



MUSLIM COMMUNITY CENTER
- CHARLOTTE -

Mission: *Devotion to God, Striving for Excellence, Nurturing American Muslims,
Engaged in the Service of Society*

Vision: *A Charlotte Community Build on Virtue and Cooperation*

MCC reserves the right to approve or decline to rent and/or usage of its facilities to any person(s), group(s), or organization(s). The primary guide in all decisions and activities of our organization is our mission and vision.

In order to reserve a date:

1. Reservation is made on a first-come first-served basis
2. Complete and sign **Rental Agreement**. Be sure to initial where noted.
3. Complete and sign the **Rules and regulation form**.
4. Reservation requests will not be confirmed until the total amount of rental is paid and the rental agreement/rules and regulation is signed.
5. The Renter will receive a physical or digital copy of this contract with the date and time of the activity completed to confirm the reservation.
6. Each time the place is rented, a pre-event and post-event inspection are required. This is both your and our opportunity to confirm the current condition of the place. At some point during the week of your event, we will contact you to schedule the pre-event inspection.
7. **Security Deposit** - \$100 deposit is refundable assuming no damage is done. It will be refunded within 3-5 days following your post-event inspection.
8. There will be a cleaning fee of \$75 for the prayer hall and \$50 for a classroom, and \$100 for the outdoor space.
9. Depending upon the nature of usage, you may be required to present a "Certificate of Insurance/Liability" before their reservation will be scheduled.
10. Capacity for a Classroom is 25 people, and the Prayer Hall is 200.
11. If an MCC member with active status reserves the facility on a complimentary basis, they must be present at the event for the entire duration of the reservation period.
12. Complimentary Facility reservations by MCC members must be for events and activities where the member is directly involved in organizing or participating. Third-party commercial or private rentals on behalf of non-members are not permitted.
13. MCC reserves the right to deny any reservations that overlap or conflict with dates and times of scheduled MCC programs and events.
14. MCC reserves the right to reject reservations for programs or activities that closely mirror events already hosted by MCC in terms of format, topic, purpose or intended audience.



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Your event date will be confirmed upon receipt of the signed documents and payment. **Return signed form along with the 1check or credit card (made payable to Muslim community Center) for Rental fee, cleaning fee and Security deposit.**

Renting at MCC	MCC Members in Active Status	Non-Members	NonProfit Events (Similar mission)	Profit Events
Prayer Hall	\$100/2hr	\$200/2hr	\$150/2hr	\$300/2hr
Classroom	Complimentary	\$50/2hr	\$50/2hr	\$125/2hr
Outdoor Spaces	50/2hr	\$200/4hr	\$150/4hr	\$300/4hr



DEPOSIT: The Renter shall pay MCC the sum of 5% of Total Rental Cost no later than 14 days prior to event start date (recommended: pay 30 days before the commencement of the rental period).

This Rental Agreement is made and effective this (month) _____ (date) _____ of _____, Muslim Community Center, hereinafter referred to as "MCC" and the above-named Renter.

Rental Term includes event setup, event cleanup including removal of trash and taking to the outside dumpster. Failure to cleanup results in loss of security deposit.

Renter pays 100% of all fees at the time of reservation. These monies will only be refundable if you cancel 15 days before the reservation date.

_____ *Renter's Initials*

Renter shall make no alterations to the Room or Rooms or make any other changes without prior written consent from MCC.

Furniture is to remain in place unless prior written permission from MCC has been granted. Rented tables and chairs may be moved. It should be cleaned before returning to the original location and shutting off lights and appliances at the end of Rental Term. Tables and chairs may not be stacked upon any furniture or tables.

A vacuum, broom and mop are available for use in cleanup. Renter is responsible for returning the room to the condition in which it was found.

Renter will assure all consultants, representatives, caterers, contractors and/or other involved parties to the event are made aware of the guidelines and rules set forth in this Contract.

Renter shall comply with all the fire, health and sanitary laws, ordinances, rules, and orders of appropriate governmental authorities, with respect to MCC.

Renter understands the Muslim Community center is a public facility where other functions and/or lessons may take place in other areas of the venue during Rental period.

LIABILITY: Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that MCC may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue and shall indemnify and hold MCC harmless against any and all legal actions which may arise from Renter's use of the venue.

_____ *Renter's Initials*



RENTAL RULES & REGULATIONS

Smoking/Alcohol is NOT permitted on premises under any circumstances.

No shoes or food allowed in the prayer hall. Renter will require permission from MCC prior to the event for serving food/specific food types in the classroom.

No candles or open flames and no fog machines are permitted on premises.

Renter shall not have on or around the MCC facility, anything that is dangerous, flammable, explosive or has explosive characteristics that might increase the danger of fire in or around the Room or Rooms, or that might be considered hazardous.

No wall hangings or decorations may be applied to ceiling, walls, doors, or windows. No glitter or sequins may be used. Free-standing screens may be brought in for decoration.

Doorways must be free and clear at all times. Main lobby and hallway are to be free and clear of all tables, chairs, or other obstructions.

Renter shall be responsible for all costs incurred for false fire alarms caused by unsupervised children pulling a fire alarm. Children must be supervised at all times.

Any breakage, damage or loss of property must be paid by the renter within 5 days following the event.

Renter shall remove all personal property, and other items that were not present in the venue when Renter took control of it. Renter is responsible for bonfire permits.

In witness of their understanding and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter's Signature, Date <hr/>	MCC Facility Manager Signature, Date <hr/>
Printed Name	Printed Name
Address	Address
City, State, Zip Code	City, State, Zip Code

MCC hereby rents to the Renter and Renter accepts in its present condition the facilities and/or equipment, as indicated on in this Agreement, at the following address 3116 Johnston Oehler Charlotte NC 28269, and Renter understands that rental may not be the only event in the building or outdoor space occurring at the same time.



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Office use only:

Setup Start Time: _____

Pre-Inspection Time/Date: _____ Post Inspection Time/Date: _____

Total chairs: _____ Total tables: _____

AV required: _____ Imam presence requested _____