

Rules & Regulations for ICCV Community Hall Rental

- Islamic Center of Conejo Valley (ICCV) hall can only be rented by completing the hall renting application form.
- Please note that the Social/Community Hall is part of the ICCV.
- Consumption of food or drink is only allowed in the Hall area and explicitly prohibited in the Masjid area, classrooms, and offices. These other areas are used strictly for praying and for conducting approved ICCV activities.
- Any practice conflicting with the spirit and teachings of the Holy Quran and the Sunnah of the Prophet Muhammad (pbuh), is prohibited without exception. The ICCV hall will not be available for future rental to any individual or group who will violate any or all of these rules and regulations. This is a Muslim Community Center and its sanctity must be maintained at all times.
- No sub-leasing of the ICCV hall is allowed. Adequate adult supervision is required for all youth and teen activities.
- Your rental is not guaranteed unless you pay the full rental amount and the security deposit (if applicable). Any incorrect information on the application form (online or paper) may result into the cancellation of the reservation.
- Your security deposit (if applicable) may be forfeited in part or in full for the following rental agreement violations:
 - If there is any structural damage to the facility and/or equipment, and
 - If the kitchen is left untidy/dirty and food and trash are not removed from the premises.
- ICCV will not be responsible for any lost or stolen items/articles at the ICCV Premises during rental period. The ICCV is not responsible for any personal and/or property damage occurring to the parties involved in attending a function at the ICCV.
- You are responsible for assembling, disassembling tables, and stacking up the chairs and tables provided to you. Please return the chair to their proper carts. Do not overload any carts. Do not allow tables, chairs and other equipment to be dragged across the floors to prevent floor damage.
- If you need to cancel your reservation, please notify the ICCV contact immediately, at least 1 week prior to your reservation date. Emergency situations, which will result in any cancellation will be considered on a per case basis.
- If you wish to decorate the hall, you may use only masking tape or 3m poster tape for any hanging decorations. No decorations are to be attached to the sprinklers on the ceiling. Helium balloons may be used and be removed from the facility at the end of the event.
- The person responsible for renting the hall (i.e., the person filling out the reservation form) must maintain and ensure an orderly activity during the time that the facilities are being used.
- The use of the kitchen is included in the hall rental. The stove is to be used for warming food only, and not for cooking purposes. The use of the kitchen does not include small appliances or dishes. Food, drinks and other leftovers must be removed from the kitchen/hall at the end of the event.
- Please make sure that you make your own arrangement for loading/unloading of food/drink items and hall set up. ICCV personnel will not be available for such work.
- Social event/activity shall cease at 10:00 pm and building should be cleaned/emptied by 11:00 pm.
- Playing musical instruments, dancing, and consuming alcoholic beverages during the event or anywhere within the boundaries of ICCV premises is strictly prohibited.

I understand and agree to abide by the rules and regulations of the ICCV rental agreement. By signing this agreement, I assume full responsibility for myself and my guests during the rental period approved by the Islamic Center of Conejo Valley.

Renter(S) Signature: _____ Date: _____

Authorized ICCV Official Signature: _____ Date: _____