

# IECPA Events Space Rental Agreement



Today's date: \_\_\_\_\_

Renter's full name/Organization: \_\_\_\_\_

Renter's street address: \_\_\_\_\_

City, State & Zip code: \_\_\_\_\_

Renter's phone #: \_\_\_\_\_ Renter's email: \_\_\_\_\_

Name of person in charge of event if different than renter: \_\_\_\_\_

Additional person's phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Event Information: Type of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Estimated # of guests: \_\_\_\_\_

Will event be private or open to the public? \_\_\_\_\_

Time rental begins: \_\_\_\_\_ Ends: \_\_\_\_\_

*(Please allow time for set-up and clean-up. Exit time is to be communicated in advance)*

Cost

Rental Hall:	Social Hall on main floor	250 sitting max capacity 100 max due to COVID	\$300 for 1 <sup>st</sup> 4 hrs., \$25 for each additional hr. for up to 3 additional hrs. <i>Cleaning if handled by IECPA \$100</i>	
	Large room on main floor	70 sitting max capacity 30 max due to COVID	\$70 for 1 <sup>st</sup> 4 hrs., \$10 for each additional hr. for up to 3 additional hrs. <i>Cleaning if handled by IECPA \$30</i>	
	Cafeteria on 2 <sup>nd</sup> floor	45 sitting max capacity 25 max due to COVID	\$50 for 1 <sup>st</sup> 4 hrs., \$7 for each additional hr. for up to 3 additional hrs. <i>Cleaning if handled by IECPA \$30</i>	
	Education classroom 2 <sup>nd</sup> floor	Varies by room	\$30 - \$50 for 1 <sup>st</sup> 4 hrs., \$5 - \$7 for each additional hr. for up to 3 additional hrs. <i>Cleaning if handled by IECPA \$25</i>	
	Kitchen equipment rental for cooking, heating, serving, or storage is \$50/day <i>If cleaning is handled by IECPA: \$75 for light cleaning, \$150 for excessive. Custodian to evaluate!</i>			
	Room fixed Audio & video equipment rentals are \$20/hr. Mobile setups are \$15/hr. ❖ Full day events are charges at room cost x125% ❖			

- ❖ All event props, special setups, decorations, or any other articles specific to the event will need to be removed by renter.
- ❖ IECPA room cleanup only includes tables and chairs cleanup and removal from room and a full floor & windows cleaning.
- ❖ Any damages to IECPA structures, furniture, bathrooms fixtures, any equipment, or injury to guests, IECPA personnel or IECPA attendees, vehicles in IECPA parking lots are the full responsibility of the renter if caused by the renter or their guests.
- ❖ Absolutely no alcoholic beverages, music, dancing, pork product of any type (if known) is allowed on premises (inside or outside)
- ❖ Renters agree to be respectful of all Islamic traditions, dress & moral code of conduct while on IECPA premises.
- ❖ Renters acknowledge that the Islamic call for prayer will be heard over all speakers at times of Adhan throughout the day. Check for times if not aware. Also, Audio & Video will need to be turned down during Adhan time.
- ❖ Renters acknowledge that all IECPA premises are under full video surveillance but only viewed by authorized personnel in the event of a reported accident. Female incident footage is viewed in the presence of an authorized IECPA female staff only.

Number of tables needed: \_\_\_\_\_ Number of chairs needed \_\_\_\_\_

Total cost of event: \_\_\_\_\_

Deposit: \_\_\_\_\_

Balance to be paid pre-event: \_\_\_\_\_

IECPA Rep  
Signature: \_\_\_\_\_

Renter's  
Signature: \_\_\_\_\_

- In the event of a cancellation less than a week before event, a \$75 nonrefundable fee is charged.
- Cancellations that are due to natural disasters or catastrophic events are fully refundable.
- IECPA reserves the right to cancel or reject applications without need to present reasons or bearing any costs or obligations beyond refunding deposits or monies paid to IECPA for scheduled event.
- **All payments received are considered donations and are then eligible as tax deductions where appropriate.**