

MCC Reservation Page

Welcome to the Muslim Community Center Reservation Page. We are delighted to have you here and hope that we can serve all your needs. If you would like to reserve the community center building for your activity or event, please read the following rules and regulations. Once you have read and agreed to the terms, please fill out the form completely and accurately. Any refunds will be mailed to the address listed in the form.

Rules and Regulations:

- A reservation is required prior to the use of the Gym/Muslim Community Center (MCC).
- Any individual, group or committee may rent the MCC by making a reservation from our website. Every request requires 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. All rental fees and deposit are due in advance. **Children MUST be supervised at ALL TIMES.**
- Set up and cleanup is the renter's responsibility and must be completed within the allotted rental time. Chairs and tables can be provided upon request, and must be put back their original place when the event is over. Any extra will be returned to the shed.
- The renter must ensure that Islamic manners are upheld during his/her activity or event. Proper Islamic dress shall be observed at all times, and instrumental music is not allowed in the MCC.
- Teacher's classrooms and school lobby (north of the gymnasium doors) **are not** included in the rental space.
- At the end of the rental period, everyone must vacate 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 parking lot.
- If the building is left in the same condition or better than it was given, the deposit (less \$25 administration fee) will be refunded to the renter within one week.
- In the case that there is damage or cleaning that has to be done after return of the rental, these costs will be deducted from the deposit.

Renters may cancel their reservation by contacting the ISW Office Manager at (316) 685-5768 at least 72 hours prior to their activity or event. Cancellation without 72 hours advanced notice will result in a cancellation fee of \$25.

***The BOA reserves the right to reschedule any activity or event for community interest, at any time.**

Rental Categories and Fees

There are two categories for MCC rentals. The first is “Party/Activity”, and the second is “Sports”. All activities, events and sports held in the MCC require Board of Administration (BOA) approval.

All rental types require a \$100 deposit, of which \$75 is refundable. \$25 is for Administration Fees. Listed below is the rental price breakdown for each category.

Party/Activity:

- Minimum rental is 2 hours (\$100). Any additional time is added in hour increments of \$50 per hour.
- If catering from kitchen (kitchen food/prep costs are separate), the rent for MCC is free of charge.
- If food is brought from outside, the rent is \$50 per hour.

Sports:

- Regular rental will be \$20 per hour.
- Monthly rental (12 total hours or more per month) is available to any group for \$150. This will allow regular access to the MCC with proper reservation, as long as it is available.

Renters may cancel their reservation by contacting the ISW Office Manager at (316) 685-5768 at least 72 hours prior to their activity or event. Cancellation without 72 hours advanced notice will result in a cancellation fee of \$25.

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