**Clifton Mosque Facility Reservation Policy and Procedure**

* The Lower Level Hall in the Clifton Mosque may be reserved by Muslim Community members of Greater Cincinnati for activities permissible in Islam. This determination as to what is “permissible in Islam” will be the sole decision of the Imam of the Clifton Mosque.
* Applications must be submitted in person at least one week in advance to the office. (Business hours are Monday, Wednesday, Friday 10 am - 4 pm. You may also contact us via e-mail at admin@cliftonmosque.org) to arrange a time to pick up an application.

**Application**

Today’s date \_\_\_\_\_\_\_\_\_\_ Date of reservation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the organization or group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of the event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you have a speaker? If so, who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of the event - Begins at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ends at \_\_\_\_\_\_\_\_\_\_\_\_\_

Please check all that apply:

Lower Level Hall □

Expected number of attendees: Adults \_\_\_\_\_\_\_ Children\_\_\_\_\_ Total\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be serving food Yes □ No □

Note that no cooking is allowed. Space is only available for warming pre-cooked food. Event organizer is responsible for providing utensils and trash bags. All rooms rented must be cleared of trash. Trash bags must be tied up and placed in trash bins. Kitchen area must be left clean of any food residue and all counters, sinks, oven and refrigerator areas must be wiped clean. The event organizers are responsible for setting up the chairs and tables and for stacking them and storing them immediately at the end of the event. The organizers will be responsible for any damage caused by guests and/ or attendants. Any such incident must be brought to the attention of the person authorizing the use of the room(s). If these provisions are not complied with, the Clifton Mosque will not return the security deposit.

Full payment must be made in advance (checks should be payable to IAC) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

\*The fee is $350.00 for the rental of the Lower Level Hall in the main building to cover the expenses for utilities and maintenance. $50 is to be used for a thorough cleaning after each event.

\*Note: There is no charge for the use of the basement hall for Salat al-Janazah. There is also no charge for prayer rooms for Nikah ceremonies. No food is allowed in the prayer rooms. Any donation on these occasions is greatly appreciated.

\*Any event that goes beyond the time of Isha Prayer in congregation will be charged an additional $200 fee.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name of person accepting responsibility (printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of person accepting responsibility Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of IAC official approving request Date

1. The undersigned agrees to hold harmless and indemnify the Islamic Association of Cincinnati (IAC) and their employees, officers and agents from any and all liability associated with any potential claim brought against it. Provided further, the undersigned agrees that IAC will not be responsible for, and further agrees to hold harmless and indemnity IAC for any injuries or accidents or costs for any injuries or accidents which take place during the event time as stated on the Application on any part of the premises or property of the IAC including, but not limited to, the Lower Level Hall, the Prayer Hall, the entrances and stairways, and the parking lot.
2. The Islamic Association of Cincinnati (IAC) does not endorse the activities or the views expressed at the private events held on the (IAC) properties.
3. The leasee agrees to pay any for damages to the facilities that occur during their rental time period.

*For Office Use :*

Application Approved? Yes No

By : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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