



Memphis Islamic Center Event Space Rental Policies

- MIC Event Space Rental Terms and Policies

- The Organizer is responsible for ensuring no offense to the MIC's diverse community, regardless of faith, ethnicity, or gender.
 - The Organizer understands MIC is a not-for-profit tax-exempt organization under 501(c)(3).
 - Does not conflict with the MIC's mission and values and is in accordance with the MIC's policy on Facilities Use.
 - Does not cause interference with the orderly functioning of the MIC or infringe upon the rights or privileges of; these rights include the right to peaceful pursuit of center activities and to enjoy the rule of law.
 - Does not promote hatred or discrimination against, or expose to contempt, any person or group of persons as applicable under legislation or law.
 - Will be used solely for conduct related to the activities agreed upon and the User will be held financially responsible for any damages to the facility or loss or replacement of any equipment that is damaged or lost that may be incurred as a result of their activity.
 - MIC reserves the right to change these terms and policies without a prior notice.
 - The Organizer and their guests are expected to adhere to the terms. If misconduct is committed, MIC reserves the right to cancel or refuse future event requests with said Organizer.
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- General Terms

- When any organization or community body requests space, the request needs to be approved by the committees and individuals appointed by MIC.
- No fundraising event can be held without authorization as per the MIC Not-for-Profit Organizations Fundraising Policy.
- The event organizer consents to the usage of event photos taken by MIC staff for marketing purposes on MIC's website, social media channels, and other marketing media.
- For wedding events where a certain space is designated for women, the event organizer is responsible for communicating with their male guests to ensure the privacy of that space.
- The event organizer is responsible to ensure that the event does not go longer than the time reserved and that their guests leave the space clean and clear from any litter that requires cleaning by the MIC facilities.
- A security deposit of **(\$500)** will be held in addition to the rental fee to cover any additional costs resulting from the event going over its reserved time or the space being left in an



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unclean condition. Security deposit will be returned if space is clean and time is within the agreed timeframe.

- The event organizer is responsible for ensuring the number of guests does not exceed the maximum capacity of the space rented as specified in the rental form. The Organizer solely shall bear the full responsibility for not exceeding the maximum capacity and for any results of exceeding it.
- User agrees that boisterous or nuisance persons will be requested to leave the premises.
- Other organizations cannot hold events of political nature at MIC.
- Cancellation of an event must be at least two weeks before the event date. The MIC charges a cancellation fee of **(\$100)** to cover refund processing costs. If an event is canceled less than one week before the event, MIC charges the greater amount of \$100 and 25% of the total rental fee. Exceptions can be made when the cancellation involves adverse family considerations or COVID related restrictions.

• Signage and Décor

User agrees not to affix décor or signage to the facility property with nails, screws, staple guns, or certain types of tape that could damage walls and property and agrees to remove all décor, signage directly following the event.

• Cleaning/Waste

Waste and recyclable containers are provided. User agrees to appropriately dispose of all garbage into trash bins and recyclables generated by the event immediately thereafter. User must take all personal items. User also agrees that the rental facility will be left clean and in an organized fashion. Failure to do so will result in retainment of security deposit.

• Parking/Security

User is responsible for coordinating parking, traffic flow, & security for their event as necessary. If unable to MIC may be able to provide at a cost.

• Smoking/Alcohol

Smoking and the use of Alcoholic beverages is STRICTLY prohibited at all times throughout the MIC campus.

• Food

Kitchen is available for rental if needed for event. User agrees to appropriately dispose of all garbage into trash bins and recyclables. User must take all personal items and return all MIC equipment and supplies to their original location. User also agrees that the kitchen will be left clean and in an organized fashion.



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The MIC shall not be liable and the event organizer shall assume full responsibility for any adverse effects (poisoning, allergic reactions, etc.) resulting from serving food from outside caterers.

The use of food with Alcoholic beverages and pork is STRICTLY prohibited at all time. Food is not permitted in musallah. Water is the only exception.

- **Music/Sound**

Music is not allowed in any of the MIC premises except for nasheed using percussion instruments (drums) or vocals only.

During congregational daily prayer times, overall noise levels should be reduced so as to not interfere or obstruct the prayers.

- **Dress Code**

We request that all visitors dress modestly and respect the sanctity of the prayer & function hall.

- **Shoes**

No shoes are allowed in the prayer space.

- **Marketing & Advertising**

User renting the facility are responsible for their own marketing and advertising for the event. Marketing/Advertising of the event is not included in the rental of the Naseem Hall.

- **Volunteers**

User renting the facility are responsible for providing enough help for their own event including recruiting and organizing volunteers to support it. MIC will only provide AV support if requested and/or facility staffing for setup, breakdown, and equipment support.

- **Incident Reporting Requirement**

Following an incident or accident, you must notify MIC on site or by emailing info@memphisislamiccenter.org within 24 hours.

- **Indemnification and Hold Harmless Clause**

The User shall indemnify and hold harmless the MIC and any of its officers, employees, servants, agents, contractors, and volunteers from any and all loss, liability, claims or expenses arising out of the use and/or occupation of the property belonging to the MIC by the user group and any of its officers, employees, servants, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the MIC.