



Weston Islamic Benevolence Society (WIBS) Facility Rental Request

Complete this form to request the use of facility/space at the WIBS. Please be sure to read the terms and agreements at the end carefully. Final cost of the rental will be determined upon review and approval of your request.

Client First & Last Name*

Company / Organization's Name

Primary Phone Number*

Secondary Phone Number

Email

Event Title*

Event Description*

Event Date*

Event Start Time*

Event End Time*

Add a calendar

Expected Number of Attendance

Please confirm if you require tables and chairs*

YES _____ NO _____

Please provide details on the space you are requesting such as the front hall, prayer hall, kitchen, parking, etc.

Consent:

1. The Client agrees to use the Facility for the Event/Service only as described above and for no other event or purpose.
2. The Client acknowledges that use of the Facility is conditioned on Client's execution of this Agreement and a facility fee as a donation payment (DP) is required including a refundable security deposit
3. Client acknowledges and understands that no binding or enforceable agreement regarding use of the Facility shall exist until and unless this Agreement has been signed by the Client, received and approved by the WIBS Office and the Client has made the agreed upon security deposit and donation payment (DP).
4. The Facility access and use must be within the time specified.
5. Date and use times will include individual/organization preparation, decorating, and or rehearsal time, as well as time after the Event to remove decoration, Client equipment, and other items. If additional time is required for the above, please provide the details under "additional requests" (additional fees may apply).
6. Client agrees to make a donation payment (DP) to WIBS in payment of (Cash or Cheque) before the activity commences as requested.

7. Client agrees to make a donation payment (DP) at least Five days before the Event Date. If either the Deposit or entire fee is not received in a timely manner, the Client will be provided notice that this Agreement shall be automatically void and the Client shall have no right to use the Facility.
8. The Deposit and Facility Use Fee (DP) is refundable. Cancellations must be received no less than three days prior to the event.
9. The Client must be the host and in attendance throughout the Event and shall take all reasonable actions to assure event safety, to prevent damage to the Facility and equipment, and to see that these conditions and other WIBS Policies are met.
10. The Client shall not make any alterations to the Facility, any fixtures, building systems, or equipment, including floor/space partitions. At the end of the Event, the Facility shall be left in a CLEAN, SAFE Condition. And The Client shall remove from the Facility all property and materials belonging to the Client.
11. If damages to the Facility are a result of the Event, the costs for repairing the damages shall be borne solely by the Client.
12. The Client shall reimburse the WIBS for any repairs or restoration necessary to repair damages to the Facility caused by Client or the attendees of the Event no later than 30 business days after the WIBS presents the Client with a written statement or invoice reflecting the nature and costs of the repairs.
13. The Client shall exercise care in the use of the Facility and shall comply with guidelines to reduce excessive wear or damage.

The Client agrees to keep the Facility in a clean and orderly condition and to remove all waste material at the conclusion of the Event, unless the WIBS agrees, in writing, to be responsible for cleanup, removal of waste or recycling.

14. Specific limitations apply as to the use of tape, balloons, glitter, candles, markers, tack, nails, other such materials and signage. Decorations must be fire retardant. The Client will consult with the WIBS for a full overview of allowable decorations, signage and their placement. Decorations/signage which causes damage or additional cleaning requirements will result in additional charges to the Client. All decorations and all outdoor and indoor directional signage must be removed by the Client immediately following the Event.
15. The Client agrees that the event will adhere to Islamic Etiquette and dress code. No non-Islamic activities are strictly prohibited within the interior or exterior of the facility.
16. The client shall hold harmless, defend and indemnify the WIBS and their employees, officers, directors, volunteers and agents (collectively, the "WIBS") from and against any and all liability, loss, damage, expense, costs (including without limitation costs, attorney's fees and fees of litigation) of every nature arising out of, or in connection with, or relating to Client's use of the Facility or its failure to comply with any of its obligations contained in this Agreement.
17. Should the Facility become unavailable due to an emergency, the WIBS reserves the right to reassign the Client to another part of the facility, if available, or cancel the agreement.

18. The WIBS may revoke this Agreement effective immediately upon the Client's failure to timely comply with any pre-event requirement, for any violation of use conditions or regulations required by the WIBS.
19. The WIBS may terminate any part of this Agreement without notice in the event of an emergency which, in the opinion and sole discretion of the WIBS, would make the event unfeasible.
20. The WIBS assume no responsibility for injury regardless of degree, to the Client, Event attendees or other individuals.

Acceptance of Terms. I have read and understand the above terms and conditions, assume responsibility and agree to abide by these terms and conditions

Client Name & Signature

Date

WIBS Representative Name & Signature

Date

