



IMAAM Center
9100 Georgia Ave., Silver Spring, MD 20910

Facility Use/Rental Agreement

A. Contact Information

1. Name of organization:
2. Name of representative of individual:
3. Address: City: State: ZIP:
4. Cell phone: Alternate phone number:
5. Email:
6. Are you an IMAAM member: Yes / No (circle one)

B. Event Information

7. Date of event:
8. Start time: AM / PM (circle one). End time (including cleaning): AM / PM (circle one)
9. Estimated number of attendees:
10. Event description:

C. Usage and Setup Fees

Rate and Room	Non-Member	Annual Member	Lifetime Member
Cleaning deposit (to be refunded upon final inspection)	\$150	\$150	\$150
Multipurpose room:			
- hourly rate for the first 2 hours			
- Weekday	\$50	\$40	\$30
- Weekend	\$60	\$50	\$40
- hourly rate for the next hours	\$40	\$25	\$20
Parking helper (rete per hour) required or waived (circle one)	\$25	\$25	\$25
Optional (charge per piece):			
Small water bottle (each bottle)	\$0.50	\$0.50	\$0.50
Styrofoam cup (each piece)	\$0.04	\$0.04	\$0.04
Styrofoam plate (each piece)	\$0.07	\$0.07	\$0.07
Plastic spoon (each piece)	\$0.02	\$0.02	\$0.02
Microwave use in kitchen	\$10	\$10	\$10

D. General Terms (next)

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11. IMAAM Center must be vacated at 11:00 PM. No exceptions.
12. NO ALCOHOLIC BEVERAGES or SMOKING on IMAAM property at any time.
13. NO FOOD OR BEVERAGES in the prayer area. Let those attending your event know that there is no food or drink allowed in the prayer room.
14. Any person attending the event should follow parking rule and regulations if they arrive with car. Do not park (or block) in front of doors or fire line. If towed, call, and IMAAM will not be responsible for the fee charged by the towing company.
15. Any damage or replacement costs due to food or beverage will be the responsibility of the renter.
16. **The kitchen is to be left clean.**
17. **After any function, all garbage and recyclables are to be removed from the building immediately and being put in the dumpster in the parking lot area.**
18. **The renter is responsible for set-up and break-down for all tables, chairs, and floor mats used at functions. All furniture shall be placed back in its original position unless prior arrangements have been made.**
19. All events must adhere to Montgomery County Fire Marshal Regulations.
20. Renter is responsible for removing all personal or group property from IMAAM premises at the conclusion of the event. IMAAM will not be responsible for any damage or loss of personal property and will remove such property at renter's cost.
21. The renter bears all responsibility and liability when serving food to their guests and hereby agree to fully and absolutely indemnify, IMAAM, its Board of Trustees, officers, agents, and staff of any liability arising from serving food.
22. All areas of the facility should be left as it was found. At the conclusion of the event, kitchen, bathrooms, etc., must be left clean. The deposit will be refunded after inspection of the facility.
23. At the conclusion of the event and if there is no other activities during the time, the main entrance door must be lock, and people can exit from either one of the two emergency doors (which can be opened from inside, but cannot be opened from outside).
24. (initial please). **Damage assessment:** Damage to IMAAM property caused by the renter, any contractor, or any employee of the renter, or any person attending the event for which facility was rented, will be charged to the renter.
25. (initial please). **Decorations:** The following items are NOT permitted: helium-filled balloons, sparkles, glitter or confetti, open-flame candles. Alcoholic beverages, decoration on walls or doors, painting and/or construction of decorations in the building, tape on floors, doors, walls, or windows.
26. **Cancellation:** This agreement can be cancelled with 7 (seven) days advanced notice prior to the date of event at which time the deposit will be fully refunded. Otherwise, a cancellation charge of \$75 will apply.
27. **Code of Conduct:** The renter agrees to abide by IMAAM's Code of Conduct and other policies.

Signature (Next)

I have read, understood, and agree with the above IMAAM's Renter Terms and Conditions.

Renter's full name Renter's signature Date

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For IMAAM Officer Only:

Name Sign Date

- (check the box if) Cleaning deposit received
- (check the box if) Payment received, or waived
- (check the box if) Cleaning deposit returned

Notes: _____

