

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

**Rules and Regulations for Hall Rental**

1. ISWA multi-purpose hall can only be rented by completing the hall rental application. Please note that this is an Islamic Center. When there is a call for prayer (Adhan), everyone is requested to proceed to the Masjid for prayers.
2. ISWA welcomes Muslim associations and groups to rent the multi-purpose hall for the advancement of Islam in accordance with the provisions contained in Al-Qur'an and the authentic prophetic traditions. Prior permission from the Executive Board is mandatory to schedule any event.
3. No politically oriented activity will be permitted. Anti American demonstration is strictly prohibited.
4. Any practice conflicting with the spirit and teachings of the Holy Quran and the Sunnah of the Prophet Muhammad (pbub), is prohibited without exception. Playing musical instruments, singing, dancing, and consuming alcoholic beverages within the boundaries of ISWA, is strictly prohibited and such activities may lead to immediate expulsion from the premises.
5. Everyone visiting ISWA facility must follow the proper etiquettes of a Mosques. All brothes and sisters must have prior Islamic attire while visiting ISWA facility. Brothers must wear modest and loose-fitting clothes. Sisters must also wear modest and loose-fitting clothes with proper head covering (hijaab/scarf). Partitions will be provided to separate genders during activities. There shall be no female waitresses on men's side and no male waiters on women's side.
6. Non-Muslim guests must be informed about the etiquettes of the mosque beforehand. They should be highly encouraged to wear modest dress, cover their head if female and remove their shoes when entering the prayer areas.

7. Consumption of food or drink on the first floor is strictly prohibited. The Masjid is use strictly for praying and for conducting approved religious activities. Food can only be consumed in the multi-purpose hall on the second floor.
8. Smoking is not allowed anywhere in ISWA facility, including outside grounds.
9. ISWA hall will not be available for future rental to any individual or group who will violate any or all of these rules and regulations. This is an Islamic Center and its sanctity must be maintained at all times.
10. Sub-leasing of the ISWA hall or masjid is not allowed. Adequate adult supervision is a must for all youth and teen activities.
11. Rental is not guaranteed unless you pay the full rental amount and the required security deposit. ISWA management reserves the right to cancel any rental within 72 hours from the time such reservation has been made. Any incorrect information on the application form may result in the cancellation of the reservation and loss of portion of reservation fee.
12. Rental 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 ISWA facility is left untidy/dirty and trash is not removed from the premises,
  - b) If the kitchen is left untidy/dirty and food and trash is not removed from the kitchen,
  - c) If the party stays beyond the ending time stated on the facility rental application, or
  - d) Physical damage occurs to the property (markings on the walls, broken items, stairs, the ceramic or carpet, etc.) ISWA reserve the right to seek from renter the cost of repairs/replacement in the event the security deposit fails to cover such.
13. ISWA will not be liable for any personal and/or property damage occurring to anyone on ISWA premises, due to snow, slippery conditions, or any other mishap/accident. ISWA will not be responsible for any lost or stolen items/articles on ISWA premises/compound.

14. Hall rental is for five hours time period only. For additional time, rental must contact the Administrator for approval, 24 hours prior to the day of the event. Renter may rent the hall for an additional \$100.00 per hour, with the permission of the Administrator or an Executive member.
15. Renter is responsible for assembling, disassembling tables, and stacking up the chairs and tables provided. Return the chairs to their proper carts. Do not overload any carts. Do not allow tables, chairs and other equipment to be dragged across the floors to cause floor damage.
16. If renter needs to cancel the reservation, he/she must notify the Administrator in writing, at least 10 days prior to the reservation date. Emergency situations, which will result in any cancellation, will be considered on the per case basis.
17. If renter wishes to decorate the hall, he/she must use only masking tape or 3M-poster tape for any hanging decorations. No decorations are to be attached to the sprinklers on the ceiling. Helium balloons may be used and must be removed from the facility at the conclusion of the event. Cameras, video recordings and other electronic devices including projectors are not provided by ISWA. Free standing decoration are allowed.
18. Renter (i.e., the person filling out the reservation form) must maintain and ensure an orderly activity during the time that the facilities are being used. This responsibility includes the usage for the interior rooms. The masjid grounds and the parking lot. The renter must designate on the application, the name of an alternate person, who will be onsite at the conclusion of the event, to ensure that the facility is properly cleaned.
19. The use of the kitchen is included in the multi-purpose hall rental. The stove and microwave are to be used for warming food only, and not for cooking purposes. The use of the kitchen does not include small appliances or dishes. Food, drinks and other leftovers must be removed from the kitchen/hall at the end of the event. Additional equipment cannot be brought in for cooking. No utensils in the kitchen may be taken away.
20. Renter must make arrangements for loading/unloading of food/drinks items and hall set up. ISWA personnel will not be available for such work.

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Initials

