

## Multi-Purpose Hall Rental Agreement Form

Al-Ansar multi-purpose hall can be rented for a variety of events that include sponsored community gatherings, breakfast, lunch, dinner, tea party, reunion, anniversary, graduation, meetings, and interfaith gatherings. Please contact the rental coordinator, Sr. Shazia Zaheer @ (713) 566-0222 for availability, fill the form, and send it to [ad.woodlands@isgh.org](mailto:ad.woodlands@isgh.org) (832-2827942) or drop it in the box outside main prayer hall. You will be contacted with confirmation.

Note: Friday events must not coincide with Jumma time and Friday community potluck.

### Details of the Event

Date of the event: \_\_\_\_\_ Time: \_\_\_\_\_

Name of the event: \_\_\_\_\_

Type of Event:  Private  Community  Fundraiser

No. of guests attending: \_\_\_\_\_ (Maximum capacity of the hall is 350 people)

If the event falls at the time of **Friday Community Potluck**, please check one:

Separate food and party set up  Open invitation to the community (max guest limit 150)

### Renter's Information

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Contact: (+1) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_ .com

**Amenities** (Please check all that apply. Rates are attached.)

- Tables and Chairs
- Multimedia (Speaker, Microphone, Projector)
- Gaming Tables/equipment
- Semi-formal dining option (dinnerware and linen)
- Kitchen Supplies

**Rental Charges** (due 48 hours before the day of the event to the rental coordinator)

Base rent: ISGH Members: \$500 Non ISGH Members: \$600.

CASH  CHECK (payable to ISGH Al-Ansaar MPH)  ONLINE PAYMET (Memo: MPH Rental)



### Terms and Conditions

I acknowledge the Disclaimer and Waiver of Liability and Indemnity Agreement and Al-Ansaar MPH Rental Procedure, and Policies provided with this form.

### Associate Director

### Renter

\_\_\_\_\_ (Please print name)

\_\_\_\_\_ (Please print name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## MULTI PURPOSE HALL

### RENTAL RATES

Effective: June ??, 2023

Item	Cost	Quantity Available	Quantity Needed	Total Amount
Dinnerware (Includes plates, cutlery, and dessert bowls)	\$3 per person	350		
Linen – Table Cover	\$1 each	?		
Linen – Chair Cover	\$1 each	?		
Extra Table	\$1 each	?		
Extra Metal Chair	\$1 each	?		
Multimedia	\$50			
Gaming Tables and Equipment	\$20 each	3		
<b>Grand Total:</b>				



## MULTI PURPOSE HALL

### Disclaimer and Waiver of Liability and Indemnity Agreement

In consideration for your being permitted to enter, observe, use or participate in the premises, facilities, equipment, and affiliated programs, without respect to location, of the MPH of Masjid Al-Ansaar for any purpose, you agree to the following:

1. You, on behalf of yourself, your personal representatives, heirs and next of kin (“you”), warrant that you have inspected and considered, or immediately upon entering will inspect and consider the MPH facilities, and you accept the MPH facilities as being safe and reasonably suited for your entry, observation, use, or participation.
2. You hereby release, waive, and covenant not to sue for, and you shall indemnify, defend and hold harmless the MPH of Masjid Al-Ansaar, its affiliates, branches, directors, officers, employees, volunteers, and agents (collectively, the “mph”) from and against any economic or non-economic losses, liabilities, damages, suits, actions, claims, attorney’s fees, costs, expenses, or demands, relating in any way to bodily injury, death, or property damage sustained by you and/or your minor child or legal ward while present in, observing, using, or participating in the MPH facilities, or arising out of or in any way connected to your or your minor child’s or legal ward’s presence in, observation of, use of, or participation in the MPH facilities, whether caused in whole or in part by the negligence, gross negligence or strict liability of the mph, or otherwise, to the fullest extent permitted by law.
3. You voluntarily assume full responsibility for any risk of bodily injury, death, or property damage while you or your minor child or legal ward are present in, observing, using or participating in the MPH facilities, or arising out of or in any way connected to your or your minor child’s or legal ward’s presence in, observation of, use of or participation in the MPH facilities, whether caused in whole or in part by the negligence, gross negligence or strict liability of the MPH or otherwise, to the fullest extent permitted by law.
4. You assume full responsibility for any items lost or stolen while you are present in, observing, using, or participating in the MPH facilities.
5. You agree to abide by all rules promulgated by the MPH while you or your minor child or legal ward are present in, observing, using, or participating in any MPH facilities.
6. You understand that MPH membership and program fees are not deductible as charitable tax contributions.
7. You further expressly agree that this release and waiver of liability and indemnity agreement cannot be altered in any way and is intended to be as broad and inclusive as is permitted by Texas law, and that if any portion of this release and waiver of liability and indemnity agreement is held invalid, you agree that the balance shall, notwithstanding, continue in full legal force and effect.
8. You have read and voluntarily sign this release and waiver of liability and indemnity agreement and agree that no oral representations, statements, or inducement apart from this written agreement have been made to you.

## MPH Renting Procedures and Protocols

The facility is rented on an “as is basis”. In addition to complying with federal, state, and local statutes, ordinances, and regulations, the renter is required to adhere to the following guidelines.

1. All reservations must be made AT LEAST 48 hours BEFORE the day of the event. Any reservations made less than 48 hours from the day of the event will be immediately removed with no notification to the respondents.
2. The rental coordinator will provide the gate code if it is not open already.
3. There are chairs and tables available to accommodate about 350 people set up in the hall. Please contact the rental coordinator should you need more seating. You will be responsible for wiping and putting the chairs and tables back after the event.
4. All activities of the event must be **Shariah compliant**. Playing music is prohibited. Masjid appropriate dress code is expected to be followed. ISGH retains the right to decline a request if the AD feels the event is not consistent with Islamic principles or ISGH policies.
5. The renter is responsible for the **behavior of all the guests**. The rental supervisor (if present) retains the right to eject any person who is not in adherence to the policy set forth in this document.
6. Renter is **restricted** to the **use** of MPH and spaces listed on the other side of the document. Guests are not allowed in areas other than mentioned on the form. Musalla must only be used for offering congregated prayers.
7. All **exits** must remain easily accessible and under no circumstances can they be blocked.
8. Pets are not allowed.
9. Any sort of **cooking** is prohibited in the kitchen. The rental supervisor must be informed in advance of the appliances and/or supplies brought in or to be used from the kitchen.
10. Manipulating or tampering with the **power outlets** is prohibited for your safety. Please contact supervisor on site or rental coordinator for assistance.
11. Any sort of **decoration on the walls** and windows is prohibited.
12. **Set up and clean up** times are included in the total time reserved and must be arranged well in advance of the event. Please note that hammering nails or using markings on the walls are strictly prohibited. Set up and take down of the tables, chairs and decorations are the responsibility of the renter.
13. **Clean up** includes all necessary wiping, sweeping, and mopping of floors and tables, in addition to depositing all garbage in allocated trash bins inside AND outside of the hall. Toilets must not be left unflushed, and all loose tissue paper on the floor must be trashed. The property must be left exactly as found; this includes all areas that were used by the rental group. Rental Staff is not able to assist with set up and clean up but will provide appropriate cleaning supplies. Failure to satisfactorily clean the venue as found will result in additional charges of a **\$150 cleaning fee**.
14. Items rented must be used and restored properly. Lost or damaged items will result in a fine depending on the cost of repair.
15. The renter is responsible for all **equipment and items brought in**. They must be taken back at the end of the event. MPH is not responsible for lost or damaged items. MPH cannot accommodate any storage. Anything left behind will be either removed or donated to the masjid.

16. **Confetti, glitter, open flame candles and amusement inflatables** (bouncy castles) from outsourced vendors are not allowed inside the building.
17. **Propane tanks** for outdoor barbeques must always remain outside the facility at a safe distance and must be supervised by a member of your party.
18. Open space outside the hall, especially children's **playground**, if utilized, **must be supervised** by an adult from your party.

AL-ANSAR MULTI-PURPOSE HALL IS A SHARED COMMUNITY ASSET, AND ITS USE MUST REFLECT THIS FACT. USERS OF THE HALL MUST COMPLY WITH ALL THE APPLICABLE BYLAWS. DISCRIMINATORY CONDUCT (ON ANY BASIS) IS PROHIBITED, INCLUDING CONDUCT THAT WOULD EXPOSE PERSONS OR GROUPS TO HATRED OR CONTEMPT.

I have read the above-mentioned policies.  (Renter's Signature)