





## Terms and Conditions for Use of ICC Prayer Hall, Gymnasium and Hall B

By initialing each point, you acknowledge that you have read, understood, and agree to comply with ICC's terms of use:

1. \_\_\_\_\_ Your organization/group/individual agrees to leave the facilities and equipment in a clean and tidy condition, as they were found. If tables and chairs are used, they must be returned to their proper location. You have been informed of the locations for garbage, recycling, and cleaning supplies.
2. \_\_\_\_\_ Your organization/group/individual agrees that smoking, alcohol consumption, and gambling of any kind are strictly prohibited on the premises of the ICC and its property.
3. \_\_\_\_\_ There shall be no materials distributed, or speeches delivered during any program, that are against the faith and ideology of the Islamic Centre of Cambridge.
4. \_\_\_\_\_ Rubber-soled shoes must be worn in the gymnasium for all sports activities. The application of powder, wax, tape, or any other substance to the gymnasium floor or walls is prohibited.
5. \_\_\_\_\_ Vehicles may only be parked in designated parking areas, and parking is at the vehicle owner's own risk while on ICC property.
6. \_\_\_\_\_ If the facilities reserved for an event are needed by the ICC, one week's notice will be provided, except in the case of an emergency, such as a funeral. Whenever possible, alternate space will be arranged.
7. \_\_\_\_\_ The ICC premises must be vacated no later than 11:00 PM. Failure to comply will result in additional charges, including the Security Company's alarm fees, which will be added to the rental fee.
8. \_\_\_\_\_ The ICC, its employees, and officers will not be held responsible for any personal injury, loss of personal items, or the theft of items belonging to the applicant or attendees of the event.
9. \_\_\_\_\_ You understand that if your organization/group/individual is found using rooms that have not been reserved, additional charges will apply for room rentals. Please ensure participants remain within the rented areas and avoid roaming the ICC facilities. Children must be supervised at all times.
10. \_\_\_\_\_ You understand that you may not arrive earlier than the time stated in the agreement unless special arrangements have been made in advance.
11. \_\_\_\_\_ Nothing may be affixed to the walls or other parts of the building without written permission from ICC Management. Your organization/group/individual agrees to be responsible for any damages caused to ICC property, with the cost of repairs or replacements deducted from the deposit. Any damage must be reported within 24 hours.
12. \_\_\_\_\_ Aisles and exits must remain unobstructed at all times to ensure safe evacuation in the event of a fire or emergency.
13. \_\_\_\_\_ If permission is granted for the use of ICC facilities for a one-time event, and a key is required for access, it must be obtained at least one day prior to the event. A \$25.00 deposit will be required.

\_\_\_\_\_  
Signature – Renter

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature - Authorized on behalf of the ICC

\_\_\_\_\_  
Name (Please Print)

## Rental Prices

| Description                           | Rental           | Comments                            |
|---------------------------------------|------------------|-------------------------------------|
| Hall B                                | \$1200/per event | Includes setup, cleaning & security |
| Gymnasium                             | \$5000/per event | Includes setup, cleaning & security |
| Chairs - Folding                      | Free             |                                     |
| Tables - Rectangle                    | Free             |                                     |
| Tables - Round (60")                  | Free             |                                     |
| Coffee/tea percolator                 | Free             |                                     |
| PA (audio) system with one microphone | Free             |                                     |
| Podium                                | Free             |                                     |

## Additional Items for Rent On Their Own

| Description        | Rental   | Comments                      |
|--------------------|----------|-------------------------------|
| Chairs             | \$2 each | Brown folding chairs          |
| Tables Round (60") | \$5 each | Beige/brown with folding legs |

## The following items will be available and are included in the Gymnasium rental fee:

|   |
|---|
| Description   |
| Full Gymnasium, including the stage area                                      |
| Access to the gym through the back door to bring equipment and other items in |
| P. A. system - with a microphone  |
| You must bring your own laptop. Screens will be opened.                       |
| Round Tables  |
| Rectangle Tables  |
| Folding Chairs  |
| A supervisor from the ICC will be available                                   |
| The Gym hallway may be used for food vendors                                  |
| The washrooms will be available for use                                       |
| 3 or 4 hours of setup/preparation/decoration tim available the day before     |



## GUIDELINES FOR THE USE OF THE ISLAMIC CENTRE OF CAMBRIDGE PROPERTY

1. **Supplied Items:** ICC will provide tables, chairs, garbage bins, and garbage bags only.
2. **Food and Beverages:** Food and beverages are **not** permitted in the gymnasium.
3. **Food and Beverage Areas:** Food and beverages may be served in hallways and in the parking lot (but **not** in the gymnasium).
4. **Parking:** Parking in driveways and fire routes is strictly prohibited. Vehicles parked in these areas may be towed at the owner's expense.
5. **Event Attendance:** The number of attendees should not exceed the number specified in the application.
6. **Setup and Storage:** The setup and storage of tables and chairs will be managed by a supervisor designated by ICC.
7. **Conduct:** Unethical behavior will **not** be tolerated on ICC premises.
8. **Responsibility for Conduct:** The applicant is responsible for the conduct and supervision of all individuals admitted to the ICC building and grounds. The applicant must ensure that all regulations outlined in this agreement are strictly followed.
9. **Exits:** Exits must remain unobstructed at all times.
10. **Smoking:** Smoking is **not** permitted at any time inside the building or anywhere on the premises.
11. **Electrical Modifications:** No modifications to wiring for stage lighting, sound systems, or public address (P.A.) systems are allowed.
12. **Financial Responsibility for Damages:** The person(s) listed as "Responsible" on the application shall bear financial responsibility for any damages to ICC property.
13. **Storage:** No storage space will be provided or granted to outside organizations.
14. **Activity Limitations:** Activities must be confined to the facilities assigned to the applicant/organization.
15. **Changes to Application:** Any changes to the application, including changes to the date, time, or equipment, must be communicated to ICC management at least two (2) weeks prior to the event.
16. **Liability:** The applicant and/or event workers agree not to hold ICC responsible for any claims for damages to persons or property during or as a result of this agreement.
17. **False Fire Alarm Charges:** During the period of use, the applicant will be responsible for any fees charged by the municipality or fire department for a false fire alarm.
18. **Payment:** The full payment must be received by ICC no later than two (2) weeks prior to the event.
19. **Insurance:** Applicants are advised that ICC and its Board of Directors do not provide any insurance coverage for the applicant. Renters of ICC facilities and equipment must provide a Certificate of Insurance, listing "The ICC Board of Directors" as additional insured parties in the Liability Section of the policy. Proof of such insurance, with coverage of \$2,000,000 in liability, must be submitted along with the rental/donation fee.