

ISLAMIC CENTER OF MOMIN

1019 PERRY ROAD
IRVING, TEXAS 75060
PHONE (972) 554-0200

RESERVATION AGREEMENT

APPLICANT GRANTED THIS RESERVATION AGREES TO ABIDE BY THE FOLLOWING:

The facility is available for use by ACTIVE PARTICIPANTS of MOMIN for RELIGIOUS AND FAMILY ACTIVITIES. Use of the building for personal gain is prohibited. Neither the building nor any of the premises may be used for money raising activities. All arrangements for preparing and conducting the activities will be the responsibility of the applicant.

This agreement provides for the facility to be used strictly for the purpose that it is intended for. It cannot be used for any other purpose, unless agreed upon in writing by both parties. The applicant agrees to follow the Islamic principles in managing his/her program. Any violation could cause termination for this facility use contract. The applicant also agrees and understands that the MOMIN facility is used as a sacred place of worship and thus the applicant promises to refrain from committing an act that may cause any Najasaat (uncleanliness) that can make the center facility najis. Applicant must communicate same to the guests as well.

The applicant shall be responsible for any loss or damage to the property during rental time and shall reimburse MOMIN for any repairs needed. Any object or action that cuts the skin or lets the blood out shall not be allowed anywhere on MOMIN's premise. The applicant shall ensure the security and the safety of the center as well as that of the participants and specially the kids of the guests and your own. In the event of a dispute the applicant and guests shall abide by the decision of the executive committee member. Nails, thumbtacks, etc., must not be used to attach decorations to the structure of the furnishings. It is unlawful to sell or offer for sale any food, drinks, merchandise, or services unless such person has a written agreement or a permit issued by MOMIN. The applicant agrees to educate guests and members attending the event regarding the standing policies of MOMIN and promises to communicate and make them aware of all such policies.

The applicant also agrees to abide by the rules and regulations of MOMIN for using the facility for private program. The MOMIN Representative is permitted the authority to determine unacceptable behavior of individuals while on the premise, with the right to cancel reservations or request offenders to leave immediately.

**Applicant agrees to abide by all ICM, City of Irving, State of Texas and Federal laws.
Invited speakers must be pre-approved by MOMIN EC.**

I have READ all the rules and regulations for the use of ICM facility and agree to abide by them.

Applicant

MOMIN Representative

Date of Application Signature:

Note: All arrangement reservations shall be made at least 2 weeks in advance

Exception: Not available during the hours of regularly scheduled MOMIN's Program.

Contact's Printed Name:

Best Contact Number:

Reservation Day:

Times: From _____ to _____

Available during 11AM till 11PM for maximum of 6 hours. If the building is desired at times other than normal hours or for over-night use, an additional charge of \$200 will be added.

Sound System use must be pre-arranged.

Member Fee \$250 / Non-Member Fee: \$350

Rental Charges include Cleaning before and after your event. It also includes basic supplies (Plates, Cups, and Spoons & Napkins). Foil trays and serving spoons. Kitchen can be used for warming up the food and making tea.

Amount Received: _____

Application: Approved / Declined By:

CLOSING CHECK LIST: (Applicable to both men and women areas)

1. ICM shall not be responsible for any leftover items.
2. All doors must be locked properly. Please double check.
3. Check parking lot and around the center for anybody / any belongings left behind.
4. All decorations used must be removed before leaving.

FINAL FACILITY INSPECTION:

Inspector _____

Date/Time: _____