



ISLAMSKA ZAJEDNICA U BOSNI I HERCEGOVINI
ISLAMSKA ZAJEDNICA BOŠNJIKA SJEVERNE AMERIKE
Islamic Community of Bosniaks in Washington

ICBW (HALL/MOSQUE) USE POLICY

It is the applicant's responsibility to read and follow all the rules and regulations listed. Please read and follow the guidelines below. If you have any questions, please inquire via phone number or email address. The email address for ICBW is - icbw@izbsa.com.

MAKING A RESERVATION:

- Reservations are accepted up to one year in advance.
- Payment in full (rental fee plus security deposit) is required at the time the reservation is made.
- Applicants must be at least 18 years of age. Proof will be required.
- Damage deposits are 100% refundable as long as the following conditions are met:
 1. The room and adjacent facility (including outside) are left in a clean and orderly manner as stated in the ICBW Clean Up Checklist at the bottom.
 2. Use of the room does not exceed the scheduled time.
 3. All equipment is accounted for and undamaged.
 4. Additional staff time is not required as part of the rental.
 5. Damage to the building has not occurred.
 6. All rules about alcohol on property have been followed.
 7. All rules about clothing have been followed.
 8. All rules/guidelines governing rental usage of the ICBW mosque are met.

If these conditions are not met to the satisfaction of ICBW board per these guidelines and others listed within this packet, an appropriate fee will be deducted from your security deposit. If necessary, you will be charged to cover any additional costs.

RENTERS FEE:

- Refundable Security deposit - \$500
 - Hourly rate for hall - \$175 an hour (\$150 for hall, \$25 for event coordinator)
 - Hourly rate for mosque - \$175 an hour (\$150 for mosque, \$25 for event coordinator)
 - Hourly rate for full facility uses (hall and mosque) – \$ 225 an hour (\$200 for full facility, \$25 for event coordinator)
 - Cleaning fee for renting mosque or hall is \$175
 - Cleaning fee for renting mosque and hall is \$200
 - Setup time is included as part of the hourly rate and is not separate. The hourly rate begins when you start setting up, not when your event officially starts.
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GENERAL RULES/GUIDELINES:

- Facilities may be rented between the hours of 9am and 10pm excluding prayer times. The time of use on the ICBW facility is the only time the renter(s) are authorized to be in the facility.



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- ICBW imam or representative will be available at the start and end of rental to assist with locking and unlocking facilities. Renter agrees to contact ICBW representatives in the case of damage or difficulties.
- All hours must run consecutively.
- No beads or other confetti may be thrown in the mosque.
- ICBW observes the King County rules regarding noise. Quiet hours commence at 10:00 pm every night. Please be respectful of the homeowners living near the Mosque. Should a noise complaint be lodged, the Sheriff will visit and ask that the noise be lowered or that the party disburse. Please note that if the party is out of hand and asked to disburse, there will not be a refund of rental fees or security deposit.
- ICBW is not responsible for any damage or theft to personal items left after your event.
- Set-up and clean-up shall be done within the hours rented. No early admittance or the next day clean-up will be allowed.
- Refunds will not be given for hours not used. If the renter(s) need extra hours and there is availability an additional fee will be added.
- Bring your own cleaning supplies as limited cleaning supplies may be provided by ICBW during rental but not guaranteed. All decorations must be removed including tape. Sweep the hall with a broom and mop after use.
- Renters are responsible for their own set-up and clean-up. The renter may use ICBW tables and chairs INSIDE the Building only. All tables and chairs shall be cleaned and returned to their original place of use. The Renter shall be responsible for all damage loss or theft of tables and/or chairs.
- The renter must leave the condition of the mosque in the original setting it was found. No drinks and food may be allowed in the mosque. Any stains must be cleaned, and carpet must be vacuumed after use.
- The Renter may use the limited kitchen equipment and dishes provided that after such use, the Renter shall clean the kitchen and wash and replace all kitchen dishes. The Renter shall be responsible for the proper operation of kitchen appliances. ICBW shall not be responsible for loss or damage associated with the operation of kitchen appliances. The kitchen must be left in the original condition it was found. Clean the counters and stove top. Remove any garbage. Clean the oven if it is used. Hand wash any ICBW dishes, coffee pots and utensils and leave them on the drying rack. Remove all items from refrigerator/freezers, used or unused.
- Note: Hot oil or fat is not allowed to be poured down the drains due to possible blockage.
- If a spare room in the hall is used, it must be cleaned and vacuumed after use. Any leftover stains on carpet, walls or leftover garbage will be deducted from the security deposit.
- Bag all garbage and place it in garbage receptacles. If full, do not leave bags next to receptacles. Ensure garbage bags are properly tied and not leaking. At the end of the event all garbage needs to be removed from property.
- Helium balloons are NOT allowed in the Hall or mosque. Only air balloons are allowed in the facility.
- Candles and sparklers are NOT allowed in any of the facilities of ICBW (City of Shoreline Department Fire Code) except a unity candle during a wedding ceremony, battery operated candles or candles on a birthday cake.
- Smoking machines are NOT allowed in any of the facilities of ICBW.



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- Only blue painters' tape, masking tape or reusable putty (like Ross Tac'n Stik or museum putty) can be used for decorating purposes and must be removed from the surface at the end of the rental.
- Alcohol is prohibited on any property of ICBW.
- Political or un-Islamic activities, such as lottery, or any form of gambling, music, etc. shall be strictly forbidden within the premises of ICBW. These activities shall warrant immediate cancellation of the permit and forfeit security deposit return.
- All renters are required to dress modestly, anything that is revealing or inappropriate will not be tolerated. All attire should be clean and in good shape, any attire with rips, tears or holes will not be tolerated. All renter (s) and guests are required to avoid attire with offensive or inappropriate drawings or sayings.
- ICBW facilities are smoke and tobacco free. If anyone wishes to smoke, please do so at least 25 feet away from building entrances/exits and windows/vents that open to the inside of a building.
- Adult supervision must be provided at all times. The holder of this policy is responsible for the proper conduct of all guests. Damages by renter/guests shall be the responsibility of the policy holder.
- ICBW parking lot is available during rental. ICBW is not responsible for any damage or theft to personal vehicles.
- ICBW may use the deposit to reimburse itself for any expenditure, damage or loss resulting from the Renter's failure to fulfill the terms and conditions of this Rental Agreement or from the Renter's use of the building.
- ICBW shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the facility by the renter, including those arising out of damages or losses occurring outside and during the term of this rental agreement or any extension of such term.
- Routine inspections by the ICBW board may be made to ensure that facilities are being used in accordance with the ICBW Policy. Renters are requested to cooperate fully during these inspections.
- If any issues arise, please contact someone from the ICBW board.

RENTAL CANCELLATIONS OR DATE CHANGES:

- Cancellations or date changes must be received in writing or email.
- Cancellations may be subject to a fee. Renters are given an opportunity to reschedule within the calendar year rather than pay the cancellation fee as a customer courtesy.
- The cancellation flat fee will be \$175 if notice is given 30 days or less. However, 100% of the security deposit will be returned.

RENTAL APPLICANT RESPONSIBILITIES CHECKLIST:

MOSQUE:

- ☐ Remove all decorations
- ☐ Return any equipment.

KITCHEN:

- ☐ Turn off equipment.
- ☐ Return any equipment.

HALL:



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- ☐ Remove all garbage from premises.

SMALL ROOM:

- ☐ Return any equipment.

Any damage, unreturned equipment, uncleaned areas, or additional time may result in forfeiture of your damage deposit and/or denial of future rental use.

ICBW Mosque, hall and kitchen is for everyone's enjoyment. Please treat our facility with the same respect and care as you would your own home. Thank you!

Applicant signature: _____

ICBW signature: _____

ICBW Member on Duty: _____

Date: _____