



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: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun | Total Hours of Rental: | Estimated Attendance: | |
| Purpose of Event or Meeting: | | | |
| Event Type (check only one box): A. <input type="checkbox"/> Private event C. <input type="checkbox"/> Internal MCA event B. <input type="checkbox"/> MCA Service Inst. event D. <input type="checkbox"/> MCA cosponsored event For options B, C, and D, please specify the name of the committee or service institution in the following field. | | Preapproval Requirements Will there be fundraising? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a registered 501(C)(3) organization? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the media invited to attend? <input type="checkbox"/> Yes <input type="checkbox"/> No Fundraising and media presence at MCA require preapproval of MCA Executive Board (EB). Fundraising also requires completion of an addendum. | |
| Note: Option D requires written approval of sponsoring committee. | | Eligibility for 35%MCA-member Discount: (proof of membership required) <input type="checkbox"/> Current MCA member? | |
| FACILITY AND SETUP REQUIREMENTS | | | |
| Required Facilities (check all that apply): <input type="checkbox"/> Khadijah Banquet Hall <input type="checkbox"/> Maryam Banquet Hall <input type="checkbox"/> Aisha Hall <input type="checkbox"/> Classrooms <input type="checkbox"/> Babysitting Room <input type="checkbox"/> Mother's Lounge | | Required Setup: <input type="checkbox"/> Stage <input type="checkbox"/> Speaker system <input type="checkbox"/> Podium <input type="checkbox"/> LCD projector <input type="checkbox"/> Table covers: # <input type="checkbox"/> Dividers | |
| Banquet Hall Setup (setup diagram must be attached to this form): | | | |
| <input type="checkbox"/> Banquet <input type="checkbox"/> Theatre <input type="checkbox"/> Lecture <input type="checkbox"/> Classroom | | # of guest tables: | # of food tables: |
| <input type="checkbox"/> Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No (<input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Refreshments) | | # of chairs: | |
| <input type="checkbox"/> 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.
- I am responsible and agree that the MCA is to receive 10% of all **cash donations** (not pledges) collected. Organizations hosting fundraisers at the MCA must declare the total amount of cash donations collected during the event within 48 hours. Organizations must pay ten percent of the total amount of cash donations declared to the MCA within two weeks following the event date
- Failure to comply with the fundraising policy may adversely affect the group's prospect to organize fundraising in the MCA in future

| | |
|-----------------------|------|
| Applicant's Signature | Date |
|-----------------------|------|