



# RESERVATION AGREEMENT

(New Pricing Effective March 1st, 2023)

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ End time \_\_\_\_\_

Requester: \_\_\_\_\_ MOMIN Member:  Yes  No

Address: \_\_\_\_\_ Is requester the contact person:  Yes  No

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Alternate Contact Name (if applicable): \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Total Number of Guest: \_\_\_\_\_

Event Type  Nikah Only  Esale Sawab  Iftaar  Other:  
 Wedding  Milad  Fundraiser

All other business's that will provide service at the event:

Business: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Non -Profit Organization Information. If Applicable, Enter details  Yes  No

Org Name: \_\_\_\_\_ Requester Name: \_\_\_\_\_ Phone: \_\_\_\_\_

List of speakers/scholars invited if applicable

Speaker Name : \_\_\_\_\_

Speaker Name: \_\_\_\_\_

Speaker Name: \_\_\_\_\_

***\*Invited speakers must be pre-approved by EC or Resident Alim***

### Building Use Fee

Members	\$ 350
Non Members	\$ 450

***\*The above charges doesn't include basic supplies and should be pre-arranged by the organizers***

**FOR OFFICE USE ONLY**

<b>Building Use Fee</b>	\$	Payment Date:	Received By:
Cash Receipt #		Check Receipt #:	Paypal Date:
Credit Card Date			Payment Complete in Full <input type="checkbox"/>
<b>Security Deposit</b>	\$	Payment Date:	Received By:
Returned By:		Return Date:	
Return Method:	<input type="checkbox"/> Shredded	<input type="checkbox"/> Donated	<input type="checkbox"/> In-Person <input type="checkbox"/> Other:

Provided Rules and Regulations including cancellation policy

Signed: \_\_\_\_\_ Date Provided: \_\_\_\_\_

## RULES AND REGULATIONS FOR EVENT

1. **Current MOMIN members in good standing will receive discounted rate on reservation fees only not on additional items**
2. **Member discount does not apply to any organization**
3. **All fees must be paid at the time of reservation. Rates do not include expenses related to tablecloths, paper products and decoration.**
4. **Security deposit of \$500.00 is required at the time of reservation.**
5. **Daily reservation ends at 10:00 PM**
6. *Security deposit is refundable, provided no damage to the property or equipment is incurred.*
7. No lighted candles and no open flames anywhere on the premises. Battery-operated candles may be used.
8. No food is to be left overnight and no leftovers are to be given to MOMIN
9. No cooking is to be done on premises however kitchen may be used for warming up the food and making tea
10. Events may not exceed past 11pm.
11. Management strongly suggests parties refrain from political conversations at the masjid.
12. Requester is responsible for informing guests of modest dress code to be held at the center at all times.
13. Requester is responsible for all personal and/or property damages done to himself or his guests at the event.
14. **Islamic Principles:** Activities that violate Islamic Principles are strictly prohibited.
15. **Fundraising:** All fundraising events require pre-approval by the Executive Committee and a valid IRS 501 (C)(3) certificate to be on file.
16. **Deposits:** All deposits cleared from the bank will be refunded after adjustments for damages and for the additional charges for extra time, space and equipment usage.
17. **Liability:** The applicant takes full responsibility for the liability of any statements or programs carried out during the event and/or by any group member during the facility usage. Applicant does not speak on behalf of MOMIN. Applicant takes full responsibility for all physical property damages, losses, injuries and accidents.
18. **Lawful Activities:** All activities must meet all federal, state and local government laws. The applicant will bear total responsibility for any and all consequences including but not limited to immediate eviction from the MOMIN premises for any infraction of such laws by any individual or group.
19. **Restricted:** The use of MOMIN facilities is restricted to the area rented. If any of the guests or their children use other areas of the facility, additional space rental fees will be charged and the applicant will be responsible for any additional liability.
20. **Security:** The event organizers are responsible for providing their own security during the events especially to monitor the entrances and hallways and to prevent damage to the property.
21. **Decorations:** All decorations of any kind are to be put up with blue painters tape only. The applicant is responsible to ensure that all decorations are taken down without any damage to property, furniture and fixtures of any form.
22. **Cleaning & Storage:** The applicant is responsible for removing all trash and moving it to designated bins located outside the building. All applicants property should be removed from premises at the end of the event. We do not store anything.

I, \_\_\_\_\_ agree to the above terms and conditions.

Signature & Date: \_\_\_\_\_ Date & Time of the Event: \_\_\_\_\_