

Islamic Centre of Cambridge

Rental Form

Today's Date: _____ Date of Rental _____
yyyy/mm/dd yyyy/mm/dd

Hours of use: From _____(am/pm) To: _____(am/pm)

Renter's Information

_____	_____	_____
Last Name	First Name	Middle Initial

_____	_____
Street	Apt #

_____	_____	_____
City	Province	Postal Code

_____	_____	_____
Phone (Home)	Phone (Business)	Phone (Cell)

Email Address

With the signing of the Rental Agreement, the Renter accepts the grounds/buildings as they exist and agrees to restore the premises to the same condition in which they existed prior to the event.

Renter's Signature _____ ICC-Authorized Signature _____

ICC-Person responsible for the event: _____

What is included in the Event Space?

If only Banquet Hall "B" is rented, it includes general floor space, specified number of chairs, specified number of tables, specified number of serving tables, stocked restrooms, lined garbage cans and utilities for standard electricity and lights. It **does not include** kitchen, classrooms, storage facilities, labor, materials or equipment.

If only Hall "A" is rented. It includes general floor space, specified number of chairs, specified number of tables, specified number of serving tables, stocked restrooms, lined garbage cans and utilities for standard electricity and lights. It **does not include** kitchen, classrooms, storage facilities, labor, materials or equipment.

Clean-Up

Building must be cleaned and vacated by time indicated above, unless prior arrangements have been made with the ICC Facilities Director. Should clean-up not meet the ICC standards, the work will be done by the ICC Staff and you will be charged \$50.00 extra.

Cleaning Procedures

All debris must be deposited in waste containers. Remove all decorations and personal items. All chairs are to be stacked 40 high on the cart. Tables tops to be wiped down and stacked on the carts as per instructions.

Keys

Renter may sign out necessary key(s) from the ICC Admin office at mutually agreed date and time. In the case of a weekend event, renter may sign out the key on Friday. Keys must be returned after the event.

Parking

ICC is not responsible for theft or damage incurred to vehicles parked on the property.

Designated Handicap

Handicapped parking is set aside for vehicles displaying current and valid handicapped licenses only.