

ISLAMIC SOCIETY OF WASHINGTON AREA
2701 Briggs Chaney Road
Silver Spring, MD 20905
(301) 879-0930 FAX: (301) 585-5765
WEB: www.iswamd.org

Application to use ISWA Facility

For Private or Committee/Program Events – Explanation of Event

Please circle the appropriate response:

Will admission be charged? Yes / No
Will any fees be collected? Yes/No

Will donations be solicited? Yes/No
Will anything be sold? Yes/No

Estimated attendance: Adult _____ Children _____ Tables Needed _____ Chairs Needed _____

Date of Event: _____ Time Requested: _____

The rental will not be allowed to have any program after 11:00 p.m.

Please use the space below to explain the purpose of the event. If your answer is “Yes” to any of the above questions, please make sure to fully explain your responses. Please note that ISWA will NOT provide tables covers, utensils, serving items, pots, pans, chafer dishes, supplies, etc., (These supplies can be rented for an additional fee. See separate sheet).

Application for Hall Rental

Renter’s Printed Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (H): _____ (C) _____ (W) _____

Email: _____ FAX: _____

Name of Alternate Person and Contact Number: _____

If approved for the event is granted by ISWA, this entire application becomes a legally binding contract between ISWA and the Renter as of the date of application.

Renter	_____	_____
	Signature	Date
ISWA	_____	_____
	Signature	Date

ISWA USE ONLY:

Date of application: _____ Received by: _____

Rent Paid \$ _____ Check _____ Cash _____ Deposit Paid _____

Application is: Approved _____ Not Approved _____ by _____

Applicant/Renter was notified of decision on _____ by _____

Deposit Returned _____ Mail _____ In Person _____

Schedule of Fees

Rental of Space/Utensils

Multipurpose Hall: \$150/hr. Minimum charge of five (5) hours. Three (3) hours minimum charge during Ramadan. \$500 Security deposits. During Ramadan events must end 30 minutes before Salatul Isha. the renter and volunteers must put away the tables.

Combo Room: \$50 hour. Minimum charge of three (3) hours. \$100 Security Deposit.

Library/Classroom: \$40 hour. Minimum charge for two (2) hours. \$50 Security Deposit.

Kitchen: May NOT be rented separately. Can ONLY be used with Multipurpose Hall or Combo Room rental.

Outside use of Tables: \$8 per table for two (2) days, \$150 Security Deposit.

Outside use of Chairs: \$1 folding chairs \$2 per banquet chairs for two (2) days. \$150 Security Deposit.

Steel Chafing Dishes & Stand: \$12.00 **Coffee Pot:** \$10.00 (Indoor use only)

Additional Services and Fees

Mop Fee: \$35 – MANDATORY with rental of Multipurpose Hall and Kitchen. No exceptions.

Sweep Fee: \$50 – MANDATORY if ISWA is responsible for sweeping the Multipurpose Hall. Optional ONLY if Renter chooses to sweep the facility. Renter will then be subject to vacuum inspection of Condition Assessment.

Chairs/Tables Setup Fee: \$75 – MANDATORY if ISWA provides the breakdown of the tables and chairs to be used during event. Optional ONLY if the Renter does the takedown. Renter will then be subject to storage inspection in Condition Assessment.

All payment must be made in full prior to event in money order certified bank check.

Condition Assessment – After Event

ISWA will provide brooms, trash cans, vacuum and cleaner

✓ = satisfactory	Condition of Facility
X = unsatisfactory	
N/A – not applicable	
	Trash removal from tables
	Trash removed from floor
	Tables wiped down with cleaner and towels
	Rented utensils returned in good condition
	Floor vacuumed - Not Applicable if ISWA is paid to do this
	Table folded, returned to carts, and wheeled into storage - Not Applicable if ISWA is paid to do this
	No damage to walls
	No stains on carpet
	No rips or breaks of vinyl or tile
	Kitchen stove, oven and microwave is clean and empty
	Kitchen floor is swept and mopped
	All trash is removed from premises
	No items remaining that do not belong to ISWA
	Decorations removed
ISWA Agent's Signature:	
Witness Signature:	