

APPLICATION FOR USE OF ISM FACILITY (NON SPORTING EVENTS)
3310 Hepler St. South Bend IN 46635

Applicant's Particular:

- A. Name of Applicant: _____
- B. Address: _____
- C. Home phone: _____ Work phone: _____
- D. Cell phone: _____ Email: _____

Event Detail:

- E. Date of the event: _____ Arrival time: _____ Departure time: _____
- F. Name of the organization or group: _____
- G. Total hours of rental: _____ Estimated attendees: _____
- H. Purpose of meeting or event: _____
- Event is open to the community members or the general public.
- Event is private or personal event.
- I. Is there any admission fee? Yes No If yes, how much? \$_____
- J. Will there be any fundraising? Yes No {**Note: Only ISM sponsored fundraising is allowed**}
- K. Event type: ISM Event -- This is an ISM event
- Current member private event, ISM co-sponsored &/or non-profit organization event
- Other event (non-members, for non-profit organizations, business, etc...)
- L. Who will be attending?
- Community members People of other faiths Federal, State, City officials Media
- Other –Please specify _____
- M. Facilities required
- Community Hall (Gym area)
- N. Equipment required:
- Speaker system LCD projector other: _____
- O. Food will be served? Yes No If yes, Lunch Dinner Snacks/Refreshment
- P. Banquet Style setup? Yes No
- (If **Yes**. \$4.00/person. Includes banquet chairs, cloth chair and table covers, china dinner plates, silverware, chafing dishes with burners, cloth napkins, glassware and charger plates. ISM will be responsible for setting up the aforementioned items and post party clean up. Food service is **NOT** included and it will be renter's responsibility to arrange for food delivery, receiving and serving. Food service can be provided at an additional cost.)

(If **No**. No additional charge. Includes tables and regular chairs only. Renter will be responsible for all other items including clean up.)

****Please do not advertise the event until rental is approved by ISM officer. ****

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 agree to leave the facility in the same condition as found before use. I am responsible for payments of any damage to the rental space and all rented equipment during the usages.

Applicant Signature: _____ Date: _____

ISM Officer Signature: _____ Date: _____

ISM FACILITY USAGE POLICY

- A Facility Use Form is to be completed by a representative of the requesting organization/individual after the function has been approved and added to the Master Calendar. ISM reserves the right to deny any request for reservation if deemed contrary to our guidelines.
- The completed form will include a drawing of the desired setup of the needed space.
- Requests for set-ups of tables and chairs, the use of audio equipment, etc. must be stated completely on the Facility Use Form and reviewed with the ISM custodian.
- Set-up and takedown of furniture and equipment will only be done by the ISM designated staff.
- User of our facilities should conform to the general ISM policy and guidelines for use of Community facilities presented in Part C in this document.
- When minors will be present in the ISM facility (i.e. Masjid OR Community Hall), the group must provide the ISM with a written plan on how they will be supervised. All supervision must be consistent with the ISM Policy. Depending on the circumstances, the group may be asked to supply additional information, such as permission letters from parents/guardians, medical and insurance information, etc.
- Groups using the facilities may use the kitchen to warm up the food, make coffee, tea, store soft drinks, juices. Cooking is NOT allowed at any time except ISM sponsored events. All groups must provide their own supplies such as cups, silver ware, serving bowls, etc.

Part B: Schedule of Fees

| Room/Hall | Non-members fees (\$ / day) | Members fees (\$ / day) | Deposit (\$) |
|-----------------------------|--|------------------------------------|-------------------------|
| Banquet Hall/Kitchen | 550 | 300 | 325 |

***CLEAN UP (See definition in Part D) IS THE RESPONSIBILITY OF THE PERSON/GROUP RESERVING THE FACILITY (Unless Banquet setup is purchased). A FEE OF \$325.00 WILL BE DEDUCTED FROM THE DEPOSIT TO COVER THE CLEANING EXPANSES IF THE FACILITY IS LEFT UNCLEANED.**

The rent is a flat rate for 6 hours and any extension to the default timing will be handled on case by case basis

- Deposit will be returned only if the facility was returned in the same condition received.
- Deposit and rent are to be paid no more than one day after approval of the application.

PART C

Policy and Guidelines for use of ISM facility

1. All individuals are expected to be observant of the Islamic etiquette while on the premises.
3. No food or drinks are allowed in any area other than the Gym area & the kitchen.
4. No smoking is allowed anywhere inside the buildings.
5. Prior permission needed to bring any kind of outside equipment
6. Alcohol, Pork & Illegal drugs are strictly prohibited.
7. Music may be allowed upon approval from Hall management/ Board. ISM may also give renter an option to play pre-screened music selection during their event.
8. Renters will be advised to play music using their own discretion while respecting the sanctity of the adjacent Masjid.
9. Outside Music bands may be allowed as per Board's discretion
10. Any equipment or other Masjid's property is not to be removed from the hall premises without permission of the board of directors or custodian.
11. Lights are to be turned off when not using a specific area including restrooms.
12. If decorations are to be attached to walls and fixtures, non-marking masking tape must be utilized.
13. Persons are to behave in a Muslim-like manner and to remind others of this expectation as may be necessary. No roughhousing, foul language or other loud or rude behavior will be allowed.
14. Absolutely no one is allowed to climb railing on the second floor.
15. Only specifically designated persons may adjust heating, air conditioning and sound system controls or use other equipment. Please report problems to the custodian.
16. Security is the responsibility of anyone using the facilities. Activities are to be restricted to the areas assigned and care shall be taken to ensure that those areas and access to the facility are properly secured when leaving. Care shall be taken to safeguard keys so that only authorized persons use them and no copies are made.
17. Telephones are primarily for Masjid business. Other use should be of short duration so as to not tie up the lines.
18. Prior authorization is needed if the gym is used for sports other than the following:
 - Basket Ball
 - Badminton
 - Table Tennis
 - Cricket (Soft Ball Only)
 - Adult Soccer (Soft/Indoor Ball Only)
 - Kids Soccer

19. DAMAGE AGREEMENT: It is understood that financial responsibility for any damage to building or facilities resulting from the use rests with the User of the facility. It is expected that the User will use diligent care to prevent such damage.

20. Board of director's names & contact information is posted in this facility as well as published on the web at www.michianamuslims.org.
21. Cars are to be parked in proper parking places.
22. Cars left overnight can be towed at owners cost.
23. At least 14 day notice is recommended to schedule use of the facilities through the Board of Directors.

24. Keys to the Community hall facility will be given out to the board of directors, Imam, designated individuals & maintenance staff only.
25. Non ISM sponsored fundraising is NOT allowed at anytime
26. If you are not sure about something, ask a member of the board of directors.
27. ISM will not be responsible for any lost or stolen items/articles at the ISM Premises during rental period. ISM will not be responsible for any personal and/or property damage occurring to the parties involved in attending a function/event at the ISM.

VIOLATORS OF ANY OF THE ABOVE POLICY GUIDELINES WILL BE ASKED TO LEAVE THE PREMESIS BY THE CUSTODIAN, IMAM OR ANY MEMBER OF ISM BOARD OF DIRECTORS

PART D

Clean Up

- Removal of Garbage (leftover food items, paper plates, napkins, cups, table covers, water/beverage bottles). Garbage bags MUST be placed inside the bins provided.
- Removal of utensils, food items from the kitchen.

PLEASE RETURN THE COMPLETED FORM TO THE MASJID