



# FACILITY REQUEST FORM

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## Reservation Policy

In order to reserve any area for events at the *South Metro Islamic Center ("SMIC")*, you need to complete this form and submit it to the Events Committee (events@southmetroic.org) **at least 3 weeks** prior to the event. For banquet room, gymnasium and classroom prices, see attached "Rental Facilities and Fees".

Your request will have to go through an approval process, which will be based on availability and SMIC rules and regulations. Please refer to the "SMIC Rules and Regulations" sheet. You will be notified of our decision within **7 days**.

The SMIC reserves the unconditional right to refuse the use of their facilities to any individual or organization.

**Thank you for helping us safeguard our Islamic Center**

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***South Metro Islamic Center***

15400 South Robert Trail, Rosemount, MN 55068 (651) 252-1186



**Reservation Form #1**  
**RESERVATION APPLICATION**

Please complete “**Reservation Application (Form #1)**” and sign the “**License Agreement (Form #2)**” which is attached to the “**SMIC Rules & Regulations**” sheet. You can either drop both forms #1 & #2 at the South Metro Islamic Center (SMIC) or email it to: [events@southmetroic.org](mailto:events@southmetroic.org).

Name of Licensee: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Time Frame: \_\_\_\_\_ (Banquet room not to exceed 5 hours, including preparation/event/clean up, between the hours of 9am-11pm or NOON-midnight during Ramadan, unless authorized by the Events Committee)

-----FOR SMIC USE ONLY-----

DEPOSIT DUE: \$ \_\_\_\_\_ RENTAL FEE DUE: \$ \_\_\_\_\_ BY \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Licensee agrees to clean up the tables and the kitchen after use, and keep the facility in good condition and repair. Licensee agrees to indemnify Licensor with respect to any liability, cost, or claims with respect to Licensee’s use of the facility or Licensee’s guests, invitees, employees, etc. use of the facility



## SMIC RULES & REGULATIONS

*Please Sign the License Agreement (Last Page) after reading ALL the Rules & Regulations*

The use of the SMIC facilities is primarily for active members of our center and the Muslim community as a whole. The physical facilities are intended to allow people to worship, be educated, build a community, make friends, and celebrate our joyous occasions. If the facilities are not being used by our community, SMIC will allow the rooms to be licensed for use by individuals outside of our community or non-profit organizations, only if their philosophy and beliefs are consistent with Islam. **Ultimately, SMIC reserves the unconditional right to refuse the use of their facilities to any individual or organization.**

### 1. SCHEDULING & RESERVATIONS

All inquiries and reservations have to be directed to SMIC's Events Committee ([events@southmetroic.org](mailto:events@southmetroic.org)). Reservations and fee payments must be made at least three (3) weeks before the event date. Your reservation will not be reserved or confirmed until the fee payment and completed application are received and approved. A rental request consists of completing the **RESERVATION APPLICATION sheet (Form #1)**, signing the **LICENSE AGREEMENT (Form #2)** and including a **deposit**.

### 2. FACILITIES AND FEES

See Attached page for fees and deposits. It is the responsibility of the LICENSEE to provide a diagram of set up for tables and chairs to the Events Committee 5 days prior to the rental date. If not provided a standard set up will be used based upon the number of guests provided on Licensing Form #1. The rental fees includes set-up of tables and chairs and facility clean-up. LICENSEES are responsible for clearing all table-tops and removing leftover food and dishes from the kitchen. All trash needs to be consolidated into the proper receptacles. **All rented areas of the facility must be completely vacated by 11:00pm** (Midnight during Ramadan).

### 3. SECURITY DEPOSIT

The security deposit will be refunded if the facility is left clean, organized, and undamaged. **If minor repairs or additional cleaning are needed it will be taken out of the deposit.** If the cost of the damage caused by guests or anyone hired by the Licensee, such as caterers, exceeds the deposit amount, the LICENSEE will be held responsible for these additional costs. If deposit is made with a check, the check

will be deposited and a check for unused portion of the deposit will be refunded to the LICENSEE within 10 business days, mailed to the address listed on Licensee Form #1.

#### **LIABILITY**

- a. LICENSEES agree to pay for any damage to the premises or to any equipment caused during any part of their use of the facility.
- b. LICENSEES unconditionally agree to use maximum care in the use of the SMIC premises to avoid accidents and occurrences which might cause injury to persons or property.
- c. LICENSEES agree to hold harmless and indemnify the South Metro Islamic Center (SMIC), and the Muslim American Society of Minnesota (MAS), and their employees, officers, and volunteers from any and all liability, loss claims, suits, or injuries and from any costs associated with any accidents or injuries occurring during the event or on any part of the premises.

#### **4. DECORATION RULES**

All decorations and their placement must be approved by SMIC's events committee prior to the event. LICENSEES are responsible to properly install and remove any decorations installed for the event. Failure to properly remove any decorations will result in a deduction from the deposit to cover cost of cleaning and restoration.

**No decorations, banners, or signs can be taped, pinned, or affixed to the walls, ceilings, floors or windows.**

**No use of glitter and confetti** is permitted on the premises.

**No burning candles** are permitted on the premises.

**No paint**, or use of supplies that may stain, is permitted on the premises.

LICENSEES will be allowed to set-up a few hours before the start of the event by making arrangements ahead of time with the Events Committee.

#### **5. FOOD AND DRINKS**

**Food and clear drinks** will be permitted only in the Banquet room. **No food or drinks** in the Musallah, Gymnasium or Classrooms. **No colored drinks** (soda, punch, juices etc.) are allowed to be served at SMIC. Alcoholic beverages, pork or pork-related products are not permitted on the premises under any circumstances. None of the food is to be cooked on the premises. No liquids dumped in trash cans, please.

#### **6. DELIVERIES**

Any delivery of decorations, food, stage or equipment must be made the DAY OF the event. **SMIC's events committee must be notified at least 2 business days in advance of deliveries.** If the delivery or decorating does not conflict with other scheduled activities, we will make the effort to accommodate where possible the day of or day prior to the rental, however, **we do not guarantee availability of facilities for deliveries or decorating prior to the time frame listed on the application.** SMIC/MAS is not responsible for theft or damage to items left unattended on the property before or after your event.

**7. CONDITION OF FACILITY AFTER EVENT**

With the exception of the floors, the equipment, kitchen and all spaces must be left in the condition that they were given to you. At minimum, **\$100 of the deposit will be forfeited if rooms rented are not left in their original condition**, as detailed in the licensee agreement, causing a disruption in any SMIC activities or if SMIC has to arrange for proper condition to be obtained so that an SMIC activity can take place.

**8. OTHER RULES AND REGULATIONS**

- a. **Dress:** Men and women must be modestly dressed.
- b. **NO Smoking:** The facilities and property are all smoke free. There is no smoking on property whatsoever. Smokers need to exit beyond the entrance gate to smoke and to responsibly dispose of cigarettes.
- c. **Youth (Ages 18 and younger):** All youth attending your event must be supervised and confined in the rooms, which are specified in your signed Licensing Agreement/Reservation form.
- d. **Conduct:** Persons attending events must confine themselves to the rooms and corridors assigned to their use. LICENSEES are responsible for the conduct of their guests, representatives, students, volunteers and workers while in the facility.

**9. CANCELLATION POLICY**

If an approved Licensing agreement was cancelled with one week or less notice prior to the date of the event, the center will keep \$100 and refund the remainder of the deposit.

**This page will serve as your receipt for deposit. Please pay the Rental Fee by this Due date or your reservation will be cancelled and a \$100 fee charged.**

-----FOR SMIC USE ONLY-----

GUEST SETUP     150 or less     150-200

DEPOSIT DUE: \$ \_\_\_\_\_    RENTAL FEE DUE: \$ \_\_\_\_\_    DUE BY \_\_\_\_\_

Deposit Paid:            \$ \_\_\_\_\_

Method of Payment: \_\_\_\_\_    Date: \_\_\_\_\_    Rcvd By: \_\_\_\_\_

**South Metro Islamic Center**

15400 South Robert Trail, Rosemount, MN 55068 (651) 252-1186

**Form #2**

**LICENSE AGREEMENT**

The undersigned have read, understood, and agreed to all the rules and policies of SMIC as detailed in the "SMIC Rules & Regulations". The LICENSEE agrees to pay the remaining balance a **minimum of 3 weeks before** the event day.

The undersigned also agrees to hold harmless and indemnify the South Metro Islamic Center (SMIC), and the Muslim American Society of Minnesota (MAS), and their employees, officers, and volunteers from any and all liability, loss claims, suits, or injuries and from any costs associated with any accidents or injuries occurring during the event or on any part of the premises.

***By signing, I certify that I am a Dues Paying Member of South Metro Islamic Center:***

↳Signature: \_\_\_\_\_

***By signing, I certify that this event is for myself or an immediate family member only.***

↳LICENSEE'S Full Name: \_\_\_\_\_

↳LICENSEE'S Signature 1: \_\_\_\_\_ DATE: \_\_\_\_\_

↳LICENSEE'S Signature 2: \_\_\_\_\_ DATE: \_\_\_\_\_

**South Metro Islamic Center**  
**Equipment provided with Banquet Room Rental**

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

Name: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Phone number for urgent contact day of your event: \_\_\_\_\_

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Round tables & Chairs will be set up in the arrangement that you would like.\*  
(Maximum seating capacity: 200)

Rental paid for Banquet room (150 or less Guests):

-Round Tables (10 available) How many you want to Reserve: \_\_\_\_\_

-Number of chairs (limit 150): How many you want to Reserve: \_\_\_\_\_

-Rectangle Tables (20 available) How many you want to Reserve: \_\_\_\_\_

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Use of refrigerator

Use of freezer

LICENSEE'S Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*Please indicate how you would like the facility setup for your event on the back of this paper. If we do not receive any facility set up details we will use our standard set up.**

*Caterers or LICENSEES are responsible for all items for the event such as table coverings, plates, silverware, glassware for tables and equipment such as percolators, chafing dishes, wire racks, serving spoons, etc. that is not listed on the Equipment form. SMIC does not have any of these supplies available for private event rentals.*