



4382 Eureka Ave., Yorba Linda, CA 92886

Ph. No. 714-983-7464

Facility Request Form

Regulations and Guidelines for Use

1. Requests for ICYL facility use and arrangements must be made no later than two weeks prior to the proposed date of use. Reservations for ICYL facilities will be taken on a first come first served basis.
2. Fees for rental of the various ICYL facilities are set forth below and must be paid in full to secure a reservation. The person and/or organization sponsoring the event is responsible for clean-up and any damage, loss or disturbances during the rental period.
3. ICYL is not liable for the accidental injury to persons or loss or damage of the group or individual property.
4. All users of the facility must provide insurance at their own expense and the duration of the event. This includes Commercial General Liability Insurance of at least \$ 1 million per occurrence and aggregate of \$ 2 million. If the patron cannot provide their own insurance, patron must purchase insurance from ICYL insurance provider for an additional cost.
5. ICYL must be listed as the additional insured on the insurance certificate and with the correct information provided on the endorsement. The endorsement must be attached to the Certificate of Insurance, indicating policy number, date, name of the insurance company and the name of the "insured" on attachment.
6. The certificate of insurance must be filed with ICYL prior to the event. If a certificate is not submitted, insurance fees will be added to the final payment,
7. After your event, tables must be wiped down, the surrounding areas must be swept, and trash bags must be tied.
8. Cancellations must be turned in to the ICYL office at least three (3) days prior to the event.
9. Parking is permitted in designated areas only. Double parking or any other type of illegal, unauthorized parking is not allowed.
10. For Nikkah performance, Nikkah Registration form **MUST** be submitted along with facility request form.
11. Smoking and alcohol is prohibited in the building and on the grounds (including parking lot).
12. Children under the age of 14 **MUST** be supervised by an adult at **ALL** times.
13. Decorations must not deface or damage any portion of the room. No staples, push pins, or other similar devices may be used to attach items to the walls or other surfaces.
14. Any kitchen equipment used by the rental groups must be cleaned and put back into the appropriate location.

15. All food and drinks must remain in the Kitchen or outdoors. No food and drinks are allowed in any other part of the building. Additionally, no leftover food may be left ANYWHERE!
16. Only areas and equipment specified in the rental agreement will be available for use.
17. The facility will not be available until the start time stated on rental agreement. If time is needed for decorating, it must be included in the scheduled time on the rental agreement.
18. All classes or small groups must be approved by the ICYL administration.
19. Full Payment is due upon approval of the rental application. Checks should be made payable to the "Islamic center of Yorba Linda".

To avoid delays, please complete all requested information and print clearly.

Step 1: Contact Information

Name:

Contact Number: _____

Home

Cell

Address:

Email:

Step 2: Type of Event

- Nikkah:
- Class:
- Meeting:
- Other:

Step 3: Event Information

Date facility Requested:

Time of Event: Start: _____ End:

- Flat rate \$400 which covers renter for 3 hours: Hall use only, includes audio system, TVs, chairs, and tables. Additional hours charged at \$100 per hour.
- \$400 + \$100: Hall use + kitchen use (Rate Varies based on equipment needs)
- Staff \$15 per hour, minimum 4 hours. Additional hours charged at same rate.
- For any event that will be serving food, a \$250 (cash or certified check) refundable Security Deposit Fee is due upon approval of the rental application. Security Deposit Fees will be refunded within 14 days after the scheduled event if upon inspection by ICYL Board and/or Staff the facilities

are found in a reasonable and satisfactory condition. If major cleaning and/or damage require costs beyond the deposit, the individual or organization is responsible for that cost.

**Monetary gift of your choice may be given to Imam for Nikkah performance.*

I have read and hereby do acknowledge the Rules and Guidelines for Use as they apply to me and all guests at my event. I understand it is my obligation to inform all participants and guests of these rules and regulations.

Signature

Date

Print
Name