

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 ACTIVITIES. Use of the building for individual or personal gain is prohibited. Neither the building nor any of the premises may be used for money raising activities unless the sponsoring INDIVIDUAL has pledged the proceeds to charitable, ISLAMIC or public service programs. All arrangements for preparing and conducting the activities will be the responsibility of the sponsoring INDIVIDUAL.

If the building is desired at times other than normal hours or for over-night use, an additional charge will be added to offset the cost for the utilities to open the Facility.

The individual for whom the reservation is made shall be responsible for any loss or damage to the property during the tenure of their reservation, and shall reimburse MOMIN for replacement cost of the property. Any object or action that cuts the skin or let the blood out shall not be allowed on MOMIN's premise as it will render the surrounding Najis.

The organizers of the private program shall make sure that the sanctity of the religious place is upheld by abstaining from shouting and/or fighting. Any outdoor activity (or some indoor) which may cause disturbance to the neighbors is not permissible.

The organizers of the private program shall ensure the security and the safety of the center as well as that of the participants. In the event of a dispute the organizers of the private program shall abide by the decision of the executive committee member or the person assigned by the EC.

The applicant shall arrange the room, remove food and personal items after use, and CLEAN ALL THE AREAS OF THE CENTER before leaving. The applicant must complete all items mentioned on the **Clean Up Checklist** and place all trash in plastic bags and place it in front of the building (designated garbage pickup place.) **All Area reserved must be left in a clean condition.**

Nails, thumbtacks, etc., must not be used to attach decorations to the structure of the furnishings.

The use of any controlled substance, HARAM ITEMS is prohibited on the premises of ICM. Persons under the influence of such substance will be prohibited from entering ICM.

It is unlawful to sell or offer for sale any food, drinks, confections, merchandise, or services, unless such person has a written agreement or a permit issued by MOMIN.

Any non ISLAMIC activity including gambling **will not be permitted** on the premises. Smoking is **not permitted** in the building.

The applicant agrees to provide two (2) adult chaperons for functions of fifty (50) persons or less, and one (1) additional adult chaperon to be present for each additional 25 guests. Adult chaperons are to remain throughout the entire function.

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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 an offender to leave immediately.

Applicant agrees to abide by all ICM, City, State and Federal laws.

Use shall be denied those violating ICM, City Ordinances and Policies.

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

1. Bathrooms (Clean floor, sink and Commode. Fill tissue paper and paper towel.)
2. Sweep and Mop Hallways.
3. Clean carpet all rooms. (Need to pick up trash and vacuum thoroughly.) Make sure all stains of soft drinks and food are taken care of.
4. Kitchen (Clean stove, floor, refrigerator, and arrange paper goods. Tea pot/cooking utensils need to be clean. Sweep and Mop floor.)
5. Fill water bottles and arrange paper cups.
6. Empty all trashcans and put new trash bags in them. All trash bags full of trash need to be put outside the center at designated spot.
7. All pots and pans that belong to center need to be washed. Personal pots and pans need to be taken home same day. ICM shall not be responsible for any leftover items.
8. All lights and Air Conditioners/Heaters must be turn off.
9. All doors and windows need to be locked properly.
10. Check parking lot and around the center for anybody / any belongings are left behind.
11. All decorations used must be removed before leaving.
12. Failure to comply with this checklist may forfeit the Facility Deposit.

FOOD AND SUPPLIES:

1. All food items to be served must be HALAL. Please check all the ingredients on Ready-made items.
2. No soft drinks or any drinks shall be served on any carpeted area, including designated eating areas.
3. All food shall be served only at the designated food areas with proper protection.
4. All the Eating and Drinking Supplies must be furnished by the Applicant. Borrowed supplies from the Facility shall be refunded back within one week.

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RESERVATION APPLICATION

Exception: Not available during the hours of (regular scheduled) MOMIN's Program.

Name of Person Requesting Reservation: _____

Address: _____

Telephone: (Home) _____ (Work) _____

Member of MOMIN: Yes: _____ No: _____ Speaker: _____

Number of Guests _____ Type of Function: _____

List of names, addresses, and the telephone numbers of two responsible adults (MOMIN members) who will be present during the entire reservation time.

1. _____

2. _____

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

Applicant Signature _____ Date of Application: _____

RESERVATION DAY: _____ DATE: _____ TIME: _____ (until) _____

MINIMUM RENTAL DONATION:

		Member	Non-Member
Sad Occasion	: Food/No Food	\$50.00	\$75.00
Happy Occasion	: Food/ No Food	\$100.00	\$150.00

Cleaning Fee \$70.00
Hours of Availability: 8 a.m.- 11 p.m.

Cleaning Fee is required if facility is not left cleaned.

Note: All arrangement reservations shall be made at least 2 working days in advance.

Director of Programs: _____ **Amount Received:** _____.

Status of the Application: **Approved:** _____ **Denied:** _____.

FINAL FACILITY INSPECTION: Inspector _____ Date/Time: _____

CLEANING FEE: YES NO (Circle One)