



Bridgeport Islamic  
Community Center

## Social Hall Rental Application for BICC activities

In an effort to maximize the use of the BICC, as well as to deliver services in an efficient manner that maintains the facility, all requests to use the center must be made in writing and the following rental application must be completed. Requests must be made at least **two** weeks prior to the event in order to receive consideration. The completion of this form does not guarantee rental. **Please complete this form and send it to [building@mybicc.org](mailto:building@mybicc.org). Please do not forget to sign the last page. You will be contacted within a week for confirmation and payment information.**

Applicant's Name \_\_\_\_\_

Organization (if any) \_\_\_\_\_

Address \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_

Name of the event \_\_\_\_\_ Date of Function \_\_\_\_\_

Type of function (Social, Networking...) \_\_\_\_\_

Time: Start \_\_\_\_\_ End \_\_\_\_\_

Number attending: Minimum \_\_\_\_\_ Maximum Will \_\_\_\_\_

Minors under 18 years of age attend? Yes No

If yes, how many? \_\_\_\_\_ Will they be accompanied by their parents? Yes No

What age is this event targeted to? \_\_\_\_\_

Type of entertainment: \_\_\_\_\_

Details about physical setup plan (Include number of tables, chairs, and if possible, a map on how to arrange them)

Will paid admission be required? Yes No If yes, price \$ \_\_\_\_

Is the event open to the public? Yes No

How will the event be advertised? (Fliers, emails, Personal Invitations, etc.)

### Social Hall Rental fee

3 Hour Block	4 to 6 Hours block
Hall \$300	Hall \$400

**\* Price does NOT include a setup fee of \$75.00**

### Conference Room Rental fee

3 Hour Block	4 to 6 Hours block
Hall \$100	Hall \$150

**\* Price does NOT include a setup fee of \$25.00**

### Fees

Item	# of units	Cost
Social Hall rental fee (\$300 or \$400)		
Conference room fee (\$100 or \$150)		
Social Hall Preparation (\$75)		
Conference room preparation (\$25)		
Microphone (wired / Wireless) (\$15 per unit)		
Projector (\$25)		
Kitchen for warming food (\$25 per hour of reservation)		
Chairs with white covers (\$0.5 per chair for up to 100 chairs)		
Security fees for all events greater than 100 people (\$25 per hour)		
<b>Total</b>		
<b>Cleaning deposit</b> (\$150 for Social Room or \$50 for Conference room paid by separate check)		

Name of a Board Member or Center Director and signature recommending approval:

\_\_\_\_\_

Recommendation of a reduced fee with explanation:

\_\_\_\_\_

Building Committee Approval and Notes: \_\_\_\_\_

## **Terms and Conditions**

In doing so, I agree to the following terms and conditions:

### **Indemnification and Hold Harmless Clause**

The User shall indemnify and hold harmless the BICC and any of its officers, employees, servants, agents, contractors, and volunteers from any and all loss, liability, claims or expenses arising out of the use and/or occupation of the property belonging to the BICC by the user group and any of its officers, employees, servants, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the BICC.

### **Incident Reporting Requirement**

Following an incident or accident, you must notify the facility manager on site or by email [building@mybicc.org](mailto:building@mybicc.org) within 24 hours.

### **Facilities Usage**

User agrees that the use of the facility rental:

1. Does not conflict with the BICC Mission and Values and is in accordance with the BICC's policy on Facilities Use.
2. Does not cause interference with the orderly functioning of the BICC or infringe upon the rights or privileges of BICC; these rights include the right to peaceful pursuit of center activities and to enjoy the rule of law.
3. Does not promote hatred or discrimination against, or expose to contempt, any person or group of people as applicable under legislation or law.
4. Will be used solely for conduct related to their activities and the user will be held financially responsible for any damages to the facility or loss or replacement of any equipment that is damaged or lost that may be incurred as a result of their activity.
5. Users agree that boisterous or nuisance persons will be requested to leave the BICC.
6. Will be used only for the activities for which they have been designated.

### **Signage and Décor**

User agree not to affix décor or signage to the facility property with nails, screws or staple guns and agree to remove all décor signage directly following the event.

### **Waste**

Waste and recyclable containers may be provided upon request. User agree to appropriately dispose of all garbage generated by the event immediately thereafter. User agrees that the rental facility will be left clean and in an organized fashion.

### **Parking**

Parking at the BICC is subject to the facility's parking regulations. Violated cars parking in designated areas will be towed.

### **Smoking**

Smoking and vaping is prohibited in all the building and the parking lot.

### **Alcohol**

The use of Alcoholic beverages is STRICLTLY prohibited at all times.

**Music**

Music is not allowed in the BICC premises except for percussion instruments.

**Prayer Time**

Events will need to pause for fifteen minutes to allow prayer to occur.

**Payment and Deposit**

- All fees, including \$150 refundable cleaning deposit, must be paid in full at the time of booking. Payment by credit card or debit card will be accepted. Reservations will be made after full payments. Must have credit card information on file.
- A damage deposit may be requested at the discretion of the facilities. Users will be reimbursed by the BICC within 15 days following the post-event site inspection

**Cancellation Policy**

In the event of cancellation, a written cancellation must be provided to the facility manager by email or in writing to the address on this Facility Rental Agreement and the following policy shall apply:

- If cancellation is received more than 21 days prior to the facility usage, the User will be reimbursed all fees with the exception of a \$50 administrative fee.
- If cancellation is received less than 21 days prior to the event, the User will be reimbursed 50% of the total rental fees. The BICC reserves the right to cancel a booking or terminate this agreement where:
- The BICC will not exercise its right to cancel a booking in an unreasonable manner and will provide as much notice to the User as possible. The BICC will cancel only if it is unable to hold up its obligations for reasons including but not limited to emergency conditions. If the alternate facility is not suitable to the User, as much notice as possible will be given and the full fees will be reimbursed.
- Where the BICC cancels a booking for any reason within this agreement, the User agrees that the BICC is not responsible or liable for any loss or damage suffered by the User.

I certify that all the statements are true and authorize investigation into all statements contained herein. I agree and understand that misstatements of facts will constitute grounds for denial.

I understand that security may be required at my expense and agree to notify the Facilities Manager of any changes or cancellation one week prior to the event.

I, \_\_\_\_\_ (herein called the "User") of (name of Organization) \_\_\_\_\_ agree to rent agreed function hall from Bridgeport Islamic Community Center (herein called the "BICC") from start date \_\_\_\_\_ to end date \_\_\_\_\_.

Signature: \_\_\_\_\_

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