Application For Facility Rental

Muslim Community Association

facilityrental@mcabayarea.org

RENTER INFORMATION			
Name of individual or organization:			
Street address:	**City:**	**State:**	**ZIP Code:**
Email:	**Phone (cell):**	**Phone (home or work):**	

EVENT INFORMATION			
Event Start Date:	**Event End Date:**	**Start Time:**	**End Time:**
Rental Days: ☐Mon ☐Tue ☐Wed ☐Thu ☐Fri ☐Sat ☐Sun		**Total Hours of Rental:**	**Estimated Attendance:**
Purpose of Event or Meeting:			

Event Type (check only one box): A. ☐ Private event C. ☐ Internal MCA event B. ☐ MCA Service Inst. event D. ☐ MCA cosponsored event For options B, C, and D, please specify the name of the committee or service institution in the following field. **Note:** Option D requires written approval of sponsoring committee.	**Preapproval Requirements** 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 MCA require preapproval of MCA Executive Board (EB). Fundraising also requires completion of an addendum. Eligibility for 35%MCA-member Discount: (proof of membership required) ☐ Current MCA member?

FACILITY AND SETUP REQUIREMENTS	
Required Facilities (check all that apply):	**Required Setup:**
☐ Khadijah Banquet Hall ☐ Maryam Banquet Hall ☐ Fatima Hall ☐ Board Room ☐ Classrooms ☐ Babysitting Room ☐ Men's Prayer Hall ☐ Mothers' Lounge ☐ Youth Lounge ☐ NB Stage Hall ☐ NB Cafeteria	☐ Stage ☐ Speaker system ☐ Podium ☐ LCD projector ☐ Table covers: # ☐ Dividers
Banquet Hall Setup (setup diagram must be attached to this form):	
☐ Banquet ☐ Theatre ☐ Lecture ☐ Classroom # of guest tables: # of food tables: # of chairs:	
Will food be served? ☐ Yes ☐ No (☐ Lunch ☐ Dinner ☐ Refreshments)	
☐ Other requirements:	

All reservations are tentative pending approval from MCA Executive Board (EB). Reservations are considered confirmed only once EB approval has been received and the payment has cleared. MCA discourages advertisement of proposed events until then. Please contact the MCA facility manager 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 Muslim Community Association (MCA), its management, its employees, agents and any other service institutions or entities of the MCA 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