



AL FATIH ACADEMY RENTAL AGREEMENT

PRIMARY CONTACT AND/OR ORGANIZATION

Event is being sponsored by: Individual Business/Organization Today's Date: _____

Contact Name: _____
First Last

Address _____
City State Zip

Phone: _____
Home Cell Work

Email Address: _____

Company/Organization (if applicable) _____

Business Address: _____
City State Zip

EVENT INFORMATION

Type of Event: Conference Education Classes Meeting Worship Service
 Workshop Social Gathering Other: _____

Event Name: _____

Requested Date: _____ Start Time: _____ End Time: _____ (includes set-up & clean-up)

Anticipated Attendance: _____ (Include children. Actual attendance may not exceed room capacity)

How did you hear about us? _____

For multiple dates (on-going rentals), please attach a separate sheet listing all dates and times.

FACILITIES/EQUIPMENT REQUESTED

Check all Rental Requests	Meeting Room/Item	Maximum Capacity Chairs only	Maximum Capacity Chairs & Tables	Hourly Rental Rate **	Hourly Rental Rate for AFA Member *
<input type="checkbox"/>	Lower Level Multipurpose Room	150	120	\$80	\$65
<input type="checkbox"/>	Main Level Multipurpose Room	70	50	\$70	\$55
<input type="checkbox"/>	Classrooms	N/A	25	\$60	\$45
<input type="checkbox"/>	Microphone & Speaker System Rental	N/A	N/A	\$25 Flat Fee	\$25 Flat Fee

*Member rates are offered when the person making the reservation for the event is an active member of Al Fatih Academy both in the year that the reservation is made and in the year the event is held. Members are prohibited from renting the facility for a non-member in order to receive the member rate discount.

**Prices exclude damage security deposit of \$250.

FOR OFFICE USE ONLY

_____ Damage Deposit Received	_____ Rental Fee Received	_____ Damage Deposit Returned
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AL FATIH ACADEMY RENTAL AGREEMENT

THIS AGREEMENT is made by and between the above named person(s), herein after referred to as "renter(s)" and Al Fatih Academy, for good and valuable consideration and for the mutual covenants and conditions herein contained, the parties agree as follows:

Whereas, the rental cost and other fees, if applicable, for the date(s) and time(s) set out above is \$_____, and other fees (if applicable) required have been added to this rental amount. Al Fatih Academy does not charge or require any gratuity charge or tip. The full cost must be paid at least seven (7) days prior to the event, which date is _____.

Whereas, in addition to the rental cost, if applicable, the renter(s) shall pay a refundable amount of \$250.00 for security/damage deposit in order to reserve any event date. Rentals are on a first come first serve basis. The Rental Agreement and a security/damage deposit must be received within the forty eight (48) hours to guarantee the date. No reservation is guaranteed or confirmed unless/until this Rental Agreement is signed and returned with the security/damage deposit and other requirements set out herein.

Whereas, Al Fatih Academy is not responsible for accidents or injury to renter(s), guests, visitors, or any other persons or for the loss of money or valuables of any kind. Renter(s) do hereby agree to release, acquit, and forever discharge Al Fatih Academy, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, and any and all other persons, firms or corporations, of and from any and all claims, demands, and causes of action, that renter(s) may have, have had, or ever have arising out of or by reason of the renter(s)' rental for the event.

Whereas, renter(s) agree to indemnify, protect, and hold harmless Al Fatih Academy, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, against any claim for injuries, damages, or other consequences asserted by renter(s) or their guests, visitors, or any other persons during the rental terms and times.

Further, the age of all persons responsible for renting the Al Fatih Academy must be at least twenty five (25) years and older with no exceptions and renter(s) must physically remain on site during the term of the rental period.

Al Fatih Academy may not be used for any unlawful purposes. Renter(s) are prohibited from charging admission and/or selling of any articles.

Al Fatih Academy reserves the right to refuse to rent to any person(s) for any reason deemed necessary.

Al Fatih Academy cannot be sub-leased by renter(s) for any reason.

Any changes to this agreement must be handwritten on the face of this original Agreement and shall be initialed by all parties hereto.

The Al Fatih Academy Agent holds the power to act solely on behalf of Al Fatih Academy, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents and should be recognized as such by the renter(s), their guests, visitors, or any other persons throughout the rental terms and times.

The Al Fatih Academy is the sole property of Al Fatih Academy and should be treated as such at all times and by renter(s), their guests, visitors, or any other persons during the rental terms and times.

Consent and Release:

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due the Al Fatih Academy in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the premises at the discretion of Al Fatih Academy.

Renter(s) Name

Renter(s) Signature

Date

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the Al Fatih Academy so as to permit the Applicant the right to use the Premises at the time or times specified there in.

Al Fatih Academy Facility Agent Name

Al Fatih Academy Agent Signature

Date



AL FATIH ACADEMY RENTAL AGREEMENT

TERMS OF AGREEMENT

Damages:

Damage deposit is fully refundable if the event takes place and the facility is returned in the same condition as received, based on a pre and post-event on-site inspection and approval of checklist. Renter(s) and Al-Fatih Academy representative each shall receive a copy of the contract, signed by both parties. Any post-event damages are deducted from the security/damage deposit.

Renter(s) is responsible for:

- Any loss or damage incurred to the Premises by their helpers, hired staff, other service providers and their guests, if the security/damage deposit is not sufficient to cover them.
- the conduct of their helpers, hired staff, other service providers and their guests, on the premises during and following the event.
- the proper handling of all equipment and furnishings.
- removal of trash to disposal bin.

The \$250.00 security/damage deposit is not applied to the event fees. This deposit shall be retained by Al-Fatih Academy until the facility is inspected and cleaned by the facility's staff following the event. If there is no loss or damage of the property and premises by renter(s) and/or their guests, the security/damage deposit shall be refunded within 2 weeks following the event. If there is loss or damage, renter(s) shall forfeit part or all of the security/damage deposit at the discretion of Al-Fatih Academy. Renter(s) shall be notified in writing of the loss or damage as well as the amount of the deposit to be forfeited. Further, renter(s) are responsible for all losses or damages to premises and/or furnishings and furniture caused by the renter(s), guests, visitors, or any other persons exceeding the amount of the \$250.00 deposit. By renting the facilities, renter(s) are assuming all risk and liability for any damage done to persons or property or visitors occasioned by the present or future condition of the premises, both latent and manifest. Failure to comply and/or cover expenses exceeding the \$250.00 will result in you forfeiting any future use and/or rental of the facility.

Deposits/Payments:

The deposit, event fees and/or other fees may be paid in cash or personal check. Payment made with a personal check must be paid at least fifteen (15) days prior to the date of the event. Any personal check not honored by the bank may result in cancellation of the event, unless the deposit, rental fees, or other fees, plus assessed bank service charges, are paid in cash within five (5) days after notice to the renter(s). All parties agree that the security/damage deposit cost will be deposited into any business account of Al-Fatih Academy.

Cancellations:

If renter(s) cancel for any reason a written notice must be submitted within fourteen (14) days prior to the event date, all parties agree that a \$150.00 processing fee will be charged for cancelled reservations.

Exceptions may be granted to return the security/deposit fees in full to the renter(s) for extenuating circumstances. Such request must be submitted in writing to Al-Fatih Academy. Exceptions will be determined, granted and/or denied by the Board of Directors and Administration at the time the request is made. Renter(s) will be notified in writing within fifteen (15) days of the request. If the request for full refund is granted, a check will be attached to the letter, however; if the request is denied, the letter will state reasons for the denial.

If Al-Fatih Academy, its officers, affiliates, agents, employees, its personal representatives, successors and assigns agents must cancel any event for any reason that is not due to cancellation by renter(s) or renter(s)'s non-payment or non-compliance of the terms and provisions of this Rental Agreement, a full refund of the deposit, and/or other applicable fees paid by renter(s), shall be refunded to renter(s) within five (5) days of cancellation by Al-Fatih Academy, and Al-Fatih Academy is hereby released of any further liability from any and all foreseeable or unforeseeable damages.

Smoking/Alcoholic Beverages/Weapons/Firearms:

No smoking, alcoholic beverages or weapons and firearms are allowed anywhere on the property of Al-Fatih Academy (including buildings, grounds, and parking lot). **This rule will be strictly adhered to.**

Any violations of this policy can lead to immediate termination of the rental agreement and the renter(s) shall forfeit all or part of the \$250.00 deposit at the discretion of Al-Fatih Academy.

Renter(s) Initial _____



AL FATIH ACADEMY RENTAL AGREEMENT

TERMS OF AGREEMENT

Use of Property:

Upon arrival, the responsible party for the rental must check-in with the office staff prior to setup to review responsibilities and policies. The responsible party will be held accountable for the action of all the rental participants.

All items brought in by renter(s) must be removed by renter(s) prior to check-out time. Renter(s) may use the kitchen fridge and microwave but need to take all the food they brought home. No property belonging to Al Fatih Academy shall be moved or taken outside by renter(s) or their guests; otherwise, renter(s) shall forfeit all or part of the \$250.00 deposit at the discretion of Al Fatih Academy. Al Fatih Academy, its officers, affiliates, agents, employees, its personal representatives, successors, assigns, owners or agents shall have the right to access and may be on the premises at any time for the purposes of inspection, supervision of building and grounds, security, management, or other purposes.

All youth/teenage activities must be supervised by adults at all times. A ratio of one adult per 10 youth/teens is required. The sponsoring adult must be present at all time.

Access to the remainder of the building beyond the designated rental area (and closest restroom or kitchen) is strictly prohibited. Any violations or proof of wandering throughout the building can lead to immediate termination of the rental agreement and the renter(s) shall forfeit all or part of the \$250.00 deposit at the discretion of Al Fatih Academy.

Catering/Finger Foods:

The renter(s) can only provide/offer finger foods during their events. Finger foods include and are not limited to sandwiches, pizza, spring rolls, bread, chips cookies, fruit, vegetables, etc. If using a caterer, the renter(s) is responsible for making his/her own arrangements. Al Fatih Academy must be provided with a list of caterers and/or other vendors that will have access to the facility. This information must be provided at least seven (7) days prior to the event.

Decorations:

The following rules are applied and must be followed by all renter(s):

1. No staples, thumb tacks or nails in furniture, walls, or ceilings. You may use painters tape or tape to hang decorations.
2. No repainting of walls.
3. No open flames like candles.
4. Surplus chairs and tables are to remain in the building or in the designated storage area, not exposed to the elements.

Clean-up:

Al Fatih Academy and associated facilities will be delivered professionally cleaned to the renter(s). The renter(s) is expected to return them in the same condition as received. No cleaning services are provided during the event.

The following general cleaning is required at the conclusion of the rental:

- a. Pick-up all trash both inside and outside of the building (including entrance, restrooms and kitchen)
- b. Bag all trash and place it in the dumpster (outside of the building).
- c. Put clean trash liners (bags) in trash cans. Al Fatih Academy will provide trash liners.
- d. Wipe down all tables and countertops.
- e. Remove all decorations, balloons, and other party materials.
- f. Wipe down of bathrooms and kitchen countertops.
- g. Pick up any paper towels or debris from bathroom/kitchen floor.

Renter(s) Initial _____