



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

Community Hall and Kitchen – Rental Form

233 Seaman Lane,
Monroeville, PA
15146

Mail:
P.O. Box 883
Monroeville, PA
15146

Ph: 412-373-0101

mccgpinfo@gmail.com

www.mccgp.org

**OFFICE USE
ONLY**

Rent Paid

YES ☐ NO ☐

**AMOUNT
PAID**

\$ _____

**Membership
Verified**

YES ☐ NO ☐

**Conditional
Deposit**

Paid

YES ☐ NO ☐

Returned

YES ☐ NO ☐

Rates

Social Hall & Kitchen



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Members	\$300
Non-members	\$500
Conditional refundable deposit: \$200 for all	

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 \$ _____

Last Name: _____ First Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

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

Email: _____

AGREEMENT

1. 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.
2. 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.
3. No alcohol; or pork is to be brought or consumed on the premises.
4. The premises 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 up and dumpster enclosure gates must be closed before departing the center.
 - ✓ All floors should be brushed and cleaned with no food particles on the floor.
 - ✓ Spills should be wiped and cleaned – in the hall and kitchen area.
 - ✓ All pots, pans and utensils must be washed, wiped and placed back in their places.
 - ✓ Kitchen counters, sinks, and stoves should be cleaned before leaving.
 - ✓ No leftover food in the kitchen, fridge/coolers or freezer.
5. Please bring your own paper/plastic products – MCCGP products will not be used by anyone.
6. Renters are responsible for switching off lights.



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7. Sound **amplification/loudspeakers** of any type are prohibited anywhere on the exterior of the MCCGP premises (Grass area, Parking lot, Driveway, etc.) This center is in a residential area, and sound application is prohibited, **finest can be imposed on you for noise violation**, Respect for our neighbor's privacy and peace is extremely important.
8. **Private property of neighbors must be respected, hence absolutely no trespassing (Parking, Walking, etc.) on neighbors' property will not be tolerated, Fines can be imposed on you for any reported trespassing.**
9. Shining headlights of vehicles at neighbors' homes (In excess of incidental movement of vehicles while parking or maneuvering) is highly offensive to neighbors. We must show respect and be courteous.
10. For keys to the main entrance – Call the office a week before the event. Storage & utility room keys will not be given.
11. The rent must be paid at least a week in advance with the form.
12. Tea/coffee, urns and chafing dishes will be provided upon request.
13. 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:
Office Signature:	Date: