

ISLAMIC SOCIETY OF CHESTER COUNTY



Facilities Rental Agreement

Table of Contents

1. General Rules for Rentals of the Events Hall	2
2. Events / Multipurpose Hall Details	3
3. Hall Usage Rules	4
4. Kitchen & Catering Rules	5
5. Setup, Cleanup & Equipment	6
6. Weddings & Nikkah	7
Nikkah Ceremony Checklist	7
7. Events Hall - Rental	8
8. Picnic area - Rental	8
Application for Use of Events Hall	9
Application for Use of Picnic Area	10
Items to bring for an event	11

ISLAMIC SOCIETY OF CHESTER COUNTY

1. General Rules for Rentals of the Events Hall

- Rental is at the **sole discretion of the ISCC Board**.
- No notices or invitations may be made until the **Board confirms approval**.
- Applications must be **emailed to isccpaboard@yahoo.com**.
- A reply will be given within **2 weeks**.
- **No alcohol, music, or dancing** is permitted on ISCC property.
- **Businesses or professionals for profit** are not eligible to rent.
- **Security** is the responsibility of the event organizers.
- **Certificate of Insurance** is required. Renters must provide a Certificate of Insurance (COI) naming the Islamic Society of Chester County as an additional insured for the event date. The certificate must show a minimum of \$500,000 in liability coverage. The hall cannot be rented without this certificate
- **Deposit:** \$500 due at application.
- **Payment:** Full amount due 4 weeks prior to the event.
- **Cancellation:** Within 15 days of event = \$500 cancellation fee.

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ISLAMIC SOCIETY OF CHESTER COUNTY

2. Events / Multipurpose Hall Details

Approved Uses

- Interfaith meetings
- Educational seminars
- Graduation events
- Iftars
- Weddings, Nikkah, receptions
- Family / Community gatherings

Included Areas

- Multipurpose Hall
- Kitchen (limited use)
- Restrooms

Hours of Availability

- The hall is available for events between 2:00 PM and 11:00 PM. The rental period includes both the event, setup and cleanup.
- **Not available Sundays, 10 AM – 1 PM (During Sunday School hours – Sunday School is usually in session from September till May/June)**
- Activities must pause during **prayer times**.

Initial: _____

ISLAMIC SOCIETY OF CHESTER COUNTY

3. Hall Usage Rules

- Serving of food is permitted (within guidelines).
 - **Damage Deposit:** Refundable if no damage and cleanup is completed.
 - Flyers require **advance board approval** (no posters/banners).
 - Decorations:
 - Only **free-standing** allowed (nothing on walls/ceilings).
 - No **confetti or glitter**.
 - Must be **removed post-event**, or damage fee applies.
 - Media:
 - Requires **specific ISCC approval**.
 - No photography/videography during prayers or private activities.
 - Access restricted to **rented areas only**.
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Initial: _____

ISLAMIC SOCIETY OF CHESTER COUNTY

4. Kitchen & Catering Rules

- Kitchen may **not be used for cooking**.
 - Refrigerator use limited to **pre-approved items** (e.g., cake, bottled water).
 - All caterers must have a **valid state license**.
 - All leftover food, utensils, and dishes must be removed after the event.
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ISLAMIC SOCIETY OF CHESTER COUNTY

5. Setup, Cleanup & Equipment

- Included: Tables, chairs, food racks and serving spoons.
 - Not included: Foil trays, burners, tablecloths, paper products, cutlery, decorations.
 - Renter is responsible for:
 - Setup and breakdown of all tables, chairs, and equipment.
 - Removing trash to the dumpster.
 - Vacuuming and cleaning event areas.
 - Removing all personal items, food, and supplies.
 - No food should be left in the fridge. Leftovers in the fridge will result in deduction of deposit
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ISLAMIC SOCIETY OF CHESTER COUNTY

6. Weddings & Nikkah

- Professional decorators may be used if they follow ISCC guidelines.
- Prayer Hall fee: **\$250 for Nikkah**
Note: This fee can be waived depending on the financial situation of the couple. Please discuss with ISCC board members for details.
- Chairs and other setup in the Prayer Hall must be arranged through decorators.

Nikkah Ceremony Checklist

- Marriage License Document: Please refer to the following link for further information. It must be obtained prior to the date of the Nikkah.
Please note: The Nikkah will not be performed by the designated Imam without a valid marriage license which must be present at the time and place of the Nikkah ceremony.
- Bride Side: A male guardian also known as the 'Wali' [i.e, father, brother, son, paternal uncle, grandfather] must represent the bride. Please note: the following individuals do not qualify as a 'Wali' – maternal uncle, other women even if they are relatives or friends. If the Bride does not have a 'Wali' in accordance with Shari'ah, the Imam may represent as the 'Wali' as well, if circumstances permit.
- Two Male Muslim Witnesses that have reached adulthood. These witnesses can be any individual as long as they fit the requirements. There is no requirement to have one witness representing the bride and one witness representing the Groom side. Also, it is not required to have two representatives from each side, nor do they have to be necessarily relatives.
- Haq-Mahr (Dowry): This should be discussed and agreed upon amongst both the Bride and Groom side prior to the Nikkah ceremony at the ISCC.

Initial: _____

ISLAMIC SOCIETY OF CHESTER COUNTY

7. Events Hall - Rental

Event Day	Rental Fee	Price
Monday – Thursday (excluding Holidays)	Flat fee	500
Weekend (Fri-Sat-Sun) And Holidays	Flat fee	1000
Damage Deposit	Refundable	500

Note* Tables and chairs set up as well as pick up in the Events hall can be added for an additional cost of \$250.

8. Picnic area - Rental

- The picnic area is available for such activities as permitted by ISCC: Picnics, community gatherings, fishing, barbequing.
- Rental is at the sole discretion of the ISCC Board, no notices or invitations should be made until board confirms the rental, all applications will be considered and a reply given within 2 weeks.
- Duration of rental includes set up and clean up time, any extension to that time will incur further fees.
- The area should be cleaned of trash, all personal property should be removed and the place left with no property damage.
- No utensils, chairs, tables are provided by ISCC, other than the outdoor furniture which is already present at the site.
- No dance/music/alcohol is permitted at the picnic area or on any part of ISCC property.
- There is a flat fee of \$50 for the picnic area

Initial: _____

ISLAMIC SOCIETY OF CHESTER COUNTY

Application for Use of Events Hall

Event Date		Name of Applicant		
Street Address		City	State	Zip
Email		Primary Phone Number	Secondary Phone Number	
Name of Organization or Group	Arrival Time	Departure Time	Total hours of rental	
Purpose of Meeting or Event		Estimated attendance (max capacity is 300 inc. children)		
Who will be attending? <i>(Community members, People of Other Faiths, Federal, State, Local Officials, Media, Other)</i>				
Facilities Required (Circle all that apply) Main Building: Events Hall- <i>capacity of 300 maximum</i> Kitchen Prayer Hall – <i>No food or drinks allowed in the prayer hall only Nikkah and Quran recitation programs to be conducted.</i>				
Food will be served? Yes No				
All reservations are tentative pending ISCC approval. Reservations will be considered confirmed only once ISCC approval has been received and payment submitted. ISCC discourages any advertisement of proposed events until reservations are confirmed.				

By signing this application, I certify that I have read and understood the guidelines for the use of the facility and will abide by all conditions set forth therein. I agree to leave the facility in the same condition as found before use. I am responsible for any damage to the space and all equipment used during the rental period.

By signing this application, I as the applicant agree to hold free and harmless the Islamic Society of Chester County (ISCC), its Management, its employees/volunteers, agents and any other service institutions or entities of the ISCC from any loss accident, illness, injuries, damage, liability, and or expenses that may arise during r after the event or be caused by anyway by such occupancy of this facility.

Applicant Signature	Date
ISCC President or Designated Signee	Date

ISLAMIC SOCIETY OF CHESTER COUNTY

Application for Use of Picnic Area

Event Date		Name of Applicant		
Street Address		City	State	Zip
Email		Primary Phone Number	Secondary Phone Number	
Name of Organization or Group	Arrival Time	Departure Time	Total hours of rental	
Purpose of Meeting or Event		Estimated attendance (max capacity is 150 inc. children)		
Who will be attending? <i>(Community members, People of Other Faiths, Federal, State, Local Officials, Media, Other)</i>				
Facilities Required (Circle all that apply)				
Picnic Area				
Food will be served? Yes No				
All reservations are tentative pending ISCC approval. Reservations will be considered confirmed only once ISCC approval has been received and payment submitted. ISCC discourages any advertisement of proposed events until reservations are confirmed.				

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Applicant Signature	Date
ISCC President or Designated Signee	Date

ISLAMIC SOCIETY OF CHESTER COUNTY

Items to bring for an event

We highly recommend you bring the following items with you for preparation of your event. ISCC will not be providing any of these for the event.

1. Foil Trays to heat food
2. Burners
3. Table Covers
4. Plates
5. Bowls
6. Spoons
7. Forks
8. Trash Bags (30 Gallon size)
9. Napkins
10. Foil Wrap
11. Take out boxes or Ziploc bags
12. Food
13. Water
14. Clorox Wipes to clean kitchen tables and spills on the floor

ISLAMIC SOCIETY OF CHESTER COUNTY

Post Event clean up checklist

1. Food stands are put back in the kitchen
2. Serving spoons have been properly washed with soap and put on the rack to dry
3. Kitchen tables have been wiped down, ensuring no oil stains left behind on any of the tables
4. All trash bags have been removed from the trash cans and thrown in the dumpster
5. Trash cans have new trash bags in them
6. Floors have been swept and all trash picked up
7. Any liquid or sticky substance have been wiped off the floors
8. Restrooms are clean with no tissues/trash lying around

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