



**ISLAMIC CENTER OF VIRGINIA**  
1241 Buford Road North Chesterfield, Va. 23235 Tel: 804-320-7333

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**RENTAL FORM**

**Name:**

**Address:**

**Telephone**

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**How many Days:**

**How many Tables:**

**How many chairs:**

**Total due:**

**Rental Fees:**

Hall Per Day: \$150.00 includes use of tables and chairs.

Tables Per Day: \$2.00 each

Chairs Per Day: \$1.00 each

Make Checks payable to ICVA. Please request receipt for payment.

**Terms & Conditions:**

**Security Deposit:** This \$50.00 amount will be refunded provided the following conditions are met:

- Hall must be used for the purpose it was reserved for.
- Do not use Women's prayer hall.
- Napkins, plates, plastic forks, knives, etc. are the responsibility of the renter.
- Kitchen appliances can be used for warming food. No cooking.
- All tables and chairs must be stacked and placed as found
- All trash must be removed and placed in trash container outside of the building
- All surfaces must be cleaned
- Rental party is responsible for damages that exceed the security deposit

**I have read and agree to the above expectations.**

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by ICVA Executive Member**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_