

Guidelines for facility usage

1. **Facility Consists of Two Areas:** Main building upper level and Activity Hall.
 - a. **Main Building Upper Level:** Used for daily prayers, individual/collective Qur'an recitation, Nikah performing and religious educational use only. This level is not available for any other usage or for renting. No food/drinks are allowed on this floor.
 - b. **Activity Hall:** Permitted use includes ISGVF activities, interfaith meetings, educational seminars, graduation events, Iftars, wedding and receptions. Food serving is permitted.
2. **Islamic Principles:** Activities that violate Islamic Principles are strictly prohibited.
3. **Prayer Times & Duration:** Plan the event around posted prayer times. All activities must be suspended during regular prayers. All activities must conclude no later than 10:00 PM.
4. **Application:** Mail the completed application along with your security deposit and use fee checks to: ISGVF, P.O. Box 2261, Southeastern, PA 19399-2261. The application and checks may also be dropped off in a sealed envelope in the donation box located in the Main Building. ISGVF Administration will contact you upon receipt of the application within two weeks.
5. **Advertisement:** The advertisement at ISGVF for the event is limited to flyers without any offensive and graphic pictures. No banners and posters of any kind are allowed at the ISGVF.
6. **Announcements:** An announcement request of the event may be made on the ISGVF website. All announcements will be made by ISGVF.
7. **Media:** Specific approval from the ISGVF Board of Trustees is required in advance for any media involvement and the scope of their presence for the event. Absolutely no pictures are allowed during prayers and other private activities. A designated person must accompany the media at all times to control their access.
8. **Decorations:** All decorations shall be free standing only, i.e., no decoration on/from ceiling or on/from walls are permitted. The applicant is responsible to ensure that all decorations are removed and taken away from ISGVF premises post event. Also, take proper care to ensure there is no damage to the ISGVF property, furniture and fixtures in any form or shape.
9. **Cleaning & Storage:** The applicant is responsible for removing all trash and moving it to designated receptacles. All applicants' property, leftover food, utensils, and dishes shall be removed from the premises at the end of the event. ISGVF does not store anything.
10. **Catering:** All caterers must submit a copy of a valid (unexpired) appropriate state caterer's license.
11. **Commercial:** Businesses or professionals engaged in an activity for gain or profit are ineligible for rental.
12. **Liability:** The applicant takes full responsibility for the liability of any statements and programs carried out during the event and/or by any group member during the facility usage. Applicant does not speak on behalf of the ISGVF. Applicant takes full responsibility for all physical and property damage, losses, injuries, and accidents.
13. **Lawful Activities:** All activities must meet all federal, state, and local government laws. The applicant will bear total responsibility for any, and all consequences including but not limited to immediate eviction from the ISGVF premises for any infraction of such laws by any individual or group.
14. **Restricted:** The use of the ISGVF facility is restricted to the areas rented. If any of the guests or their children uses other areas of the facility, additional space rental fees will be due, and the applicant will be responsible for any additional liability.
15. **Security:** The event organizers are responsible for providing their own security during the events – especially to monitor parking, the entrances, and hallways and to prevent damage by children. The applicant may use volunteers or hire a security company. ISGVF requires one volunteer/guard per 50 attendees as a minimum.
16. **Fees:** All fees and deposits must be received by ISGVF 1 week (7 days) prior to the scheduled date of the event. If the payment is not received as required, ISGVF is under no obligation to provide the use of the facilities.
17. **Deposits:** All deposits cleared from the bank will be refunded after any adjustment for damages and for additional charges for extra time, space, and equipment usage.

Activity Hall Rate Schedule

Event Day	Rate Type	Standard
Monday – Thursday	Flat Fee (Max. 6 Hours)	\$500
Weekend (Fri/Sat/Sun)	Flat Fee (Max. 6 Hours)	\$750
Cleanup and Security	Refundable ^(7,8)	\$500 ^(7,8)

****Ramadan Special: No Activity Hall Charges for Community Iftar**

Notes:

1. Rates are subject to change at any time.
2. All activities shall be suspended during posted prayer times. All activities must conclude no later than 10 PM.
3. Full payment is required at least two weeks in advance of the event's date.
4. Rates do not include tablecloths, paper products, cutlery, or decoration.
5. Set-up and pick-up of all tables, chairs & misc. is the renter's responsibility.
6. All decorations shall be free standing, i.e., no decorations from ceiling or on walls are permitted.
7. Clean up is renter's responsibility. If the renter cleans up to the satisfaction of the management, then the cleanup fee will be returned. Clean up includes all items removed from kitchen, chairs and tables stacked and stored properly, trash removed, personal items taken away and all areas broom cleaned and mopped as required.
8. All leftover food, utensils and dishes shall be removed from the premises at the end of the event.
9. Pre-event setup and post event cleanup time are part of the hours rented.
10. The Activity Hall is not available during school hours.

Application for Use of Facilities

Reservations should be made a minimum of 2 weeks in advance

958 Valley Forge Road, Devon, PA 19333

Phone: (610) 688-2209

Email: office@ISGVF.com

Event Date: ____/____/____ <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		Name of Applicant:			
Street Address		City	State		
Email Address		Phone Number - Cell	Phone Number - Home or Work		
Name of Organization or Group	Arrival Time	Departure Time	Total Hours of Rental		
Purpose of Meeting or Event			Estimated Attendance		
Who will be attending? <input type="checkbox"/> Community members <input type="checkbox"/> People of Other Faiths <input type="checkbox"/> Federal, State, City Officials (Check all that apply) <input type="checkbox"/> Media <input type="checkbox"/> Other – please specify: _____					
Facilities Required (Check all that apply) <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Main Building (Capacity)* <input type="checkbox"/> Activity Hall (200) <input type="checkbox"/> Kitchen <input type="checkbox"/> Prayer Hall – No Food/Drinks allowed in the prayer hall. Only Nikah and Qur'an recitation program is permitted in the Prayer Hall. </td> <td style="width: 50%; vertical-align: top;"> Outside Grounds <input type="checkbox"/> Front Grounds <input type="checkbox"/> Backyard * Capacity includes all ages </td> </tr> </table>				Main Building (Capacity)* <input type="checkbox"/> Activity Hall (200) <input type="checkbox"/> Kitchen <input type="checkbox"/> Prayer Hall – No Food/Drinks allowed in the prayer hall. Only Nikah and Qur'an recitation program is permitted in the Prayer Hall.	Outside Grounds <input type="checkbox"/> Front Grounds <input type="checkbox"/> Backyard * Capacity includes all ages
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Equipment Required: <input type="checkbox"/> Microphone/ Speaker System <input type="checkbox"/> Podium <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Other Specify _____					
Food Will be served? <input type="checkbox"/> No <input type="checkbox"/> Yes					

All reservations are tentative pending ISGVF approval. Reservations will be considered confirmed only once ISGVF approval has been received and payment duly submitted.
ISGVF discourages any advertisement of proposed events until reservations are confirmed.

By signing this application, I certify that I have read and understand the guidelines for the use of the facility and will abide by all the conditions set forth therein. I agree to leave the facility in the same condition as found it before use. I am responsible for payment of any damage to the space and all equipment used during the event.

By signing this application, I as the applicant agree to hold free and harmless the Islamic Society of Greater Valley Forge (ISGVF), its Management, its employees/volunteers, agents and any other service institutions or entities of the ISGVF from any loss, accidents, illness, injuries, damages, liability, or expenses that may arise during or after the event or be caused in any way by such occupancy of this facility.

Applicant Signature	Date	Deposit Paid (Full Amount required):
ISGVF President or Designee Signature		Date