

MCC Facilities Request Regulations & Guidelines

We are excited that you want to hold an event at MCC! This is your community center and we hope everyone can use our beautiful space. We look forward to working with you. If you have any questions, e-mail us at **contactus@mccsandiego.org**

- There should be one contact person who signs the form, and is present and reachable via cell phone throughout the event. This person will communicate solely with the office and no one else to minimize confusion about any issues.
- Reservations for MCC facilities will be taken on a first come first served basis.
- Fees for rental of the various MCC facilities are set forth on the Facility Request Form and must be paid in full to secure a reservation. The person and/or organization sponsoring the event is responsible for clean-up and any damage, loss or disturbances during the rental period.
- Cancellations must be turned in to the MCC office at least one week prior to the event.
- Parking is permitted in designated areas only. Double parking or any other type of illegal, unauthorized parking is not allowed. If the parking lot is used for the event, no parking is permitted in the area in use.
- Building capacities are not to be exceeded for any reason. Please refer to the Facility Request Form for maximum capacities of each room.
- Barbecuing, smoking and alcohol are prohibited in the building and on the grounds (including parking lot).
- Children under the age of 14 MUST be supervised by an adult at ALL times.
- Decorations must not deface or damage any portion of the room. No staples, push pins, or other similar devices may be used to attach items to the walls or other surfaces.
- Any kitchen equipment used by the rental groups must be cleaned and put back into the appropriate location.
- All food and drinks must remain the Kitchen, patio or outdoors. No food and drinks are allowed in any other part of the building. Additionally, no leftover food may be left in the refrigerator.
- Only areas and equipment specified in the rental agreement will be available for use for the specified time.
- The facility will not be available until the start time stated on rental agreement. If time is needed for decorating, it must be included in the scheduled time on the rental agreement.
- Please submit seating layout 1 week prior to the event date. About 200 chairs and 30 rectangular tables are available at MCC.
- Dress Code: MCC primarily serves as a place of worship. Whoever attends an event here, whether it be for worship or not, should observe dress that is modest, respectful and not revealing.
- Facility will be in clean condition prior to the event. After the event all equipment and personal items are to be removed and return the space to the same clean condition in which it was found
- No event being held in the Main Prayer Area will be permitted to interfere with any MCC-scheduled time for offering a given fard (obligatory) salah (prayer) in congregation. (Prayer times are listed on a Prayer Schedule that MCC puts out each month.) In addition, regardless of the location of the event at MCC, the event must stop for the salah and room must be made for all congregants. (No one participating in the event has the right to turn anyone away from any of the prayers.) Also, all fard (obligatory) prayers will be led by someone appointed by MCC. This is not at the discretion of the renter or his/her party. "
- Any violations of these guidelines may result in the immediate termination of the event, at MCC's sole discretion, with no refunds available. In addition, failure to abide by these guidelines may result in the Security Deposit not being returned.
- The use of the musallah (main prayer hall) is not allowed for any private functions/ events
- Any request may be denied at the sole discretion of MCC, with no explanation required.
- Flyer or any other means of publicizing this event should be shared with MCC.
Marketing/publicizing this event shall not begin until the material is approved by MCC

MCC Event Request Form

What category of event is this:

Name of the Event: *

Purpose of the event: *

Sponsoring group or person: *

Contact person: *

Contact phone number: *

Contact e-mail: *

Date of event* **Start time*** **End time***

Is this a recurring event ?

☐ Yes ☐ No How often

Do you have volunteers helping for this event: * **# of volunteers :**

Are you planning to arrange for any program for kids (babysitting)? *

☐ Yes ☐ No ☐ Other (specify)

Location of event: *

☐ Main Prayer Hall† ☐ Class Room ☐ Courts ☐ Patio ☐ Kitchen

Do you require the following setup for the event? *

☐ Microphone ☐ Projector ☐ Lights

___ number of chairs needed ___ number of tables needed

Are you providing food for the event? *

☐ Bottled water ONLY ☐ drinks ☐ refreshments/snacks

☐ Food ☐ Catered Food ☐ Other (specify)

Is the event for a specific age or gender?

☐ No ☐ Women ONLY ☐ Certain age (specify)

Please give a detailed description of the event:

Speakers : Please list the names of any speakers that will speak at this event:

Is there a fee charged for this event

☐ No ☐ Yes How much : _____

A refundable Security Deposit Fee of \$200 is required via check upon approval of the event. Checks should be made payable to the "Muslim Community Center". Security Deposit Fees will be refunded within 10 days after the scheduled event if upon inspection by MCC Board and/or Staff the facilities are found in a reasonable and satisfactory condition, and attendance criteria have not been violated. If major cleaning and/or damage requires costs beyond the deposit, the individual or organization is responsible for that cost.

Would you like to donate the remaining portion of the deposit to MCC as a tax deductible donation?

☐ YES ☐ NO

By typing your name below, you acknowledge the following:

I have read and hereby do acknowledge the Rules and Guidelines for Use as they apply to me and all guests at my function. I understand it is my obligation to inform all participants and guests of these rules and regulations.

Name:

Signature:

Date :