



Rules to use NAMCC Multi Purpose Function Hall for Events

1. The hall will be reserved, to Muslims only, for both public and private events, on the basis of first come first served.
2. The requester must provide the following information with the application. Incomplete information will delay processing.
3. The request must come at least two weeks prior to the date of the function, or no more than three (3) months prior to the engagement date. If the Masjid has a function on that day/time, it will have precedence. Requests cancelled 3 days after acceptance may be charged \$50, at the discretion of NAMCC.
4. A Masjid authorized representative and the requester will have a joint inspection of the premises prior to the function, and the hall will be returned in the same state as provided.
5. The requester will accept full financial responsibility for all damages to Masjid property.
6. The requester must pay a refundable deposit of \$200 with the application. All damages will be deducted from this deposit. Rental will be as per the following schedule (for first 4 hour duration):

| | |
|------------------------------|--|
| a. Hall rental with Cleaning | \$450 |
| b. Furniture | Chairs and tables included |
| c. Kitchen | kitchen can be used for food warming and service only |
| d. Crockery/cutlery | N/A |
| e. Refrigerator | Refrigerator can be used for food storage during the event |
| f. PA system | Can be used with prior permission |

Additional 4 hour increments are charged at the following rate:

| | |
|--------------------|------|
| a. Hall rental fee | \$50 |
|--------------------|------|
7. The requester will make his/her own baby-sitting arrangements. The children will be monitored, to not run around outside the function hall. (It is for their own safety)
8. The requester will make sure that all fire and safety regulations are followed as per the city code.
9. Masjid is not responsible for any parking entry and exit accidents, any injuries or accidents inside the hall from any activity and any injuries or accidents occurring inside the bathrooms or kitchen.
10. The requester will arrange separately for the security, if required.
11. The requester will make sure that the number of guests will not exceed the maximum capacity (250 for food service, and 400 without food).
12. The requester will bring his/her own consumable supplies (e.g., paper towel, trash bags).
13. All trash will be placed in the dumpster, and not left inside the Hall.
14. No guests sleep in the Hall overnight.
15. No smoking, dancing, singing, music, fighting, etc. is allowed in the hall. The hall will be used for only the explicit purpose for which facilities are available at the time, and no unauthorized activity is allowed. The violators will be expelled immediately from the premises.
16. Any damage to the NAMCC property must be covered by the responsible party who has reserved the hall, may it be an individual or an organization.
17. **Disclaimer: Private events are not necessarily endorsed or sponsored by NAMCC.**



NORTH AUSTIN

MUSLIM COMMUNITY CENTER



Application to rent NAMCC Multi Function Hall

| | | |
|---|---------------|-----------|
| Name of requester: (Mr./Mrs./Ms.) | | |
| Street Address: (City/ST/Zip) | | |
| Phone (R) | (M) | (W/B) |
| Date of function: | Time: (AM/PM) | Duration: |
| Number of guests: | Adults, | Children |
| Purpose of function: | | |
| Fee Submitted: (NAMCC, at its sole discretion, can waive any or all of the following fees to non-profit Muslim organizations. Waiver of fee is not a permission to not comply the rules.) | | |
| Refundable Deposit | | \$200 |
| Hall Rental with Cleaning | | \$450 |
| Furniture | Incl. | |
| Kitchen | Incl. | |
| Crockery/Cutlery | N/A | |
| Refrigerator | Incl. | |
| PA System | N/C | |
| Additional hours charge (\$50 x hours) | | |
| Total | | |
| Check number _____ enclosed with this application. | | |
| I have read the NAMCC rules, and agree to abide by all rules. I understand that there may be a \$50 charge, if the request is cancelled after 3 days of acceptance. | | |
| _____ | _____ | _____ |
| (Name) | (Signature) | (Date) |
| For Office Use | | |
| Application was received on date _____ with a check in the amount of \$ _____ . | | |
| <input type="checkbox"/> The application is approved for the date and time requested above. | | |
| <input type="checkbox"/> The application is approved for date _____ starting at _____ (AM/PM) for _____ hours. | | |
| _____ | _____ | _____ |
| (Name of NAMCC Rep.) | (Signature) | (Date) |



NORTH AUSTIN

MUSLIM COMMUNITY CENTER



Checklist for handover/return (Exceptions only)

| Item | Handover | | Return | | Comments |
|--|----------|---------------------------|--------|-------|------------|
| | OK | Not | OK | Not | |
| Hall clean | | | | | |
| Floor OK | | | | | |
| Walls spotless | | | | | |
| Window glass | | | | | Any cracks |
| Bathroom clean | | | | | |
| All lights working | | | | | |
| PA system working | | | | | |
| Refrigerator working | | | | | |
| Walk in cooler working | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Additional comments: | | | | | |
| Received Hall key by requestor and the facility is in good working order, except as noted above: | | | | | |
| _____ | | _____ | | _____ | |
| (Signature of requestor) | | (Signature of NAMCC Rep.) | | Date | |
| Received Hall key by NAMCC and the facility is in good working order, except as noted above: | | | | | |
| _____ | | _____ | | _____ | |
| (Signature of NAMCC Rep.) | | (Signature of requestor) | | Date | |