

# APPLICATION FOR RENTAL OF THE MULTI-PURPOSE ROOM (MPR) FACILITY



Name of Applicant (and organization, if applicable):		Are you a member of ICIE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Check here if you are: <input type="checkbox"/> Regular Volunteer of ICIE <input type="checkbox"/> School's or ICIE's staff <input type="checkbox"/> Board member of ICIE			
Street Address:	City	State	Zip Code
Email Address:	Phone Number – Cell	Phone Number – Home/Work	

**Purpose of Meeting or Event (The applicant is responsible for setting up the MPR and cleaning fee may apply):**

Wedding  Aqiqa  General Meeting (**\$500 for non-member and \$50/hour for member**)  
 Funeral (**Free - Absolutely NO PHOTO or PICTURE of the decease is allowed inside the masjid**)  
 Other: \_\_\_\_\_

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_; Event Time (from – to): \_\_\_\_\_ - \_\_\_\_\_

Mon  Tue  Wed \* Thu  Fri  Sat  Sun

**\* Event shall be done on or before 9pm except Thursday for cleaning purposes. Event on Thursday shall be done before 5pm for Friday prayer's preparation. Any events exceeding that hours shall be pre-approved and may incur extra charge for cleaning.**

\* Arrival Time(A): \_\_\_\_\_; \*\*Departure Time (B): \_\_\_\_\_; Total Rental Hours (B-A): \_\_\_\_\_

**\* Arrival Time is normally an hour before the event has started. Generally, it is used to setup the MPR room.**

**\*\* Departure Time is normally an hour after the event has ended.**

Total Rental Fee = \$\_\_\_\_\_ + \$100 cleaning fee (cash only)  
**\$100 cleaning fee is required unless the facility is left in the same condition as found before use (see agreement on the second page below).**

Equipment Required:  
 Stage  Podium  LCD Projector  Sound System  TV monitor  Other Specify \_\_\_\_\_  
**ICIE can provide microphone, speaker system and TV monitor.**

Will food be served?  Yes  No If yes,  Lunch  Dinner  Snacks Refreshments

Event open to community members or the general public  Event is private or personal event

Who will be attending? (Check all that apply) :

Friends/Families  Community members  People of Other Faiths  Students from local school/university  
 Interfaith Leader  Federal/State/City Officials  Media  Other: \_\_\_\_\_

MPR Setup "Max of 200 people." Approximate # of Tables (\_\_\_\_); # of Chairs (\_\_\_\_); Other: \_\_\_\_\_

Other Facilities Required (Check all that apply):  
 Kitchen  Prayer halls  Classroom/baby sitting room (have your own babysitter)  Other: \_\_\_\_\_



All reservations are tentative pending the administration approval. Reservations will be considered confirmed only once the payment has been received and the application has been signed. ICIE discourages any advertisement of proposed events until reservations are confirmed.

The applicant agrees to hold free and harmless the Islamic Center of Inland Empire also known as "ICIE", its Management, its employees, from any loss, accidents, illness, injuries, damages, liability or expenses that may arise during or after the event.

The event should pause during the call for prayer (adhan) and EVERY Muslim is requested to proceed to the main prayer hall when prayer is about to start.

There shall not be any practice conflicting with the spirit and teachings of the Holy Quran and the Sunnah of the Prophet Muhammad peace be upon him.

**IT IS THE MASJID POLICY THAT:**

- ANY TYPE OF MUSIC OR MUSICAL INSTRUMENT IS NOT PERMITTED TO BE HEARD OR PLAYED INSIDE THE MASJID.
- ANY PHOTO OR PICTURE OF A PERSON, SUCH AS ONE THAT IS DISPLAYED DURING FUNERAL SERVICE, IS ABSOLUTELY NOT PERMITTED INSIDE THE MASJID.
- WOMEN SHALL BE GROUPED SEPARATELY THAN MEN.

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, including, but not limited to:

- All tables and chairs wiped clean and returned to designated positions.
- Kitchen Area: Dishes, pots and pans, and utensils washed, and returned to storage locations; Countertops and sink wiped clean; Microwave washed clean of spills and spatters.
- All tiled floors swept and carpeted floors vacuumed.
- Bathroom area.
- Leftover supplies removed from the Masjid (do not leave anything in the Kitchen or it WILL be disposed of).
- Trash: Inside trash can bags (including bathrooms) tied and taken to the dumpster to prevent foul odors. Uncontaminated paper, plastic, metal and cardboard recyclables stored in their proper containers
- Carpet inspected and any spills wiped up immediately.
- Parking area.
- Decorations removed.

I am responsible for payment of any damages to the rental space and all rented equipment during the usage (Initial here): _____	Amount paid for the event and date: \$ _____ / ____ / ____ Date cleaning fee (\$100) received: ____ / ____ / ____ Date cleaning fee (\$100) refunded: ____ / ____ / ____
Applicant - Signature and Date: _____	ICIE office Manager - Signature and Date: _____
<b>To be filled by ICIE only.</b> Other Note if applicable, for example, write "Waive" if the rental fee is waived:	

**For further information, contact ICIE office manager at (909)944-1836**