



The Mecca Center
16W560 91st Street
Willowbrook, Illinois 60527

www.meccacenter.org

THE MECCA CENTER OUTSIDE PROGRAMS AND FACILITY USE APPLICATION

OVERVIEW OF FACILITY USE GUIDELINES

1. The Mecca Center strives to provide comprehensive spiritual, religious, educational, social, recreational and community programming for Muslims residing in the Western Suburbs of Chicago. However, the Mecca Center also welcomes organizations, groups and individuals to utilize our facilities for events and programs that are consistent with the vision and mission of our Center.
2. Please keep in mind that the Mecca Center is first and foremost a mosque or *masjid* – a house of *Allah* (SWT). It is a place of worship, the spiritual center for the Muslim community, and a focal point for Islamic and community activities.
3. All applicants seeking to utilize Mecca Center facilities must undergo an application and approval process, follow the Mecca Center Facility Rules and Regulations, and may be required to pay certain rental fees.

SUBMISSION PROCESS

1. If the Application is for an *azza*, please call Firas Zogbi at (708) 265-6117 instead of submitting this Application.
2. Please complete the Application and sign the Facility Use Agreement. If you have any questions regarding the Application, please email applications@meccacenter.org.
3. Applications must be completed in full and signed by an adult, 21 years or older, who will assume responsibility for the Applicant and be present during the use period.
4. Once completed, please send the Application to the Outside Program Committee (“OPC”) by sending a scanned copy of this Application to applications@meccacenter.org.
5. Once submitted, Applicants can expect a response within 10 days of submission by the OPC.

APPROVAL AND USAGE POLICY

1. All programs must align with the Mecca Center’s core mission and vision.
2. Any educational or religious programs must be co-sponsored by the Mecca Center. “Co-sponsorship” means that the program will be open to the community, included in Mecca Center communications (website, e-newsletters, etc.) and be advertised as a program of the Mecca Center. Any registration fees and expenses (including speaker fees) shall be handled by the Mecca Center directly.
3. Existing Mecca Center programming shall take precedence over any outside applicants for use of space within the Center.

4. Any deviations from the scope of the Approved Program may give rise to a right of termination by the Mecca Center.
5. All Approved Programs may be attended by a representative of the Mecca Center.
6. The Applicant must identify himself/herself to the Mecca Center representative on site at the time of use.
7. The facility will be reserved based on availability and payment of the deposit.
8. Refund requests made 10 days prior to the use will receive a 100% refund, less \$25 for an administrative fee.
9. The Mecca Center reserves the right to retain all or a portion of the payment if the facility usage is canceled within 10 days before the use date.

APPLICATION

Name of Individual: _____

Name of Group (if applicable): _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Room Requested:

- Lecture Room (Basement)
- Women’s Prayer Area (Main Floor)
- Classroom
- Banquet Hall
- Men’s Prayer Area
- Women’s Prayer Space (2nd Floor)
- Conference Room
- Other: _____

Furniture Required:

of chairs: _____ # of long tables: _____ #of round tables: _____

Number of people expected: _____

Target Audience: _____

Name of Speaker/Teacher (if applicable): _____

Short C.V. of Speaker: _____

Description of Activity or Program: Topic: _____

Main Points: _____

Class Material (Books, References) _____

Dates and Times requested (in order of preference):

Option A – Date(s): _____ Times: _____

Option B – Date(s): _____ Times: _____

Option C – Date(s): _____ Times: _____

Diagram of Room Set-up:  round tables  long tables  chairs

Use symbols to draw layout of room rental set up needed.

Equipment Requirements:

_____ Overhead projector/screen

_____ TV

_____ DVD/Blu-ray

_____ [Podium]

_____ Mic/speaker

Rates: Effective as of January 2017

Room	Community Organizations	Member	Non-Member
Lecture Room (Basement)	\$50/hr	\$50/hr	\$75/hr
Classroom 1 (25 people)	\$40/hr	\$40/hr	\$60/hr
Classroom 2 (15 people)	\$30/hr	\$30/hr	\$50/hr
Classrooms 3 (10 people)	\$20/hr	\$20/hr	\$40/hr
Conference Room	\$35/hr	\$25/hr	\$45/hr
Banquet Hall	\$100/hr	\$100/hr	\$150/hr

FACILITY USE AGREEMENT

1. Attendees or guests of the Approved Applicant or Lessee should stay in the immediate area of the space or room they are renting and common areas only. Please keep food in area you are renting. **NO FOOD OR DRINKS IN THE PRAYER AREAS** (with the exception of water).
2. Lessee shall not enter, occupy the facility until the time and date specified in this application
3. Lessee shall vacate the facility at the time and date indicated in the application or be charged a pro-rate amount for every one-half (1/2) hour of overtime use.
4. Lessee is responsible for and will pay for any damage to property arising out of the use of the facility. **PLEASE REPORT ANY DAMAGE** to Firas Zogbi at (708) 265-6117 immediately. .
5. The Mecca Center does not assume any liability for property loss or stolen on the premises during the lessee's use of the premises and the lessee hereby agrees to assume the full risk of any injuries, damages or loss regardless of severity, that the lessee may sustain as a result of this agreement. Lessee further agrees to waive and release the Mecca Center from any and all losses, claims, suits or judgments or damages that lessee might sustain as a result of any and all activities connected with or associated with this agreement.
6. Any action that may make the rental unsafe for your guests is prohibited.
7. Lessee is solely responsible for providing any and all supervision at all times during use of any facility, including but not limited to the leased facility, and all common areas. Further, Lessee shall be responsible for ensuring that Lessee's guests and invitees comply with all applicable rules and regulations pertaining to use of the facilities.
8. No children will be permitted to use the Mecca Center facilities during your usage.
9. It is fully understood and agreed by the parties that the Lessee guarantees to defend, indemnify and hold harmless the Mecca Center, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.
10. Lessee must abide by occupation limits of each facility dependent upon the set up required.
11. **NO SMOKING ALLOWED IN BUILDING.**
12. Taping/tacking anything to the walls and mirrors of the building is not permitted.

IN WITNESS WHEREOF, the undersigned hereby agrees to abide by the terms and conditions of this Facility Use Agreement and any other policies and procedures adopted by the Mecca Center.

Signature: _____

Name: _____

Title and Name of Organization (if applicable): _____

Date: _____

Office Use Only

Facilities/Service	No. of Hours		Rate	Sub-Total
		X		
		X		
Total Amount Due				

	Amount Due	Date Due	Paid by:	Check #	Date Paid	Staff
Deposit Due			C K V M C D			
Balance Due			C K V M C D			
Misc. Add on			C K V M C D			
Total						

Approval Signature _____ Date: _____

cc: Supervisor Deposit Returned: Yes No \$ _____ Date _____