



Idara-e-Jaferia Inc  
P.O. Box 881  
Burtonsville, Maryland 20866

## Facility Rental Application - Private Events

Name: \_\_\_\_\_ Idara Member Y N

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Time of Rental: \_\_\_\_\_

Event (be specific): \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Space Requested: \_\_\_\_\_ Old Hall (includes Old Hall Foyer and use of Kitchen)  
 \_\_\_\_\_ New Hall (includes New Hall Foyer and use of Kitchen)  
 \_\_\_\_\_ Basement Hall  
 \_\_\_\_\_ Kitchen Only

A/V needs: \_\_\_\_\_

\_\_\_\_ I have reviewed the rules and regulations for facility rental  
 \_\_\_\_ I have submitted payment for rent and security deposit (separate payments) with this application

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Structure:	Member	Non-Member
Private Jashan/Majlis:	\$500 per hall	\$750 per hall
Private Function (Bismillah/ameen/graduation/birthday/melad, etc)	\$600 per hall	\$900 per hall
Nikaah/Reception/Valima/Engagement	\$1000 per hall	\$1500 per hall
Basement Main Hall (any function)	\$1000	\$1500
Security Deposit	\$500	\$500
Kitchen Use only	\$250	\$375

### Management

Membership verified Y N

Rent: \$\_\_\_\_\_ Cash \_\_ Check # \_\_\_\_\_ Security Deposit Paid: \$\_\_\_\_\_ Cash \_\_ Check # \_\_\_\_\_

Security Deposit Returned: \$\_\_\_\_\_ Withheld: \$\_\_\_\_\_

Reason: \_\_\_\_\_

Management Signature \_\_\_\_\_

Events/Rentals Director: Mariam Thakkar, [idadraevents@gmail.com](mailto:idadraevents@gmail.com), 301-957-6899



# Idara-E-Jaferia Hall Rental Policy

Idara Management grants to the renter the privilege of using the specified hall(s) under the conditions established in this Policy. Rentals at Idara-e-Jaferia are on a first come, first serve basis. Completed Rental Application, Signed Rental Policy and Rental/Security Deposit must be received to secure the date.

The renter is responsible to Idara-e-Jaferia for enforcing strict adherence to policies outlined in this document. Idara-e-Jaferia reserves the right to deny use of its spaces to any individual, group or organization that refuses to adhere to any portion of this Policy.

There are three areas covered:

1. Rental Agreement
2. Rules and Regulation
3. Rental Application

## 1. Rental Agreement \_\_\_\_\_ (initial)

The Renter shall be responsible and aware of all regulations concerning the proper use and clean-up of the facility and equipment.

RENTER AND GUESTS agree that they will indemnify and hold free and harmless Idara-e-Jaferia, from any and all claims or actions for damages or loss to property, including the loss of use thereof, and from any and all claims or actions for personal injury, sickness or disease, including personal injury, if caused by the RENTER AND GUESTS, it agents, employees or servants acts or omissions, and the RENTER AND GUESTS will pay any and all judgment decrees, costs, including attorney's fees which may be rendered against Idara-e-Jaferia, its directors, trustees, agents and employees, in any and all such actions or proceedings.

RENTER AND GUESTS shall confine their activities to area assigned to them.

RENTER AND GUESTS will comply with all laws and all rules, ordinances or requirements imposed by any municipality or government authority and will not do or suffer to be done anything on said premises in violation thereof.

RENTER AND GUESTS will keep said premises, including the personal property therein, during the term, in as good repair and at the expiration thereof yield and deliver up the same in like conditions as when taken, reasonable wear and tear thereof and damage by the elements accepted.

## 2. Rules and Regulation \_\_\_\_ (initial)

Idara-e-Jaferia welcomes Muslim individuals, groups & associations to rent the Masjid facilities for the advancement of Islam. IDARA-E-JAFERIA facilities can only be rented by completing the facility rental application and submitting signed rental policy document with payment of rental amount and security deposit.

No politically oriented activity will be permitted without the prior written approval of the IDARA-E-JAFERIA Board of Directors.

Any practice conflicting with the spirit and teachings of the Holy Quran, Prophet Muhammad (pbuh) and the Ahle Baith (as), is prohibited without exception. Playing musical instruments, singing or dancing within the boundaries of Idara-e-Jaferia, is strictly prohibited and such activities may lead to immediate expulsion from the premises.

Anyone visiting IDARA-E-JAFERIA facility must follow the proper etiquettes of a Mosque. All brothers and sisters must have proper Islamic attire while visiting IDARA-E-JAFERIA facility, including modest clothing and proper head coverings. Partitions are available to separate genders during activities if needed.

Non-Muslim guests must be informed about the etiquettes of the mosque beforehand. They should be highly encouraged to wear modest dress and cover their heads. Non-Muslims may not enter the Ashurkhana area or the Zari area for any reason, at any time.

**Rental is for the space(s) designated on the application. All other spaces including offices, basement rooms, library and storage sheds are off limits and should not be accessed for any reason without prior authorization.**

All trash must be picked up off the floor in the hall and foyer (vacuuming is not necessary). All food must be removed from kitchen at the end of the event. Any food left in the refrigerator or on the counters will be discarded and security deposit will be withheld.

Smoking is not allowed anywhere inside the IDARA-E-JAFERIA facility, smoking is only permitted at designated locations outside the building. Please dispose of cigarettes in proper containers, do not throw on the facility grounds.

IDARA-E-JAFERIA facilities will not be available for future rental to any individual or group who will violate any of these rules and regulations. This is an Islamic center and its sanctity must be maintained at all times.

No sub-leasing of any IDARA-E-JAFERIA facility is allowed. Adequate adult supervision is a must for all youth and teen activities. Children may not use the building as a playground, supervision is required.

### *Payment, Usage & Damages \_\_\_\_\_ (initial)*

Rental is not guaranteed unless you pay the full rental amount and the required security deposit. Any incorrect information on the application form may result into the cancellation of the reservation.

**Member rate is applicable only if current year membership dues have been paid prior to submission of application.**

Renter will be responsible for any damages to the facility and/or equipment. Your security deposit may be forfeited in part or in full for any of the following rental agreement violations:

- a. If the IDARA-E-JAFERIA facility is left untidy/dirty
- b. If the kitchen is left untidy/dirty and all food items are not removed from the facility at the end of the event
- c. If trash bags are not removed from all trash receptacles, tied securely and placed in kitchen for disposal
- c. If the party stays beyond the ending time stated on the facility rental application (\$100 per hour)
- d. Physical damage occurs to the property (markings on wall, tape on the wall/ceiling, broken items, etc).

**Facility rent is for the designated 12 hour time period only which includes setup and cleanup time. Kitchen is available only during designated time period.** For additional time, renter must contact the Event Director for approval, prior to the day of the event.

Renter is responsible for assembling/disassembling tables and stacking up the chairs and tables provided. Return the chairs back to the chair racks.

If renter needs to cancel the reservation, he/she must notify the Facility Manager in writing, at least 2 weeks prior to the event date. Idara-e-Jaferia understands there may be emergency situations, which will result in a cancellation and those will be considered on a per case basis.

Damages are not strictly confined to the Hall(s). Any damage to Masjid interior or exterior done by Renter or Guests is the responsibility of Renter.

### *Decorations* \_\_\_\_\_ (initial)

No use of glue, tacks, nail or pins or any other fasteners that may damage the walls.

Ceilings CAN NOT be used to hang decorations.

No decorations are to be attached to the sprinklers or the fans on the ceiling.

Confetti may be used with prior written approval. Use of confetti requires an additional \$150 cleaning deposit.

All decorations and balloons must be removed from the facility at the conclusion of the event.

There can be no staging in the Zari area.

DO NOT block any entrance/exits in any spaces with room dividers.

If additional time is required for removal of décor (stages etc) please make arrangements with Event Director ahead of your event.

### *Cleaning* \_\_\_\_\_ (initial)

The renter is responsible for clearing all rented spaces.

Renter shall pick up all debris from the floors. Vacuuming is not necessary but large items, ie napkins, cups, forks/spoons, candy wrappers etc should be removed.

Renter shall remove all dirty trash bags from trash bins. All trash bags should be securely tied & placed in the kitchen.

All tables should be folded and returned to the specified locations.

All chairs should be folded and placed back on the chair racks. Chair racks shall be returned to specified locations.

**Food, drinks and all other leftover items must be removed from the kitchen/facilities at the end of the event. Any food left in the refrigerator or on the counters will be discarded and security deposit will be withheld.**

**(initial) IF THE IDARA IS NOT CLEANED AS PER THE COMPLETE CHECKLIST BELOW, THERE WILL BE A \$350 CLEANING FEE CHARGED TO THE RENTER.**

After reading the rules, the renter should fill the Facility Rental Application and submit to the Events/Rentals Director along with two checks made out to IDARA-E-JAFERIA: one check to cover the facility rent as specified in the table below and the second check for the deposit amount. The second check will be returned to the renter if conditions specified in this agreement are met.

I have read and agree to abide with all rules and regulations stated in this Rental Policy. \_\_\_\_\_ (initial)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please direct all questions to Mariam Thakkar, Events/Rental Director at [idaraevents@gmail.com](mailto:idaraevents@gmail.com) or 301-957-6899.

IDARA-E-JAFERIA offers the following with rental:

Rectangular Tables and Folding Chairs

Commercial kitchen including Gas Stove, Refrigerator, Freezer, Food Warmer, Ice Maker

AV including sound system and projectors/screens (must be arranged ahead of time)

These items are not guaranteed but every effort will be made in good faith to provide these items in good working condition.



Idara-e-Jaferia Inc  
3140 Spencerville Road  
Burtonsville, Maryland 20866

## Private Event Reminders & Clean Up Checklist

(To be completed day of event)

Remember:

Use only the spaces you are contracted to utilize

No attaching any decor directly to any surface, ie walls, ceilings, etc

No staging in the zari area

DO NOT block any entrance/exits in any spaces with room dividers.

Please make sure all of the following items have been completed:

- Floors clear of trash
- All décor removed
- Trash bins emptied
- Trash bags moved to kitchen
- Tables folded and stored
- Chairs folded, stacked on chair carts and stored
- All food removed from kitchen
- Partitions folded and stored

Event Date: \_\_\_\_\_

Renter's signature \_\_\_\_\_

Event Manager's signature \_\_\_\_\_