



HIC Rental Form

(HIC Site manager keeps this form)

Renting property: Gym: _____ Back Community Hall: _____ Cosmos : _____

Fees payable at the time of reservation

Daily: GYM \$250 Back Community Hall. \$150 Both (GYM and Hall) \$ 300 Cosmos: _____

Security Deposit: _____

Projector Rental Fees

Daily (No-off site rental) \$20 / Day

Note: Additional equipment subject to approval and fees

Date Requested: _____

Rental Date: _____

Start Time: _____ End Time: _____

Activity/Proposed Use: _____

Adult Responsible (must be present during rental period): _____

Renter: _____ Day Phone: _____ Eve Phone: _____

Address: _____ E-mail: _____

Rental Agreement

I have read and agree to abide by the rules, guidelines, provided to me in connection with my request to rent the HIC Property/Article. By my signature, I acknowledge receipt of these rules and of the clean-up checklist provided with this form.

Guidelines: No event which contradict Islam (woman marrying non-Muslim man), free-mixing, events during Salah times are not allowed, no music, no dancing, and modest attire (example, church going outfit) for an example if a nasheed is to be used for a slide show or presentation, it should be appropriate for children and families in vocals format only. Any audio which utilizes any type of instrument or digital rendering is strictly prohibited.

Signed: _____ Date: _____

Hold Harmless Agreement

I recognize that the activity I propose to conduct at the HIC involves the risk of injury and by entering into this agreement, I, _____, as the person in charge, agree to defend, indemnify, and hold harmless The HIC, its representatives, and/or assignees for injury or property damage suffered by myself or anyone in connection with or incident to the rental of the HIC Property / Article under this agreement.

Signed: _____ Date: _____

Administrative Use Only

Faculty: _____ Marked on Calendar: _____

Day (s) rental: _____ Rental Fee : _____

Deposit: _____ Date dep & fee rec'd _____

Projector pick-up date/time: _____

Projector Returned (Y/N & initial): _____



HIC Rental Form
(Renter takes this form with them)

Renter: _____ **Rental Date:** _____

All required funds received: _____ (required prior to receipt of property/article)

RENTAL AGREEMENT

1. Rental time starts when you enter the gym and ends when you leave.
 2. Equipment may not be used, unless previous arrangements have been made.
 3. Do not drag tables, chairs or other heavy objects; take care not to scratch the floor.
 4. **NO** nails, staples or tacks may be used on walls or floors.
 5. The property must be left in a clean and orderly fashion. All chairs and tables must be stacked and returned to the storage. Trash on the floor must be picked up; **garbage must be emptied to dumpster**; parking lot must be picked up and lights must be turned off.
 6. No left over food on kitchen counters, covered food in refrigerator
 7. No food in the oven(s) and they must be cleaned
 8. Rental deposit form will be shredded the following business day, upon satisfactory condition of the property/article and timely vacating.
- Violation of these rules will result in termination of the rental agreement.
 - Rental fee will be refunded if notification of cancellation is made 48hrs prior to the rental date.
 - Damage discovered during the inspection by staff after the rental period will result in an assessment against the renting party. If you have anything that needs immediate attention, please call us at _____.
 - All lost and found items will be taken to Administrative Office.

Please use the below information to verify that all items have been addressed and that the property was in satisfactory condition after your rental. If for any reason these items are not completed timely or satisfactorily, the HIC will retain all or a portion of your deposit to cover the cost of any time required to return the property to rentable condition.

PROPERTY CARE AND CLEAN UP CHECKLIST

- Trash taken to dumpster
- Tables/chairs cleaned and stacked in storage
- Tapes or any other material used on the wall/floor have been removed
- Trash picked up from the Floor
- Kitchen counter tops are clean
- Leftover food is covered and in refrigerator
- Lights Out including hall way
- Air condition turned back to 75° F (If was adjusted)
- Parking lot cleaned
- All main Exit doors are closed

I hereby authorize HIC to take the deposit _____ for full payment against any **Damages** or **Cleaning Fees** incurred in association with renting the HIC Property / Article / Equipment.

X _____ Date _____