



# Hall Rental Application

## FOR PERSONAL USE

### Licensing Policy

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Thank you for choosing ICGC for the venue of your occasion.

Please complete this form and submit it to the Administrative Office **at least 4 weeks** prior to the event. For hall prices, see attached “Fees and Deposits.”

Your request will have to go through an approval process, which will be based on availability and ICGC rules and regulations. Please refer to the “Licensing Rules and Regulations” sheet. You will be notified of our decision within **5 days**.

The ICGC reserves the unconditional right to refuse the use of their facilities to any individual or organization.



**Thank you for helping us safeguard our Islamic Center**

## LICENSE RULES & REGULATIONS

Please Sign the Agreement after Reading All the Rules & Regulations

1. **SCHEDULING & RESERVATIONS** all inquiries and reservations have to be directed to our administrative office during work hours (9:00am to 3:30pm). Reservations and deposits must be made at least three (3) weeks before the event date. Your reservation will not be reserved or confirmed until the security deposit and completed application are received and approved. A rental request consists of completing the LICENSE APPLICATION sheet (Form #1), signing the LICENSE AGREEMENT (Form #2), and including a deposit.
2. **FACILITIES AND FEES** It is the responsibility of the LICENSEE to provide a diagram of set up for tables and chairs to the office 5 days prior to the rental. If not provided a standard set up will be used based upon the number of guests provided on Licensing Form #1. The License fees includes set-up of tables and chairs and clean up. LICENSEES are responsible for clearing all tabletops and removing leftover food and dishes from the kitchen. **All facilities must be completely vacated by 11:00pm** (Midnight during Ramadan). **Facilities are not to be accessed by renting parties, including setup and decorations, no sooner than 1pm on rented day. No exceptions!**
3. **SECURITY DEPOSIT** The security deposit will be refunded if the facility is left clean, organized, and undamaged. **If minor repairs or additional cleaning are needed it will be taken out of the deposit.** If the cost of the damage caused by guests or anyone hired by the Licensee, such as caterers, exceeds the deposit amount, the LICENSEE will be held responsible for these additional costs. If deposit is made with a check, the check will be deposited and a check for unused portion of the deposit will be refunded to the LICENSEE within 10 business days, mailed to the address listed on Licensee Form #1.
4. **LIABILITY**
  - a. LICENSEES agree to pay for any damage to the premises or to any equipment caused during any part of their use of the facility. b. LICENSEES unconditionally agree to use maximum care in the use of the ICGC premises to avoid accidents and occurrences, which might cause injury to persons or property.
  - c. LICENSEES agree to hold harmless and indemnify the Islamic Center of Greater Cincinnati (ICGC), the Islamic Educational Council (IEC), and their employees, officers, and agents from any liability, loss claims, suits, or injuries and from any costs associated with any accidents or injuries occurring during the event or on any part of the premises.
5. **DECORATION RULES** LICENSEES are responsible to properly install and remove any decorations installed for the event. Use of tape on walls will not be allowed. Failure to remove any decorations will result in a deduction from the deposit to cover the cost of cleaning and restoration. LICENSEES will be allowed to set-up a few hours before the start of the event by making the arrangements ahead of time with the Office Administrator. Any delivery of decorations, food, stage or equipment must be made the DAY OF the event. The Administrator should be notified two business days in advance of any such deliveries. ICGC/IEC is not responsible for theft or damage to items left unattended on the property.
6. **OTHER RULES AND REGULATIONS**
  - a. **Food and drink** will be permitted in the Gym & Mirror Hall. Please note there will be **no kitchen in the Mirror Hall** so keeping that in mind, make the food arrangements accordingly. Alcoholic beverages, pork, or pork-related products are not permitted on the premises under any circumstances. None of the food is to be cooked on the premises. The kitchen facility is only to be used for heating of food. All food, beverage, and supplies must be removed from the premises the same day of the event.
  - b. **Dress:** All visitors to the Islamic Center of Greater Cincinnati are kindly requested to wear modest, long, and loose-fitting clothing such

as trousers, long skirts, and sleeved blouses or shirts. Women in particular are requested to bring scarves as head coverings only for the mosque building. Also, please note that it will be necessary for all visitors to remove their footwear before entering the carpeted prayer area in the mosque building.

c. **NO Smoking:** The facilities and property are all smoke free. There is no smoking on property whatsoever. Smokers need to exit beyond the entrance gate to smoke and to responsibly dispose of cigarettes to avoid any incidence.

7. **CANCELLATION POLICY:** If an approved Licensing, agreement was canceled with one week or less notice prior to the date of the event, the center will keep the deposit.

Islamic Center of Greater Cincinnati 8092  
Plantation Drive, West Chester, Ohio 45069 – (513)755-3280

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**Licensing Form #1**  
**LICENSING APPLICATION**

Please complete “Licensing Application (Form #1)” and sign the “Licensing Agreement (Form #2)” which is attached to the “Licensing Rules & Regulations” sheet.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Purpose of Activity \_\_\_\_\_

Room(s) Requested \_\_\_\_\_

Numbers of guest \_\_\_\_\_ Date

of Activity \_\_\_\_\_

Time of the Event \_\_\_\_\_

By signing, I certify that this event is for an immediate family member or myself only.

Signature: \_\_\_\_\_

**Licensing Form #2**  
**LICENSE AGREEMENT**

The undersigned have read, understood, and agreed to all the rules and policies of ICGC as detailed in the “LICENSE Rules & Regulations” and the “ADDENDUM: RULES AND REGULATIONS.” The LICENSEE agrees to pay the remaining balance a minimum of 5 business days before the event day.

The undersigned also agrees to hold harmless and indemnify the Islamic Center of Greater Cincinnati (ICGC), the Islamic Educational Council (IEC), and the International Academy of Cincinnati (INTAC). In addition, their employees, officers, and agents from all liability, loss claims, suits, or injuries and from any costs associated with any accidents or injuries occurring during the event or on any part of the premises.

LICENSEE’S Full Name: \_\_\_\_\_

LICENSEE’S Signature \_\_\_\_\_

DATE: \_\_\_\_\_

By signing, I certify that I am an up-to-date, Dues Paying Member of the Islamic Educational Council

Signature: \_\_\_\_\_

DEPOSIT: Paid \$ \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Rcvd by: \_\_\_\_\_ Date: \_\_\_\_\_

RENTAL: Paid \$ \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Rcvd By: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Notes:**

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**Equipment Rental form** (included with rental charges) Licensee agrees to clean up the tables and the kitchen after use and keep the facility in good condition and repair. Licensee agrees to indemnify Licensor with respect to any liability, cost, or claims with respect to Licensee's use of the facility or Licensee's guests, invitees, employees, etc. use of the facility

Event Date: \_\_\_\_\_ # of Guests: \_\_\_\_\_ Phone urgent contact on event: \_\_\_\_\_

Please indicate the number of items to be borrowed. All items must be returned in clean, dry, and good condition. •

Serving Spoons (40 available) - How many do you need? \_\_\_\_\_

• Large Coffee/Tea Urns (2 available) - How many do you need? \_\_\_\_\_

• Wire Food Tray Racks (20 available) - How many do you need? \_\_\_\_\_

• Use of an oven and large refrigerator \_\_\_\_\_

**Round tables & Chairs will be set up in the arrangement that you would like. \*(Max seating capacity: 400)**

**For 200+ Guests: Round Tables up to 38 included**

Round Tables with 10 chairs per round table Indicate how many tables: \_\_\_\_\_ Reserved

Rectangular Tables (for serving) – up to 11 included Indicate how many tables: \_\_\_\_\_ Reserved

**For 199 or less Guests: Round Tables 20 included**

Round Tables with 10 chairs per round table (total limit 200) how many tables: \_\_\_\_\_ Reserved

Rectangular Tables (for serving) – up to 11 included how many tables: \_\_\_\_\_ Reserved

*I agree to the above-mentioned conditions and agree to take responsibility for the equipment for which I am signing out for use. Signature \_\_\_\_\_ Date \_\_\_\_\_*

<b>RENTAL FACILITIES &amp; FEES</b>				
<b>FACILITY</b> Areas Included	<b>PARTY SIZE &amp; ROOM CAPACITY</b>	<b>IEC MEMBER</b>	<b>NON MEMBERS</b>	<b>Non-Profit Org</b> With Member Sponsorship
<b>Gym Hall [Hall A]</b> <b>(Food &amp; Drink Allowed)</b> <small>Entrance area, the hall, restrooms, parking lot</small>	For 199 or less For 200 to 400 Max Cap - Gym 400	\$1,000 \$1,250 <b>(Deposit \$500)</b>	\$1,200 \$1,500 <b>(Deposit \$600)</b>	\$900* \$1,200* <b>(Deposit \$450)</b>
<b>Lecture/Mirror Hall [Hall B]</b> <small>Entrance area, the hall, restrooms, parking lot</small>	Max Cap 150	\$1,650 <b>(Deposit \$750)</b>	\$2,000 <b>(Deposit \$900)</b>	\$1,600 <b>(Deposit \$500)</b>
<b>BOTH [HALL A] + [HALL B]</b>	For 199 or less For 200 to 400	\$2,750 \$3,000 <b>(Deposit \$950)</b>	\$3,300 \$3,650 <b>(Deposit \$1000)</b>	\$2,550 \$2,950 <b>(Deposit \$750)</b>
<b>Classroom(s)</b> <b>(Absolutely no food or drink)</b> <small>Only available w/ rental of Hall A, Hall B or Lecture Rm</small>	Max Cap 25 people in each classroom	\$35 per room <b>(Deposit \$25)</b>	\$60 per room <b>(Deposit \$25)</b>	\$45 per room <b>(Deposit \$25)</b>
<b>Community Lecture Room</b>	Maximum Capacity 50	\$60 per hour <b>(Deposit \$50)</b>	\$115 per hour <b>(Deposit \$50)</b>	\$70 per hour <b>(Deposit \$50)</b>
Deposit for Classroom or Community Lecture Room is waived if deposit paid for Rental of <i>Gym</i> or <i>Mirror Hall</i> .				

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