



ISLAMIC CENTER OF
PITTSBURGH

RENTAL POLICY

Explanation of Regulations

1. All reservations will be booked with the ICP Office on a first come first serve basis. No reservation is finalized without payment of the deposit and the approval of the ICP.
2. Rental requests must be given at least 2 weeks in advance of the rental. Reservation of adjoining rooms should also be made in advance.
3. The ICP will not be held liable for any sickness or issues resulting from food that is not cooked or served by the ICP.
4. All social events should be in accordance to the Qur'an and Sunnah. As such, individuals should dress in Islamically acceptable clothing. In addition, music, dancing, or other activities that would disrupt worshippers at the ICP are not permitted. No activity or events should disrupt the five daily prayers.
5. The renter assumes all responsibility for his/her guests, and agrees that the ICP is unaccountable in case of any injury or accident.
6. The renter understands that the area being rented should be given back clean and organized. All furniture and equipment should be in their proper places. There should not be any trash or leftover food left out or on the floor. The garbage must be disposed of in the dumpsters outside. Use of ICP supplies is not permitted. Failure to comply will result in the ICP retaining the deposit.

Explanation of Charges

- There is a required \$100 deposit fee which must be paid in advance. This deposit will be returned after the event, assuming no additional cleaning or repair is required by the ICP staff, and the above regulations are adhered to.
- Social Hall Rental and Kitchen Rental is \$150.00. Social Hall Rental alone is \$70.00, and Kitchen Rental is \$100.00. We also rent our meeting room out for \$25.00.



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RENTAL AGREEMENT

First Name: _____ Last Name: _____

Phone Number: (____) _____ Email Address: _____

Mailing Address: _____

Title of Event _____

Date/Time of Event: _____

Audience (private, group meeting, open event): _____

Please check the room(s) that you will be renting.

☐ Social Hall ☐ Lower Level Meeting Room # _____ ☐ Kitchen

☐ Other _____

Please provide us with a brief description for the event.

By signing below you are agreeing that you have read and agreed to the attached rental policies and guidelines.

Renter Signature _____ Date _____

ICP Administration _____ Date _____