

Muslim Community Center of Greater Pittsburgh
Serving the religious & social needs of our community

Community Hall and Kitchen – Rental Form

Rates	Social Hall & Kitchen
Members	\$100
Non-members	\$200
Conditional refundable deposit: \$200 for all	

233 Seaman Lane,
 Monroeville, PA
 15146

Ph: 412-373-0101

mccgpinfo@gmail.com

www.mccgp.org

**OFFICE USE
 ONLY**

Rent Paid
YES <input type="checkbox"/> NO <input type="checkbox"/>

AMOUNT PAID
\$ _____

Membership Verified
YES <input type="checkbox"/> NO <input type="checkbox"/>

Conditional Deposit
Paid
YES <input type="checkbox"/> NO <input type="checkbox"/>
Returned
YES <input type="checkbox"/> NO <input type="checkbox"/>

**Office
 Signature**

MCCGP Member: Yes No

Date and time of renting: _____

Purpose of renting: _____

Will any fundraising take place during the event? Yes No

Amount Paid: Deposit \$ _____ Rental \$ _____ Total \$ _____

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: Cell (_____) _____ Home: (_____) _____

Email: _____

AGREEMENT

- Renters assume full responsibility for the premises and their guests' / attendees' welfare. Renters agree to identify and hold MCCGP harmless in case of any injury or accident.
- The rental of the hall and kitchen must not interfere with daily five times prayer services in the mosque or any MCCGP sponsored events (including but not limited to Sunday school). The building will be kept open to all attendees of such events.
- No alcohol; or pork is to be brought or consumed on the premises.
- The premise must be cleaned after use:
 - ✓ All chairs and tables must be folded and stacked in place.
 - ✓ Garbage must be dumped in the appropriate dumpsters outside & garbage cans must be lined.
 - ✓ All floors should be brushed and cleaned, no food particles on the floor.
 - ✓ Spills should be wiped cleaned - in the hall and kitchen area.
 - ✓ All pots, pan and utensils must be washed, wiped and placed back in their places.
 - ✓ Kitchen counters, sinks, stoves should be cleaned before leaving.
 - ✓ No left over food in the kitchen, fridge/coolers or freezer.
- Please bring your own paper/plastic products - MCCGP products will not be used by anyone.
- Renters are responsible for switching off lights and thermostats.
- For keys to the main entrance - Call the office a week before the event. Storage & utility room keys will not be given.
- The rent must be paid at least a week in advance with the form.
- Tea/coffee urns and chafing dishes will be provided upon request.
- Make your checks payable to - MCCGP. Write a separate check for conditional refundable deposit. The deposit will be refunded within 14 days, if the premises are in clean & satisfactory condition.

CONFIRMATION IS SUBJECT TO AVAILABILITY

I agree to abide by the above rules; any violation of these guidelines is subject to loss of deposit

Signature: _____ Date: _____