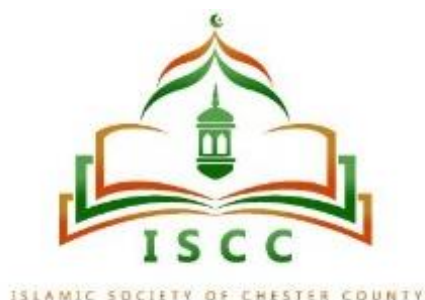


# ISLAMIC SOCIETY OF CHESTER COUNTY

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## ISCC Facilities Rental Agreement

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## 1. General Rules for Rentals of the Events Hall

- **Board Discretion:** Rental is at the sole discretion of the ISCC Board.
- **Pre-Approval:** No notices or invitations may be made until the Board confirms approval.
- **Application Submission:** Applications must be emailed to [isccpaboard@yahoo.com](mailto:isccpaboard@yahoo.com). A reply will be given within 2 weeks.
- **Prohibited Items/Activities:** No alcohol, music, or dancing is permitted on ISCC property.
- **Eligibility:** Businesses or professionals for profit are not eligible to rent.
- **Security:** Security is the sole responsibility of the event organizers.
- **Insurance Requirement:** A Certificate of Insurance (COI) is required. Renters must provide a 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.
- **Timeline & Payments:**
  - **Deposit:** \$500 due at application.
  - **Payment:** Full amount due 4 weeks prior to the event.
  - **Cancellation:** Within 15 days of the event will incur a \$500 cancellation fee.

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## 2. 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 the setup, event, and cleanup time.
- **Not available Sundays, 10 AM – 1 PM (During Sunday School hours – Sunday School is usually in session from September till May/June)**
- **Prayer Interruptions:** Activities must pause during prayer times.

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## 3. Hall Usage Rules

- **Catering:** Serving of food is permitted within specified guidelines.
- **Damage Deposit:** Fully refundable if no damage occurs and cleanup is completed properly.
- **Promotions:** Flyers require advance board approval (posters and banners are strictly prohibited).
- **Decorations:**
  - Only free-standing decorations are allowed (nothing may be attached to walls or ceilings).
  - No confetti or glitter is permitted.
  - All decorations must be removed post-event, or a damage fee will apply.
- **Media & Privacy:**
  - Media coverage requires specific ISCC approval.
  - No photography or videography is allowed during prayers or private activities.
- **Boundaries:** Access is restricted strictly to rented areas only.

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## 4. Kitchen & Catering Rules

- **No Cooking:** The kitchen may **not** be used for actual cooking.
- **Refrigeration:** Refrigerator use is limited to pre-approved items only (e.g., cake, bottled water).
- **Licensing:** All caterers must possess a valid state license.
- **Post-Event Cleanout:** All leftover food, utensils, and dishes must be removed immediately after the event.

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## 5. Setup, Cleanup & Equipment

### Equipment Breakdown

| Included In Rental | NOT Included (Renter Must Bring) |
|--------------------|----------------------------------|
| Tables             | Foil trays & Burners             |
| Chairs             | Tablecloths & Decorations        |
| Food racks         | Paper products & Napkins         |
| Serving spoons     | Cutlery / Silverware             |

### Renter Responsibilities

- Setup and breakdown of all tables, chairs, and equipment.
  - Removing trash and taking it out to the external dumpster.
  - Vacuuming and cleaning all utilized event areas.
  - Removing all personal items, food, and supplies.
  - **Important Fridge Policy:** No food should be left in the fridge. Any leftovers left in the fridge will result in an automatic deduction from the deposit.
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## 6. Weddings & Nikkah Guidelines

- Professional decorators may be used if they strictly follow ISCC guidelines.
  - Special furniture, such as Bride/Groom chairs, sofas, and other setups in the Event Hall, must be arranged through professional decorators.
- 

## 7. Nikkah Process & Religious Protocol

- **Prayer Hall Fee:** \$250 for Nikaah.
  - **Imam Fee:** \$250 for Nikaah.
  - Religious Protocols:
    - Nikaah involves the formal signing of the marriage certificate and agreeing upon the *Haq-Mahr*.
    - The bride and sisters from both families must sit in the designated sisters' area, where the bride's Nikaah will be performed by the Wali and two witnesses.
    - The groom's Nikaah will then be performed in the men's prayer area by the Imam.
    - **A joint Nikaah with brothers and sisters together in the main prayer hall is not permissible.**
    - Sweets may **not** be distributed inside the prayer hall.
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# ISLAMIC SOCIETY OF CHESTER COUNTY

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## 8. Rental Pricing & Fees

| Event Day              | Details                                    | Event Type                                         | Price   |
|------------------------|--------------------------------------------|----------------------------------------------------|---------|
| Monday – Thursday      | Excluding Holidays                         | Aqiqah, Iftaar, family & friends get together etc. | \$500   |
| Weekend (Fri-Sat-Sun)  | And Holidays                               | Aqiqah, Iftaar, family & friends get together etc. | \$1,000 |
| Damage Deposit         | Refundable if rules are met                | For all events                                     | \$500   |
| Monday – Thursday      | Excluding Holidays                         | Wedding                                            | \$1,000 |
| Weekend (Fri-Sat-Sun)  | And Holidays                               | Wedding                                            | \$2,000 |
| Optional Setup Service | Tables and Chairs setup and pickup by ISCC | Optional Add-on for all events                     | \$250   |

## 9. Picnic area - Rental

- **Approved Activities:** Picnics, community gatherings, fishing, and barbequing (as explicitly permitted by ISCC).
- **Approval Process:** Rental is at the sole discretion of the ISCC Board. No notices or invitations should be made until the board confirms the rental. All applications will be considered, and a reply given within 2 weeks.
- **Duration:** The rental period includes setup and cleanup time; any extension to that time will incur further fees.
- **Cleanliness:** The area must be cleaned of trash, all personal property must be removed, and the venue must be left with no property damage.
- **Furniture:** No utensils, chairs, or tables are provided by ISCC, other than the outdoor furniture already present at the site.
- **Restrictions:** No dance, music, or alcohol is permitted at the picnic area or on any part of ISCC property.
- **Fee:** There is a flat fee of **\$50** for the picnic area.

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## 10. Application for Use of Events Hall

|                                                                                                                          |                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Event Date                                                                                                               |                                                                                                                                |
| Name of Applicant                                                                                                        |                                                                                                                                |
| Street Address                                                                                                           |                                                                                                                                |
| City / State / ZIP                                                                                                       |                                                                                                                                |
| Email Address                                                                                                            |                                                                                                                                |
| Primary Contact No.                                                                                                      |                                                                                                                                |
| Secondary Contact No.                                                                                                    |                                                                                                                                |
| Name of Organization / Group (if applicable)                                                                             |                                                                                                                                |
| Arrival time                                                                                                             |                                                                                                                                |
| Departure time                                                                                                           |                                                                                                                                |
| Total Hour of Rental                                                                                                     |                                                                                                                                |
| Purpose of the event                                                                                                     |                                                                                                                                |
| Estimated attendance<br>(Max capacity is 300 including children)                                                         |                                                                                                                                |
| Who will be attending?<br>(e.g., Community members, People of Other Faiths, Federal/State/Local Officials, Media, Other) |                                                                                                                                |
| Facilities Required (circle)                                                                                             | Main building<br>Events hall (Max 300)<br>Kitchen<br>Prayer Hall (No food/drinks in Prayer Hall; Nikkah & Quran programs only) |
| Food will be served?                                                                                                     | [ ] Yes [ ] No                                                                                                                 |

**Notice:** 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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# ISLAMIC SOCIETY OF CHESTER COUNTY

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## Terms & Liability Authorization

1. 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.
2. I agree to leave the facility in the same condition as found before use.
3. I am responsible for any damage to the space and all equipment used during the rental period.
4. 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 or after the event or be caused in any way by such occupancy of this facility.

|                                     |      |
|-------------------------------------|------|
| Applicant Signature                 | Date |
| ISCC President or Designated Signee | Date |

# ISLAMIC SOCIETY OF CHESTER COUNTY

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## 11. Application for Use of Picnic Area

|                                                                                                                          |                                                          |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Event Date                                                                                                               |                                                          |
| Name of Applicant                                                                                                        |                                                          |
| Street Address                                                                                                           |                                                          |
| City / State / ZIP                                                                                                       |                                                          |
| Email Address                                                                                                            |                                                          |
| Primary Contact No.                                                                                                      |                                                          |
| Secondary Contact No.                                                                                                    |                                                          |
| Name of Organization / Group (if applicable)                                                                             |                                                          |
| Arrival time                                                                                                             |                                                          |
| Departure time                                                                                                           |                                                          |
| Total Hour of Rental                                                                                                     |                                                          |
| Purpose of the event                                                                                                     |                                                          |
| Estimated attendance<br>(Max capacity is 150 including children)                                                         |                                                          |
| Who will be attending?<br>(e.g., Community members, People of Other Faiths, Federal/State/Local Officials, Media, Other) |                                                          |
| Facilities Required (circle)                                                                                             | Picnic Area                                              |
| Food will be served?                                                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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# ISLAMIC SOCIETY OF CHESTER COUNTY

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|                                     |      |
|-------------------------------------|------|
| Applicant Signature                 | Date |
| ISCC President or Designated Signee | Date |

# ISLAMIC SOCIETY OF CHESTER COUNTY

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## 12. Checklist: 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.

Please use this helpful checklist when preparing for your event, as these items are **not** provided by ISCC:

- ☐ Foil Trays to heat food
- ☐ Burners
- ☐ Table Covers
- ☐ Plates
- ☐ Bowls
- ☐ Spoons & Forks
- ☐ Heavy Duty Trash Bags (**50-55 Gallon size**)
- ☐ Napkins
- ☐ Foil Wrap
- ☐ Takeout boxes or Ziploc bags
- ☐ Food & Water

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