

Rental Policy for ICB Facilities

01 September 2016

ICB Board of Directors

ICB Policy: Renting ICB Facilities For Private Religious, Educational & Social Events

All use of the ICB must be in accordance with the mission of the ICB:

- (a) to provide a focus of activities for Muslims living in the Greater Boston area, in order for them to organize the religious, educational, and social life of their community in light of the teaching and traditions of Islam, and
- (b) to act as an Islamic information resource.

All events are subject to review by the President, Board of Directors, or a committee established by the Board to review such requests. The Board reserves the right to reject any request. These are general guidelines that may prove inadequate for all foreseeable events, and may therefore be subject to change on an as-needed basis by the Board of Directors.

The building is typically available for functions that do not conflict with normal activities of the center.

These events can be booked by members or non-members.

Members: To qualify for the membership discounted rate, one must be a paid member for two (2) consecutive years including the current fiscal year.

ICB's Fiscal Year is from 01 September to 31 August.

Total charges include a rental fee (given under each event type below) and a setup, professional help and cleaning charge given below.

The maximum seating capacity for the Social Hall is 160.

ICB does not provide catering service and people booking are responsible to arrange and pay for it directly to the caterers.

Private Events by Individuals

1. Religious Events

Members and non-members may use the ICB for gatherings that primarily involve the reading of the Quran, prayers and/or Nasheed/Naat (religious

poems) for purposes of someone ill, someone who has died, or for general thanksgiving.

Rental Fee:

The maximum duration of the event is five hours. Additional fees apply for events longer than five hours.

- 1) Event involving serving of meals: \$300 for members (\$500 for non-members).
- 2) Event involving serving of snacks and cold drinks (kitchen is not available): \$100 (\$200 for non-members)
- 3) Event not involving food or drink: \$50 for members only.

For events longer than five hours, an additional rental fee of \$25 per hour will be charged.

2. Social or Educational Events

Members and non-members may use the ICB for private educational purposes, relating to the mission of the Center. Such events are limited to one-time events, and repeating events on a small-scale basis such as a one-time lecture, a weekly one-hour *Tafsir* group, or a monthly book club.

In addition, members and non-members may use the ICB for private social purposes, consistent with the mission of the center. Such events may include engagement or a wedding *nikah*.

Rental Fee:

- 1) Event involving serving of meals: \$500 for members (\$1,000 for non-members).
- 2) Event involving serving of snacks and cold drinks (kitchen is not available): \$400 (\$800 for non-members)

For social hall events longer than five hours, an additional rental fee of \$50 per hour will be charged.

3. Children's Events:

Children's events include Birthday party, *Bismillah* (beginning to read Quran), *Ameen* (Finish reading of Quran), and respectful Graduation celebration.

Fees:

The fees below include a special discount if the event is organized for ICB Junior Members (under 18 children of regular ICB members) or current ICB Sunday School students.

- 1) Event involving serving of meals: \$200 for event organized for an ICB Junior Member or a current ICB Sunday School student (\$500 for others).

- 2) Event involving serving of snacks and cold drinks (kitchen is not available): \$100 (\$200 for others).

Private Events by Organizations

4. Organizational Meetings

Organizations may use the ICB for their management or board meetings. Such events are limited to use of the meeting room in the Social Hall or one of the classrooms. No food or drink is allowed.

Rental Fee: \$75

5. Organizational Educational or Social Events:

Organizations may request to hold educational or social event such as information about their organization, fundraising dinner or an educational event etc.

Rental Fee: \$500

Charges for setup, professional help during the event and post event cleaning

All events involving serving of food or snack require professional help during the event. The place will be setup prior to the event start and the following table shows the number of people provided to help depending on the size of the event and the kind of food:

Event Type & People attending	1 - 75	76 - 125	125 - 160
Snacks (no kitchen use)	2	2	3
Lunch / Dinner	2	3	4

The following table shows charges for setup, professional help and cleaning.

Event Type & People attending	1 - 75	76 - 125	125 - 160
Snacks (no kitchen use)	\$300.00	\$300.00	\$400.00
Lunch / Dinner	\$350.00	\$450.00	\$550.00

For events longer than 5 hours an additional fee for each additional hour of \$40 (2 people help), \$60 (3 people help) or \$80 (4 people help) will be charged.

Examples:

Nikah and dinner by a member for 160 people: ICB will assign 4 people to help and the total charge will be \$1,000 (\$500 rental fee and \$550 for setup, professional help and cleaning). For non-members it will be \$1,550.

Quranic reading & dua with lunch for a member for 120 people: ICB will assign 3 people help and the total charge will be \$750 (\$300 rental fee and \$450 for setup, professional help and cleaning). For non-members it will be \$950.

Birthday party with snacks served by member for 50 people: ICB will assign 2 people to help and the total charge will be \$400 (\$100 rental fee and \$300 for setup, professional help and cleaning). For non-members it will be \$500.

Payment:

Full charges are payable at the time of reservation.

Rental Agreement

1. We are pleased to have you use the ICB premises for your event and hope that you have a successful event.
2. Please note that all events are subject to review by the President, Board of Directors, or a committee established by the Board to review such requests. The Board reserves the right to reject any request.
3. Renters are not permitted to profit from events or meetings held at ICB unless previously approved by the Board of Directors.
4. Reservations are not confirmed until full payment is received.
5. All events must adhere to commonly accepted Islamic traditions.

6. Hours

6. Facility Reservations are limited to five hours
7. All events must conclude by 11pm.
8. ICB staff are required for security. ICB reserves the right to require a police detail and to charge renters.
9. Rental time begins when doors are unlocked and ends when the building is vacated and doors locked by ICB staff.

7. Cancellations

10. Cancellations may be made at any time prior to the event. Cancellations made within seven (7) days of the event will be subject to a charge of 50% of the rental fee.

8. Limitations & Liability

11. Failure to comply with any rules for use will be considered sufficient grounds for refusal for further use of ICB facilities.

Initial: _____

12. ICB, its Board of Directors or representatives assume no responsibility or liability for the injury to persons or equipment or for loss or damage to personal property brought to the facility.
13. You are responsible for and will reimburse ICB for any loss, damage or injury to the building, its contents, grounds, equipment or any person, arising out of or in connection with your use of the facilities. You agree to indemnify ICB for damages, claims or expenses including violation of the terms of this agreement.
14. ICB reserves the right to cancel your event, at its sole discretion, at any time, even if in progress, should you or your guests violate the terms of this agreement. In such cases, ICB shall retain all payments and shall not be liable for any charges or forfeited deposits imposed by your caterer or other service provider.

9. Set Up and Cleaning

15. The renter is responsible for setting up and tearing down of any equipment. ICB rental fees for events involving food include payment for staff for essential cleaning, basic assistance such as serving set up and building supervision. Any unusual cleaning, or other work beyond basic assistance required from ICB staff may require additional billing.

10. Facility Rules

- Posted building capacity rules must be met at all times.
- All exit doors must remain clear and unobstructed
- All windows must be free and clear, and should normally be closed.
- The elevator is only used for handicap purposes and by ICB cleaning staff.
- The renter is entitled to use of the available tables and chairs in the facility. If additional equipment is needed, the renter must make the necessary arranges for delivery and set up. Rented equipment must be removed upon completion of the event.
- No nails, staples, tacks or tape is to be used on the facility walls or other surfaces.
- No open flames or other ovens are to be used in or around the facility.
- Candles must be enclosed in a votive or hurricane holder.

Initial: _____

- No animals or pets are permitted in the building.
- All events must adhere to commonly accepted Islamic traditions.
- No shoes are to be used in the prayer hall or adjoining classrooms.
- No smoking is permitted in or around the facility.
- ICB equipment may not be removed from the facility for any purpose, unless approved by ICB staff.
- Trash must be removed from the building and placed in the dumpster, and the dumpster gate closed.
- No smoke or fog machines are allowed as these trigger the smoke alarms and require forced evacuation and automatic response from the Town of Wayland fire department.
- No chewing gum, glitter or confetti as these items cannot be cleaned.
- Children must be supervised at all times.
- No access to the second floor is allowed.
- Bring your own table covers, serving dishes and utensils
- Catering and serving assistance is to be arranged by the host of the event. The center's cleaning and rental fees only cover normal facility clean up.
- All individual dishes, cutlery and cups must be disposable, such as paper or plastic, in order to minimize dishwashing on site.

11. Kitchen

- The kitchen is a commercial grade facility for the sole purpose of reheating and serving ~~food~~ cooked food. It is equipped with a refrigerator, stove, oven, microwave oven, sinks and dishwasher.
- Appliances are to be left clean.
- All food must be prepared outside the facility.
- Caterers must be licensed and must carry a minimum of \$500,000 per person General Liability Insurance that covers the event.
- No alcoholic beverages are permitted.
- All insurance policies must be mailed or faxed 30 days prior to the event.

I _____ understand and agree to abide by the rules and regulations of the Islamic Center of Boston rental agreement. By signing this agreement, I assume full responsibility for myself and my guests during the rental period approved by the Islamic Center of Boston.

Renter Signature: _____ Date: _____

ICB Signature: _____ Date: _____

Initial: _____