



Bismillah ir Rahman ir Rahim

**Islamic Center of Rochester
727 Westfall Road,
Rochester, NY 14620**

Gym Use Rules and Rental Agreement for Events and Parties

(non Ramadan Events)

The Islamic Center gym facilities are open to use by all Muslims of the Greater Rochester area for legitimate religious and social activities. see (attached facilities use guidelines for restrictions and exclusions)

Gym Usage Charges

Chairs quantity:

300 or below \$250 for members (non-members should pay \$50 extra or become a member)

*450 \$450 for members (non-members should pay \$50 extra or become a member)

*not available at the moment, once we have the availability

There will be an agreement for use with \$150 deposit. Kitchen will be available for the sponsor use during the time of the event.

Liability and Care of Use

The care and clean-up of the gym and kitchen is the sponsor's responsibility during and after the event. Any clean up performed by ICR to bring back the facility to its pre-event condition will be charged to the sponsor at ICR's cost. (\$13/hr per person). ICR will not provide any table/chair covers, utensils, cutlery or the supplies.

The sponsor takes full responsibility for its guest behavior including the use other areas of the facility. The sponsor also takes full responsibility of crowd control, children control and assuring no damage is done to the property of ICR and any other guests while on the premises. Any damages as such will be the responsibility of the sponsor and will get it repaired or replaced at sponsor's cost.

Food should be catered from outside and warmed up in kitchen. No cooking is permitted in the kitchen.

The sponsors must follow attached guidelines to the fullest, other wise permission will be revoked at sponsors cost.

Parking is limited to 200 cars only. Sponsors must arrange for additional parking if there are more than 200 cars expected. Parking will be closed at 200 cars.

Crowd control (especially kids is sponsor responsibility) and sponsor should make detail arrangements for that.



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Facilities Use Guidelines

The Islamic Center facilities are open for use by all Muslims of the Greater Rochester area for legitimate religious and social activities

The mosque area (prayer hall) can only be used for Salat (individual or group prayers) reflection and contemplation, education, study groups, meetings, lectures and group discussions.

- Islamic Center does not make any judgments on the religious significance to any social functions. All functions are allowed as long as the activities are not in conflict with the fundamental practices and teachings of Islam. Singing, dancing, and music are prohibited on the Islamic Center facilities and ground. Any food and drinks served must comply with Islamic dietary laws.
- With the permission of the Imam, only out of town Muslims in transit and with proper identification may stay at the Center (provided that they sign a waiver of liability) for a maximum of three nights. Families are not allowed to stay at the Center.
- All requests for the use of the Center must be made to and approved by the Facilities Use Manager who will maintain a calendar of activities. Requests are accepted on a first come basis. Permission can be denied if the purpose of the meeting is in conflict with the stated policies of the Center or the user has a history of non-compliance with the established guidelines. Such a decision can be appealed to the Islamic Center Executive Board, which has the final authority to approve all requests,
- The use of Islamic Center furniture and equipment outside the center for private use is prohibited.
- Professional or educational meetings requested by any area organizations and sponsored by an Islamic Center member are welcome with prior approval obtained from the Board. Such requests can be denied without stating any cause or reason.
- Shoes must be taken off and stored in the shoe racks. Muslim as well as Non-Muslim guests coming to the mosque must dress modestly. Proper attire for all includes covering of bodies and legs. Women must cover their heads and full arms.
- Program schedules must be arranged to account for breaks during prayer times.
- Reservations for use of the facilities can be made with the Executive Director.
- No material can be posted or distribute on the Center's premises without the specific approval of the Imam.



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Islamic Center of Rochester, Rental Agreement

Name:	
Address:	
City/State:	
Home Phone:	
Cell Phone:	
Purpose:	
Date and Time of Rental:	
Number of People:	
Choice of Facility: (choose one or more)	<input type="checkbox"/> Upstairs Party Hall and Kitchen (\$100) <input type="checkbox"/> Gym and attached Kitchen (\$250) <300 people <input type="checkbox"/> Gym and attached Kitchen (\$250) 300> x <450 people

Agreement and policy:

- All area must be left clean
- Table and chairs replaced in the proper place
- All trash must be placed in dumpster. (Please bring own garbage bags)
- Kitchen must be clean
- No food left in refrigerator or counter top or any other areas
- All floors cleaned, carpet must be vacuumed

If the areas are not left in a clean condition, there will be a cleaning fee charged.

I accept to the above agreement and policy

Signature: _____

I.C.R. _____