



American Muslim Diversity Association (AMDA) Multipurpose Room Reservation Form

Host/Hostess information:

Full Name:

Phone number:

Email:

Event information:

Type of event: Nikah, Akikah, Graduation, Other (Specify)

Date of event:

Start time:

End time:

Total number of guests:

Miscellaneous Items request:

Layout request:

Mic & Speaker

Banquet Setting (ideal for up to 60 guests), Or

Projector

Auditorium Setting (good for more than 60 guests)

- Host/Hostess must be a current member of AMDA.
- Following minimum donations are expected as room fee:
 - \$200 – for up to 100 guests
 - \$350 – for more than 100 guests
- A refundable \$150 security deposit is required
- Host/Hostess is required to hire AMDA facility manager at \$25/hr rate for the duration of the program for room setup, cleaning and any other facility related issues.
- Chairs and tables will be provided by AMDA. All other supplies and utensils have to be from the host/hostess.
- **Reservation NOT Confirmed, Until Security Deposit, Full Payment & Signed Contract is Submitted.**

Signature at end of contract indicates your full acknowledgment of the policy.

1. The Host/Hostess agrees to the terms and conditions set forth in this packet.
2. This Deposit shall not be refunded if the event is cancelled within 30 days of the event.
3. The Host/Hostess acknowledges that there will be no fundraising at the function, or on AMDA premises, without prior written approval of the AMDA Board.
4. The Host/Hostess acknowledges that no organization may rent the premises without the prior written approval of the AMDA Board.
5. The Host/Hostess hereby assumes full responsibility for the characters, acts and conducts of all persons admitted into the premises.
6. AMDA shall not be liable for any damages and or injury to any persons, including death, for any loss of, or damage, to any property belonging to the Host/Hostess or their guests.
7. Any damages that occur to the facility that are a direct result of your rental party will be deducted from the security deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the hall to its original condition.
8. Decorations shall be limited to tables only. No ceiling decorations shall be allowed. If walls need to be used, blue painters tape must be used. The workers have the right to take down any decoration not in accordance with the prior instructions. Any additional decorations shall be allowed at the discretion of the rental committee for proper consideration of the AMDA facility. Damage and/or cleaning costs caused by decorations will be paid by the Host/Hostess. Decoration set up may NOT begin the night prior to the event. You may have the hall for decorating, 4 hours prior to the start time of your event, on the day of.
9. Decorations made by a 3rd party such as a stage, center pieces, chair covers, etc. must be removed the night of the event, once event is concluded.
10. The maximum time for hall rental is 5 hours for your event. Every hour after the 5th hour, will be charged at a rate of \$100 per hour. The excess usage cost of hall, will be taken out of your security deposit, unless discussed with AMDA Admin/Treasurer.
11. This facility is a NON-SMOKING facility and this policy will be strictly enforced. Any violation of this item will result in the forfeit of your security deposit and the particular individual may be asked to leave the facility.
12. Under no circumstances, is any type of alcoholic beverage, or illegal drug, allowed on the AMDA premises. Discovery of any such beverages, or illegal drugs, shall be grounds for the immediate termination of this agreement, and cancellation of the event. The Host/Hostess acknowledges that in such circumstance, there shall be no refund of any kind, and that AMDA has the obligation to report any illegal behavior to the responsible authorities.
13. The use of music on AMDA premises is strictly prohibited, and is not allowed.
14. The Host/Hostess acknowledges that ONLY the completion and submission of this form ALONG with the deposit will insure your date is confirmed.
15. Failure to comply with the above rules will result in a \$50 fee for EACH rule that is violated.

Sign and Date, acknowledging that you, the Host/Hostess, have received the Rules and Regulations of which AMDA requires you to comply with, in order to grant permission to use the Multipurpose Room.

Date

AMDA MGMT Signature

Date