_\_\_) **Method of payment** (circle one): Cash    Check                      **Balance due:** (\$ \_\_\_\_\_)

Received From \_\_\_\_\_ Received by: \_\_\_\_\_