



Application for use of facilities

Reservations should be made a minimum of 2 weeks in advance.

Name of Organization or Group		Phone Number – Home/Work	
		City	State
			Zip Code
Email Address		Phone Number – Home/Work	
		Phone Number - Cell	
Event Date(s)	Arrival Time	Departure Time	Total Hours of Rental
Purpose of Event (private party/meeting/lecture; specify details, speaker's name or attach event's flyer)			Estimated Attendance
<input type="checkbox"/> Event open to community members or the general public		<input type="checkbox"/> Speaker for religious affairs	
<input type="checkbox"/> Private or personal event		(must be approved by R.A.C.)	
<input type="checkbox"/> Is there an admission fee?			How much? <input style="width: 50px;" type="text"/>
Will there be fundraising? <input type="checkbox"/> Yes <input type="checkbox"/> No – Fundraising requires pre-approval and the completion of an addendum.			
Proceeds used for? <input style="width: 800px;" type="text"/>			
Who will be attending? (Check all that apply) <input type="checkbox"/> Muslim community members <input type="checkbox"/> People from other Faiths <input type="checkbox"/> Federal, State, City Officials			
<input type="checkbox"/> Interfaith Leaders <input type="checkbox"/> Media <input type="checkbox"/> Other – please specify: <input style="width: 400px;" type="text"/>			
Facilities Required (Check all that apply) <input type="checkbox"/> Gymnasium (main fl.) <input type="checkbox"/> Gymnasium (lowel level) <input type="checkbox"/> Tafseer Hall <input type="checkbox"/> Dining area (Masjid bldg). <input type="checkbox"/> Prayer Halls		Equipment Required: <input type="checkbox"/> Stage <input type="checkbox"/> Podium	
		<input type="checkbox"/> Speaker System	
Will food or snacks be served? <input type="checkbox"/> Yes <input type="checkbox"/> No		Community Hall Setup (Fax Set Up Diagram)	
<input type="checkbox"/> Lunch/Dinner <input type="checkbox"/> Snacks <input type="checkbox"/> Tea/Coffee		<input type="checkbox"/> # of Round Tables (guests) <input style="width: 50px;" type="text"/> <input type="checkbox"/> # of Chairs: <input style="width: 50px;" type="text"/>	
		<input type="checkbox"/> # of Rectangular Tables (foods/drinks) <input style="width: 50px;" type="text"/>	

Guidelines for use of facility

1. **Islamic Principles:** Activities that violate Islamic Principles are strictly prohibited.
2. **Prayer Times & Duration:** Plan the event around posted prayer times. All activities must be suspended during regular prayers. All activities must conclude according to agreed time.
3. **Fundraising:** All fundraising events require pre-approval by Majlis Al-Shura and tax exempt certificate to be on file. A separate Fundraising Addendum to this rental agreement must be signed by both parties to hold a fundraising event.
4. **Advertisement:** The advertisement at Islamic Foundation Greater St. Louis (IFGSL) for the event is limited to flyers without any offensive and graphic pictures. No banners and posters of any kind are allowed at the IFGSL.
5. **Announcements:** An announcement request can be made on the web. All announcements will be made by IFGSL.
6. **Media:** Specific approval from the IFGSL Executive Committee is required in advance for any media involvement and the scope of their presence for the event. Absolutely no pictures are allowed during prayers and other private activities. A designated person must accompany the media at all times to control their access. Please provide us with the name.
7. **Decorations:** All decorations of any kind are to be put up with masking tape only. The applicant is responsible to ensure that all decorations are taken down without any damage to IFGSL property, furniture and fixtures in any form.
8. **Cleaning & Storage:** **The applicant is responsible for removing all trash and moving it to designated receptacles. All applicants' property should be removed from the premises at the end of the event. We do not store anything.**
9. **Commercial:** Businesses or professionals engaged in an activity for gain or profit are ineligible for rental.
10. **Liability:** The applicant takes full responsibility for the liability of any statements and programs carried out during the event and/or by any group member during the facility usage. Applicant does not speak on behalf of the IFGSL. Applicant takes full responsibility for all physical and property damage, losses, injuries and accidents.
11. **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 IFGSL premises for any infraction of such laws by any individual or group.
12. **Restricted:** The use of the IFGSL facility is restricted to the areas rented. If any of the guests or their children uses other areas of the facility, additional space rental fees will be due and applicant will be responsible for any additional liability.
13. **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 by children. You can use volunteers or hire security. IFGSL can also provide security guards, if needed, at an additional cost. We recommend one guard per 50 attendees.

14. **Fees:** All fees and deposits must be received by IFGSL seventy-two (72) hours prior to the scheduled date of the event. If the payment is not received as required, IFGSL is under no obligation to provide the use of the facilities.
15. **Deposits: \$500 deposit is required.** A deposit will be refunded in full or partial after the inspection with adjustment for damages and for additional charges for extra time, space and equipment usage.

Event Type (check only one):

- A. IFGSL Event – i.e. Saturday or Sunday Iftar open, to community members, Eid activities, etc. There are no co-sponsors, other organizations, or service institutions participating. **There is no cost for this type of event, but a fee of \$150 for set-up and cleaning is required.**
- B. IFGSL Service Institution Event – Event being held by any other group, even arranged by IFGSL different committees. Contribution is appreciated.
- C. IFGSL Co-sponsored Event – Event held by another organization and IFGSL is a co-sponsor. **Regular rate applies.**
- D. Organization Event – An organization is holding the event. IFGSL is not a co-sponsor. **Regular rate applies.**
- E. Private Party Event – An individual, not an organization, is holding an invitation only event. **Regular rate applies.**

	Members	Non-Members	Event Type	# of Days / Hours	# of Guests	Item Total
New Gymnasium Main Floor full space of 6500 sq.ft 500 person capacity	\$550 incl. chairs, round / rectangular tables set up/clean up	\$575 incl. chairs, round / rectangular tables set up & clean up	B,C,D,E			
New Gymnasium Main Floor ½ space of 6500 sq.ft upto 225 people for	\$370 incl. chairs, round / rectangular tables set up & clean up	\$400 incl. chairs, round / rectangular tables set-up & clean up	B,C,D,E			
Downstairs (Mosque bldg.) dining area with Food, snack, and/or beverages 2400 sq. ft. 200 person capacity	\$350 incl. chairs/tables set up/clean up only dining area	\$375 incl. chairs/tables set up & clean up only dinning area	B,C,D,E			
Upstairs (Mosque bldg.) Lecture Hall without food, snack, and/or beverages 1800 sq. ft. 150 person capacity	\$75 w/o set-up/clean-up (only 1-2 tables on stage & chairs will be used for attendees)	\$100 w/o set-up/ clean-up (only 1-2 tables on stage & chairs will be used for attendees)	B,C,D,E			
Upstairs (Mosque bldg.) Lecture Hall with snack, and/or beverages, 1800 sq. ft. 150 person capacity	\$100.00 Set-up only chairs with 2-3 long tables	\$130.00 Set-up only chairs with 2-3 long tables	B,C,D,E			
Upstairs (Mosque bldg.) Lecture Hall with foods, 1800 sq. ft. 150 person capacity	\$200.00 -incl. set-up & clean up	\$250.00 -incl. set-up & clean up	B,C,D,E			
Additional Items	Kitchen	\$50.00	\$50.00	B,C,D,E		
	Podium/stage	\$10.00	\$10.00	B,C,D,E		
	Speaker System (Amplify/4 speakers/mic)	\$15	\$20	B,C,D,E		
	Other					
Total Fee:						

By signing this application, I certify that I have read and understand the guidelines for the use of the facility and will abide by all the conditions set forth therein. I am responsible for payment of any damages to the rental space and all rented equipment during the usage. I agree to leave the facility in the same condition as found before use. The applicant agrees to hold free an harmless the Islamic Foundation Greater St. Louis (IFGSL), its management, its employees, agents and any other service institutions or entities of the IFGSL from any loss, accidents, illness, injuries, damages, liability or expenses that may arise during or after the event or be caused in any way by such occupancy of this facility.

Applicant Signature	Date	<u>Security Deposit \$500 is required</u>	Full payment paid
Facility Manager Signature	Date		IFGSL Officer (Vice President)

This agreement is only effective when signed by an IFGSA Officer –. Please do not advertise the event unless signed by an IFGSA Officer. The IFGSA designated officer supervises all IFGSA facilities.

Updated: January 1, 2008