**Zubaida Foundation Rental Application**

**Name/Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ZF member: Yes No**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name(s) of person(s) responsible for, but not limited to: cleanliness, security, supervision, fees, damages to property/equipment, adherence to schedule.**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel \_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Event Date \_\_\_\_\_\_\_\_\_\_\_ Time of Event: From \_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_ Number of Guests \_\_\_\_\_\_\_\_\_\_**

**Will any fundraising take place during the event? Yes No**

**Catering will be from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COOKING IS NOT ALLOWED IN THE KITCHEN. KITCHEN MAY ONLY BE USED FOR MINOR PREPARATION OF FOOD. *Please initial \_\_\_\_\_\_\_***

***ZUBAIDA FOUNDATION Liability Waiver and Indemnification Provision***

***Renters assume full responsibility for the ZUBAIDA FOUNDATION premises and their guests’/attendees’ welfare. By signing this waiver, the above named organization/applicant hereby waives and releases all rights to make a claim for any loss or damage that may hereafter accrue against the Zubaida Foundation, its officers, agents and employees arising out of the use of the ZF facility; the applicant further agrees to indemnify the Zubaida Foundation as a result of bodily injury or property damage arising out of the use of the ZF facility.***

**Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***FOR OFFICE USE ONLY***

***Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application approved \_\_\_\_ Not approved \_\_\_\_***

***ZF Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Rental $ \_\_\_\_\_\_\_\_\_\_ Check Credit Card Cash Deposit $ \_\_\_\_\_\_\_\_\_ Total $ \_\_\_\_\_\_\_\_\_\_***

***\* For fees, policies and procedures, please read the following pages.***



**Rental Guidelines and Agreement**

**(ZUBAIDA FOUNDATION)**

email:

855 Big Oak Road, Yardley, PA 19067

**Rental Guidelines**

* ***A $ 500 fee is fixed for the rental of any approved private event at the Zubaida Foundation. A $ 150.00 deposit is also required to ensure the facility is left cleanafte the event. Make your checks payable to ZUBAIDA FOUNDATION.***
* ***Fees are subject to change without notification.***
* ***He deposit WILL NOT be returned, if the event exceeds its scheduled end time; the facility is misused, items are damaged or broken or the renting party failed to properly clean the facility.*** *Please initial indicating your acceptance \_\_\_\_\_\_\_*
* ***Please make reservations at least two weeks in advance – reservation is not complete until payment has been submitted***
* ***In the event of cancellation please notify ZUBAIDA FOUNDATION one week in advance of the reservation date to avoid cancellation charges.***
* ***ZUBAIDA FOUNDATION assumes no obligation to meet any changes in schedule that have not been stated in the completed rental form.***
* ***Refunds, if applicable, will be processed within 7-10 business days after the reservation date.***

**Rental Agreement**

* ***Use of the Zubaida Foundation shall conform to fire and safety ordinances. Activities and programs are subject to the capacity restriction of the assigned space.***
* ***The person signing the Rental Agreement must be an adult over the age of 18 who must be present for the duration of the function and shall be responsible for maintaining all rules and policies.***
* ***Any incorrect information on the application form may result in the cancellation of the reservation at any time and forfeiture of the cash deposit.***
* ***The event must not interfere with Adhan/prayer timings and performance or any ZUBAIDA FOUNDATION sponsored routine events (including but not limited to Sunday school). Program schedule must be arranged to plan breaks at prayer time.***
* ***ZUBAIDA FOUNDATION representatives must be given unrestricted access to all activities within the premises of ZUBAIDA FOUNDATION at all times.***
* ***ZUBAIDA FOUNDATION reserves the right to restrict access to certain areas at its own discretion. All participants are required not to disturb the room setup. This includes pictures, whiteboards, decorations, supplies, audiovisual equipment, etc.***
* ***Masjid office equipment including microphone are for Masjid use only. Use of the microphone is subject to approval. No equipment or furnishings belonging to ZUBAIDA FOUNDATION is to be removed from the building.***
* ***If furniture or equipment belonging to ZUBAIDA FOUNDATION is to be moved, it must be done with the permission of the ZUBAIDA FOUNDATION. All such items will be returned to designated locations at the end of the activity. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement.***
* ***The user will have the opportunity to inspect the physical condition of the facility and accept the use of the facility in an "as is" condition, and agrees to comply with all terms and conditions of the Rental Agreement, including the Indemnification provision, knowing the physical condition of the facility.***
* ***Use of the ZUBAIDA FOUNDATION Facility is limited to dinners, educational and social events only.***
* ***Reservation of the ZUBAIDA FOUNDATION Facility is not an authorization to use the facility as a staging or planning ground for demonstrations or protests.***
* ***ZUBAIDA FOUNDATION will not be responsible for donations made to any organization or to any unauthorized fund drive during the event.***
* ***Authorization for the use of ZUBAIDA FOUNDATION facilities shall not be considered as endorsement or approval of the activity group or organization nor of the purposes it represent.***
* ***Any advertisement or announcement by the user must include the following statement: "This program is sponsored by (name of user). Use of the ZUBAIDA FOUNDATION facilities does not constitute support of or endorsement by the Zubaida Foundation”. In a print advertisement or announcement, the disclaimer must be the same size as the font used to announce the location of the program.***
* ***Attire and conduct worthy of an Islamic place of worship must be maintained at all times within the premises of ZUBAIDA FOUNDATION by all guests/visitors. No foul language will be allowed.***
* ***The Facility must not be used for music or dance.***
* ***Weapons, Smoking, alcoholic beverages, contraband drugs, Controlled substances, pets, graffiti and serving pork products are strictly prohibited within the ZUBAIDA FOUNDATION premises***
* ***Chewing gum, confetti, candles, glitter and any other damaging debris are also prohibited inside the ZUBAIDA FOUNDATION building***
* ***Running, playing or any physical sport activity inside the building is strictly prohibited***
* ***Use of rollerblades, roller skates, and skateboards within the ZUBAIDA FOUNDATION premises is prohibited***
* ***The renting party is responsible for providing its own security personnel.***
* ***Adequate adult supervision must be provided by the renting party for all activities where children, youth and teens are present***
* ***The renting party is responsible for making its own arrangement for Transportation, loading / unloading activities, food/drinks and hall set up.***
* ***Food can only be served in the multi-purpose hall and other designated areas. Renter brings his / her utensils, plates, napkins, etc. – ZUBAIDA FOUNDATION products will not be used by anyone at the event.***
* ***The premise must be cleaned after use:***
  + ***All chairs and tables must be folded and stacked in place.***
  + ***Garbage must be collected in garbage bags and dumped in the appropriate garbage cans outside.***
  + ***All floors should be cleaned (broom and/or vacuum), no food particles on the floor.***
  + ***Spills on linoleum should be wiped cleaned, spills on carpets or any damage must be reported to the ZUBAIDA FOUNDATION Administrator as soon as possible.***
  + ***Kitchen counters, sinks, stoves should be cleaned before leaving.***
  + ***No left over food should be left in the kitchen, fridge/coolers or freezer.***
* ***The renting party is responsible for its guests parking requirements. When the existing parking is not sufficient, the renting party is responsible for making arrangements for additional parking.***
* ***ZUBAIDA FOUNDATION is not required to provide storage for the property of the group using its facilities. Items left behind in the building, will be disposed of immediately after the event. The renting party will be billed for any expense incurred as a result of the disposal. ZUBAIDA FOUNDATION will not be responsible for damaged, lost, or stolen items.***

***I have read and understood the fees, policies and procedures and agree to abide by the above rules and by the scheduled hours of use; any violation of this agreement is subject to loss of deposit.***

**Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_**