IMAAM Center

9100 Georgia Ave., Silver Spring, MD 20910

Facility Use / Rental Agreement — Multipurpose Room

A. Contact Information

1. Organization name:
2. Representative / individual:
3. Address: _____ City: _____ State: ___ ZIP:
4. Cell phone: _____ Alternate phone:
5. Email:
6. Membership: ☐ Non-member ☐ Annual member ☐ Lifetime member

B. Event Information

7. Date of event:
8. Start time: _____ ☐ AM ☐ PM End time (incl. cleaning): _____ ☐ AM ☐ PM
9. Estimated attendees:
10. Event description:

C. Fees & Cost Worksheet

Multipurpose Room	Non-Member	Annual Member	Lifetime Member
Cleaning deposit *Refunded after post-event inspection*	$150	$150	$150
Room — Hours 1–2, weekday *per hour*	$60	$50	$40
Room — Hours 1–2, weekend *per hour*	$70	$60	$50
Room — each additional hour *per hour, after the first 2*	$50	$35	$30
Parking helper *per hour — required or waived (circle in worksheet)*	$25	$25	$25
Microwave use (kitchen) *flat*	$10	$10	$10

Optional supplies (per piece)	Water $0.50 • Cup $0.06	Plate $0.09 • Fork/Spoon $0.04

Complete the worksheet with the renter so the amount due is clear and agreed before the event.

Cost Worksheet	Hours / Qty	Rate	Amount
Room — first 2 hours			
Room — additional hours			
Parking helper		$25/hr	
Microwave / supplies			
Fees subtotal			
Cleaning deposit (refundable)		$150	$150
TOTAL DUE (fees + deposit)			

D. Rules — please read; these are enforced

Timing & access

1. Vacate by 11:00 PM. No exceptions.

2. Locking up: if no other activity follows, lock the main entrance; guests exit through either emergency door (these open from inside only).

Not permitted

3. No alcohol and no smoking anywhere on IMAAM property, at any time.

4. No food or drink in the prayer area. Please inform your guests.

5. No music inside the Multipurpose Room.

6. No: helium balloons, sparklers, glitter or confetti, open-flame candles, wall/door decorations, painting or building of decorations on-site, or tape on floors, doors, walls, or windows.

Setup & cleanup (renter's responsibility)

7. Setup & breakdown: the renter sets up and puts away all tables, chairs, and floor mats, and returns furniture to its original position unless arranged in advance.

8. Kitchen: leave it clean.

9. Trash: remove all garbage and recyclables from the building immediately after the event and place them in the dumpster in the parking lot.

10. Leave as found: kitchen, bathrooms, and all areas must be left clean. The deposit is refunded after inspection.

11. Personal property: remove all belongings at the end of the event. IMAAM is not responsible for loss or damage and may remove items left behind at the renter's cost.

Safety & parking

12. Parking: follow all parking rules. Do not park in front of or block doors or fire lanes. IMAAM is not responsible for towing fees. Tow company:

13. Fire code: all events must follow Montgomery County Fire Marshal regulations.

Money & liability

14. Cancellation: cancel at least 7 days before the event for a full deposit refund. Cancellations with less notice forfeit a $75 charge.

15. Damage: any damage caused by the renter, their contractors, employees, or guests will be charged to the renter.

16. Food liability: the renter is fully responsible when serving food and agrees to indemnify IMAAM, its Board of Trustees, officers, agents, and staff against any liability arising from it.

17. Code of Conduct: the renter agrees to follow IMAAM's Code of Conduct and other policies.

Initial to confirm you understand:

____ Damage assessment (Rule 15) ____ Prohibited items & decorations (Rules 3–6)

E. Agreement & Signature

I have read, understood, and agree to IMAAM's rental terms and conditions above.

Renter's full name	Renter's signature	Date

For IMAAM Office Use Only

Booking status: ☐ Pending ☐ Confirmed	Date received: _____
Fees collected: $ _____	Payment method: _____
Deposit received: $ _____ Date: _____	Deposit returned: $ _____ Date: _____
Damage/deductions: $ _____	Approved by (initials): _____

Post-event inspection checklist

- ☐ Room / furniture reset
- ☐ Kitchen clean
- ☐ Trash & recycling removed
- ☐ Bathrooms clean
- ☐ No damage found
- ☐ Deposit cleared for refund

Notes:

Officer name	Officer signature	Date