

Welcome to the Muslim Community Center reservation page. We are delighted to have you here and hope to serve your needs. If you would like to reserve the community center building for your activity or event, please read the following rules and regulations. Then fill out the form, completely and accurately.

Rules and Regulations:

- A reservation is required prior to the use of the Muslim Community Center (MCC).
- All activities or events held in the MCC, require Board of Administration (BOA) approval.
- The person's name listed on the reservation form will be considered the "renter" and will be responsible for all fees and expenses related to the MCC rental.
- The MCC may be rented at a rate of \$20 per hour for ISW members or \$40 per hour for non-members.
- A \$100 deposit is required for all MCC rentals. This includes a \$25 non-refundable cleaning fee.
- The rental fee and deposit are due in advance.
- The rental fee and deposit may be waived by the BOA for events open to the entire community.
- If the building is left in the same condition it was given, the deposit will be returned to the renter within one week.
- Any and all costs resulting from damage to the building will be deducted from the deposit.
- Any and all cleaning costs in excess of the \$25, which occur as a result of a rental, will be deducted from the deposit.
- At the conclusion of the allotted rental period, everyone must evacuate the building, all lights must be turned off, and all trash must be placed in the dumpsters located on the southwest side of the building.
- Chairs and tables will be provided upon request.
- Setup and cleanup is the renter's responsibility and must be completed within the allotted rental time.
- The renter must ensure that Islamic manners are upheld during his/her activity or event.
- Instrumental Music is not allowed in the MCC.
- Proper Islamic dress shall be observed at all times.
- Teacher classrooms, the school lobby, the kitchen, kitchen equipment, and sound equipment are not included in the rental space.
- Renters may cancel by contacting the ISW office manager (316-682-5479) at least 72 hours prior to their activity or event.
- Cancellation without proper notice will result in a \$25 fee.
- The BOA reserves the right to reschedule any activity or event for community interest, at any time.