

Guidelines for Facility Rentals

- 1) **Islamic Principles:** Activities that violate Islamic Principles are strictly prohibited.
- 2) **Prayer Times & Duration:** Event should be planned around posted prayer times. All activities must be suspended during regular prayers. All activities must conclude no later than 11 PM.
- 3) **Fundraising:** All fundraising events require pre-approval by ICF Operation Committee (OC) and a valid IRS 501 (C)(3) certificate to be on file. A separate Fundraising Addendum to the rental agreement must be signed by both parties to hold a fundraising event.
- 4) **Fees:** All fees and deposits must be received by ICF **at least one week in advance prior** to the scheduled date of the event. If the payment is not received as required, ICF is under no obligation to provide use of the facilities
- 5) **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.
- 6) **Media:** Specific approval from the ICF OC is required in advance for any media involvement and for the scope of their presence for the event.
 - a) Absolutely no pictures are allowed during prayers and other private activities by media.
 - b) A designated person must accompany the media at all times to control their access.
 - c) No Music
- 7) **Advertisement:** Advertisement at ICF for the event is limited to flyers and posters, for which approval should be sought from the OC in advance. ***The poster should not have any photographs of individuals.***
- 8) **Announcements:** For public programs, announcement requests can be submitted on ICF's website. Only ICF Board Members or designated committee is allowed to make announcements.
- 9) **Catering:** Applicants must submit a copy of their caterer's valid California catering license.
- 10) **Food:** All food served in ICF needs to be **100% Zabihah – Hand Slaughtered (certificate required)** or from the list of approved vendors.
 - a) *Currently only HFSA Certified or Chicago Shariah Board Certified restaurants are allowed.*
 - b) *No food is permitted in Masjid Area*
- 11) **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 the ICF. Applicant takes full responsibility for all physical property damages, losses, injuries and accidents.
- 12) **Parking:** Parking should be in only ICF designated location.
 - a) *In MZ – This is approx. 200 spots closer to our building. It is not permitted to park in-front of any other building structure and will be subject to towing at owner cost.*
- 13) **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 ICF premises for any infraction of such laws by any individual or group.

ICF Facility Rental Agreement



- 14) **Restricted:** The use of ICF facility is restricted to the area rented. If any of the guests or their children uses other areas of the facility, additional space rental fees will be charged and the applicant will be responsible for any additional liability.
- 15) **Security:** The event organizers are responsible for providing their own security during the events – specially to monitor the entrances and hallways and to prevent damage to the property. If requested, ICF can also provide security guards at an additional cost. The general recommendation is to have one guard for every 50 attendees.
- 16) **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 ICF property, furniture and fixture of any form.
- 17) **Cleaning & Storage:** The applicant is responsible for removing all trash and moving it to designated receptacles. All applicants' property should be removed from the ICF premises at the end of the event. *We do not store anything.*
- 18) **Commercial:** Businesses or professionals engaged in an activity for financial gain or profit are ineligible for rental.

ICF Facility Rental Agreement



Islamic Center of Fremont
Knowledge is wisdom

RENTERS INFORMATION (All Required)

Name of Individual or Organizations: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

EVENT INFORMATION

Event Start Date: _____ Start Time: _____

Event End Date: _____ End Time: _____

Rental Days: ___ Mon ___ Tue ___ Wed ___ Thu ___ Fri Total Hours of Rental: _____

___ Sat ___ Sun Estimated Attendance: _____

Purpose of Event or Meeting (describe):

Event Type (check only one box): Pre-approval Requirements

- A. ___ Private event
B. ___ ICF cosponsored event
C. ___ Internal ICF event

For options B and C, please specify the name of the committee or service institution in the following field.

Name: _____

Will there be fundraising? ___ Yes ___ No

Are you a registered 501(C)(3) organization? ___ Yes ___ No

Is the media invited to attend? ___ Yes ___ No

Fundraising and media presence at ICF require preapproval of ICF Operations Committee. Fundraising also requires completion of an addendum.

FACILITY AND SETUP REQUIREMENTS

Required Facilities (check all that apply):

___ Gym ___ Full ___ Half (Main Area)

___ Rooms ___ Numbers of Rooms (In School Section only)

___ Prayer Area (\$200 suggested donation)

- Only Approved Programs. Breaks for prayers is must!
- No Food in Prayers Area.

Rates

Half - \$100, Full - \$160

\$20 Per Room

Hours

4 hours each

3 hours each

- Each rental is for 3-4 hours - setup and cleanup is to be completed in this time)

- 25% or more discounts available for weekly and monthly rentals.

All reservations are tentative pending approval from ICF Operations Committee (OC). Reservations are considered confirmed only once OC approval has been received and the payment has cleared. ICF discourages advertisement of proposed events until then. Please contact the ICF Operation Committee for further information.

By signing this application:

- I certify that I have read and understand the attached "Guidelines for Facility Rental" document 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 payment of any damages to the rental space and all rented equipment during usage.
- I agree to hold free and harmless the Islamic Center of Fremont (ICF), its management, its employees, agents and any other service institutions or entities of the ICF 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's Signature: _____

Date: ___/___/___

Address: ICF-Irvington: 4039 Irvington Avenue, Fremont, CA
Masjid Zakaria: 42412-42472 Albrae Street, Fremont CA 94538

Website: www.icfbayarea.com
Email: operations@icfbayarea.com