



(609) 336-7602 | Admin@Themuslimcenter.org | www.themuslimcenter.org
2030 Old Trenton Rd, West Windsor Township, NJ 08550

Rental Contract

Requested Booking Date: [Date]

Time Of Event: [Timing]

Type Of Event: [Event]

Space Renting: [Space]

Rental Cost: [Cost]

Renter's Name: [Name]

Contact Number: [Number]

Email : [Email]

Address:

Retainer

An initial 50% retainer and a signed contract must be secured prior to any services being performed.

Renter Signature

Date

General Premises Rules and Regulations

1. The Muslim Center of Greater Princeton (“MCGP”) is used for religious services and for conducting approved religious activities. MCGP has multiple rental spaces, a multi-purpose area, banquet hall, classrooms, and a kitchen, and these spaces can only be rented by completing the reservations and rental application and usage of the space is limited to what you have rented out, usage of any other space not agreed upon is not allowed. Please note that this is an Islamic Center. When there is a call for prayer (Adhan), everyone is requested to proceed to the main prayer halls for prayers.
2. MCGP welcomes Muslim associations, groups, and individuals to rent the prayer halls and multipurpose area for the advancement of Islam in accordance with the provisions contained in Al-Qur’an and the authentic prophetic traditions. Prior permission from the Board is mandatory to schedule any event.
3. Any practice conflicting with the spirit and teachings of the Holy Quran and the Sunnah of the Prophet Muhammad (PBUH), is prohibited without exception. Playing music, musical instruments, singing, and dancing inside MCGP and outside the parameters of MCGP is strictly prohibited, and such activities may lead to immediate expulsion from the premises.
4. No one is to emcee 15 minutes prior to a call to prayer and 15 minutes after the prayer. “Emcee” is defined as someone performing the duties of the master of ceremony or host of the program in any capacity. This includes, but not limited to use of loudspeaker, microphone, or other sound amplification device or causing any disturbance which may have any effect of disrupting or interrupting the prayers (salahs).
5. Anything deemed as political-oriented activity is not permitted, and any anti-American demonstrations are strictly prohibited.
6. Anyone entering the Mussallah (prayer area) must bring and wear a face mask. Mask is not required in the banquet hall but strongly encouraged when not eating.
7. Everyone visiting the MCGP facility must follow the proper etiquettes of a mosque. All brothers and sisters must have proper Islamic attire while visiting the facility. Sisters and brothers must wear modest clothes. Non-Muslim guests must be informed about the etiquettes of the mosque beforehand. They should be highly encouraged to wear modest dress clothing and remove their shoes when entering the prayer areas.
9. Food can only be consumed in the banquet hall. However, with pre-approval from the Board, food and drinks may be allowed into other spaces, other than the Musallah (prayer area).

10. Any food or drink brought into a non-designated area or not properly disposed/cleaned can and will result in a fine and/or deducted from the security deposit..
11. Renter must make arrangements for loading/unloading of food/drinks items. MCGP personnel will not be available for such work.
12. Any decorations requiring nails or tapes that can cause indentation or damage on the walls or masjid property is not permitted.
13. If the kitchen is used by the renter or the catering company hired by the renter, then it must be cleaned after the food is served. It should be in the same state as before the event.
14. The consumption of alcoholic beverages or smoking within MCGP and outside the parameters of MCGP is strictly prohibited.
15. Family members can not enter the hall before the event starts without the event organizer's permission.

Renter Obligations and Release of Liability

1. The Renter is required to provide a Certificate of Insurance (Event Insurance) for the event naming the “Muslim Center of Greater Princeton” as an additional insurance therein. The Premises will not be available for use on the Date of Rental without proof of insurance coverage by the submission of the Certificate of Insurance. In the event that the Renter or the Muslim Center of Greater Princeton are held liable for any damages arising from the Renter’s use of the Premises, where covered within the limits of the Renter’s insurance or not, the Renter agrees to bear the sole and exclusive responsibility for all such damages, whether monetary or otherwise, and further agree to indemnify and defend the Muslim Center of Greater Princeton against any and all such liability. Renter should ensure that their vendors (caterer, hall/stage decorators, audio/visual cos) carry liability of min \$ one Million of liability insurance coverage and provide copies to MCGP.
2. The rental time of the banquet hall / Mussallah at a fixed time of five (5) hours for MP1 events and two (2) hours for Nikah must be honored. This time is inclusive of set-up, dinner and/or snack time. There will be an additional charge of \$500 for every 30- minute increment over the allotted time frame and \$1000 for an hour over the allotted time frame until the premises are vacated. These additional charges for breach of rental time will be deducted from the security deposit, and additional monies not covered by the security deposit will be required by the renter.

3. Rental is not guaranteed unless you pay the full rental amount and the required security deposit. MCGP 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.
4. The renter must ensure that all guests stay within the rented hall only. They must not wander around the mosque or mosque grounds for safety, monitoring and security purposes.
5. Renter will be responsible for any damages to the facility and/or equipment. Your security deposit may be forfeited in part or in physical damage occurs to the property (markings on the walls, broken items, walls, the ceramic or carpet, etc.) MCGP reserves the right to seek from renter the cost of repairs/replacement in the event that the security deposit fails to cover the cost.
6. MCGP is not liable for any personal and/or property damage occurring to anyone on the premises, due to snow, slippery conditions, or any other mishap/accident, and released from any liability.
7. MCGP will not be responsible for any lost or stolen items/articles on the premises/compound.
8. Renter must maintain and ensure an orderly activity during the time that the facilities are being used. This responsibility includes the usage of the restrooms, the masjid grounds and the parking lot. The renter must designate the name of a representative on the application, who will be onsite at the conclusion of the event, to ensure that the Premises is properly handled.
9. The renter is not permitted to utilize their own cleaners/cleaning service, they must use the one that the MCGP Board provides for masjid clean up. The renter can only use vendors that are approved by MCGP.
10. MCGP hall will not be available for future rental to any individual or group who violates any or all of these rules and regulations. This is an Islamic Center and its sanctity must always be maintained.

Renter Signature

Date

MCGP Authorized Personnel

Date

Nikah at Musallah

1. MCGP allows guests at Musallah for Nikah ceremonies. Bride, Groom, and their families can take pictures at the Mihrab after Nikah.
2. There will be no food permitted in the Musalla area.
3. During the Nikah at Musallah, MCGP will not allow anyone to change any layout for Musallah. Chairs must remain in the same positions and cannot be moved close to Mihrab (moving of chairs will cause damage to the carpet). No additional chairs are to be brought inside Musallah. Guests should sit on the carpet except for elderly, who can sit on the existing chairs.
4. Nikah at Musallah must be before or after Dhur between 10 AM to 12 PM or 2 PM to 4 PM. The Nikah ceremony must be completed 15 minutes before the salah time.
5. Use of fresh flowers or throwing of fresh flowers/leaves and any items sticking to the Musallah carpet are not permitted.

Facility Use Application

1. A deposit and signed Policies and Procedures is required to book reservations.
2. Reservations accepted on a first paid/first served basis. We cannot hold dates without a deposit.

3. Parties on the application must be at least 21 years of age and MUST be present during the entire event.
4. Up to 2 adults may be listed on the Facility Use Agreement as applicants.
5. Only applicants are authorized to make changes to your booking.
6. Applicants assume full responsibility for their party and guests in case of damage, theft or disturbances during the event.

Deposit Amounts / Fees

1. Non Refundable booking charges of 50% of total is required at time of booking. The balance amount must be submitted in full 2 weeks prior to the event, or be subject to cancellation. Bookings made less than 30 days prior must pay ALL FEES in full at the time of booking. The payments accepted are cash or online payment at <https://www.themuslimcenter.org/donate>.
2. Caterers are responsible for paying kitchen use fees to the center. The fees are between \$500-\$1000 depending on the number of guests.
3. Booking would be confirmed only after payment is made and agreement signed by the party booking.
4. Security deposit of \$1500 refundable after satisfactory inspection for breakage by MCGP representative.
5. 100% of the Damage Deposit is due at time of submitting the Facility Use Application to secure a facility and reserve a date.

6. DAMAGE DEPOSITS ARE REFUNDED but are contingent upon the condition of the building following your event, as reviewed by authorized personnel.

7. Refunds will be processed within 14 business days of your rental. Please note that it can take up to 6 weeks for a check to arrive.

Cancellation/Change of Date Policy and Fees

1. In the unfortunate situation that an event cancels, the renter agrees and understands that the facility has been turned down to other prospective renters. For this reason, the below cancellation fee schedule will apply: Cancellations must forfeit the 50 percent deposit and the damage deposit will be returned.

2. In the event of circumstances deemed by the renter to present a threat or implied threat of injury or harm to staff or equipment, the center reserves the right to cancel all services remaining under this Agreement. In case of any unreasonable demands by the renter can also result in event cancellation.

3. Please note if in the unfortunate event of cancellation, this money will be donated to the mosque in the name of the person who made the booking.

4. CANCELLATION Policy applies on the total Contract amount. Except for the security deposit.

Cancellation made more than 60 days - 50% Refund

Cancellation made less than 60 days – No Refund

The undersigned have read this contract, understand its terms, and agree to be bound thereby. Any additions, deletions, or revisions must be made in writing and approved by all responsible parties. The parties agree that this contract is the complete and exclusive statement of the mutual understanding of the parties.

Renter Signature

Date

MCGP Authorized Personnel

Date