



AMCC FACILITY RENTAL APPLICATION FORM

Reservations should be made a minimum of 4 weeks in advance

811 Wilma Street Longwood, FL 32750

Email: info@amccenters.org (subject: AMCC Facility Rental)

Please complete the form in block type letters

Event Date: ____/____/____ <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	Name of Applicant: _____		
Street Address /City/ State/ Zip Code	Cell Phone Number:	Work Number:	
Email Address:			
Name of Organization or Group:	Arrival Time:	Departure Time:	Total Hours of Rental:
Purpose of Meeting or Event: Is the event a Political Event: <input type="checkbox"/> YES <input type="checkbox"/> NO	Estimated Attendance: # _____		
Event open to community members or the general public: <input type="checkbox"/> No <input type="checkbox"/> Yes	Is there an admission fee? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Event is Private/Personal event: <input type="checkbox"/> No <input type="checkbox"/> Yes	How much? \$ _____		
Will there be fundraising? <input type="checkbox"/> Yes <input type="checkbox"/> No Proceeds used for? _____			
Note: *Fundraising requires pre-approval by AMCC Board and the completion of an addendum to this form.			
Event Type (check only one): <input type="checkbox"/> Event – AMCC Internal / Service Event <input type="checkbox"/> Current AMCC Member’s private event <input type="checkbox"/> Non-Profit organization event <input type="checkbox"/> Other Event (non-members, for profit organizations, etc)			
Who will be attending? (Check all that apply) <input type="checkbox"/> Community members <input type="checkbox"/> People of Other Faiths <input type="checkbox"/> Federal, State, City Officials <input type="checkbox"/> Interfaith Leaders <input type="checkbox"/> Elected Officials <input type="checkbox"/> Media <input type="checkbox"/> Other – please specify: _____			



Facilities Required (Check all that apply): <input type="checkbox"/> Multipurpose Hall <input type="checkbox"/> Basketball Hall <input type="checkbox"/> Racquetball Hall	
Equipment Required: <input type="checkbox"/> Stage <input type="checkbox"/> Speaker System <input type="checkbox"/> Projector <input type="checkbox"/> Other-Specify _____	
Food will be served ? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner Snacks/ Refreshments will be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Multipurpose Hall Setup / Basketball Hall: # Of Tables (_____) # Of Chairs (_____)

All reservations are tentative pending AMCC Board approval. Reservations will be considered confirmed after only approval has been received and payment has been cleared. AMCC discourages any advertisement of proposed events until reservations are confirmed. For further information, contact the AMCC via email.

By signing this application, I certify that I have read and understand the guidelines for the use of the facility and will abide by all the conditions set forth therein. I agree to leave the facility in the same condition as found before use.

I am responsible for payment of any damages to the rental space and all rented equipment during the usage.

Applicant Name: _____

Applicant Signature: _____ Date: _____

Date Deposit Paid: **(A minimum of a one-third is required)** _____

PAYMENT: CHECK # _____ AMOUNT _____

CREDIT CARD (Please select): MasterCard VISA American Express Discover

Name on card: _____

Card # _____ CVV: _____

Expiration date: _____ Billing zip code: _____

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Facility Manager Signature: _____ Date: _____

AMCC Officer Name: _____

AMCC Officer Signature: _____ Date: _____

The applicant agrees to hold free and harmless the American Muslim Community Centers (AMCC), its Management, its employees, agents and any other service institutions or entities of the AMCC from any loss, accidents, illness, injuries, damages, liability or expenses that may arise during or after the event or be caused in any way by such occupancy of this facility.

Appendix – 3: Facilities Rental Policies

Guidelines for facility usage

- 1. Islamic Principles:** Activities that violate Islamic Principles are strictly prohibited including dress attire.
- 2. Prayer Times & Duration:** Plan the event around posted prayer times. All activities must be suspended during regular prayers. All activities must conclude no later than 11:00 PM.
- 3. Fundraising:** All fundraising events require pre-approval by Board and tax exempt certificate to be on file. A separate Fundraising Addendum to this rental agreement must be signed by both parties to hold a fundraising event.
- 4. Advertisement:** The advertisement at AMCC for the event is limited to flyers without any offensive and graphic pictures. No banners and posters of any kind are allowed at the AMCC, flyers have to accurately describe the event.
- 5. Announcements:** An announcement request can be made on the web. All announcements will be made by AMCC.
- 6. Media:** Specific approval from the AMCC Board for any media involvement and the scope of their presence for the event. A designated person must accompany the media at all times to control their access.
- 7. Music:** Any music used must not conflict with our Islamic values by words or by sound and should not cause any disturbance to anyone worshiping in the Masjid. Please refer to AMCC management if there are questions.
- 8. Dancing:** will not be permitted under any circumstances.
- 9. Decorations:** All decorations of any kind are to be put up with masking tape only. The applicant is responsible to ensure that all decorations are taken down without any damage to AMCC property, furniture and fixtures in any form.
- 10. Setup of tables and chairs** is the responsibility of the applicant. It is also their responsibility to put back all items, chairs, tables etc after the event.
- 11. Cleaning & Storage:** The applicant is responsible for removing all trash and moving it to designated receptacles. All applicants' property should be removed from the premises at the end of the event. We do not store anything.
- 12. Catering:** All caterers must submit a copy of a valid (unexpired) Florida caterer's license.
- 13. Commercial:** Businesses or professionals engaged in an activity for gain or profit are ineligible for rental.
- 14. Liability:** The applicant takes full responsibility for the liability of any statements and programs carried out during the event and/or by any group member during the facility usage. Applicant does not speak on behalf of the AMCC. Applicant takes full responsibility for all physical and property damage, losses, injuries and accidents.
- 15. Lawful Activities:** All activities must meet all federal, state and local government laws. The applicant will bear total responsibility for any and all consequences including but not limited to immediate eviction from the AMCC premises for any infraction of such laws by any individual or group.

16.**Restricted:** The use of the AMCC facility is restricted to the areas rented. If any of the guests or their children uses other areas of the facility, additional space rental fees will be due and applicant will be responsible for any additional liability.

17.**Security:** The event organizers are responsible for providing their own security during the events – especially to monitor the entrances and hallways and to prevent damage by children. You can use volunteers or hire security. AMCC can also facilitate providing a Longwood police officer at the current per hour rate with a 4 hour minimum. We recommend one guard per 50 attendees.

18.**Fees:** All fees and deposits must be received by AMCC seventy-two (72) hours prior to the scheduled date of the event. If the payment is not received as required, AMCC is under no obligation to provide the use of the facilities.

19.**Deposits:** All deposits cleared from the bank will be refunded after adjustment for damages and for additional charges for extra time, space and equipment usage.

20.**Political Activities:** All Political events need to be disclosed and approved by AMCC Board.

Applicant Initials: _____

