

## **IN THE NAME OF ALLAH THE MOST MAGNIFICENT THE MOST MERCIFUL**

### **UIC Rental Rules**

The Upstate Islamic Center (UIC) can be rented by any community member for a private event at any time as long as it does not interfere with a community planned event. The general rental rules and rights and obligations are listed below:

- 1- All events must comply with general Islamic rules (no Alcoholic beverages are allowed, no smoking inside the building is allowed, no un-Islamic behavior is allowed).
- 2- All events must comply with the State law and the health and safety regulations. The maximum capacity for the UIC hall is 300 people (including children) when tables and chairs are in use. The number of attendees should not exceed this capacity for a private event that includes catering.
- 3- The rental fee is \$200, which includes hall rental, usage of tables and chairs.
- 4- The rental fee must be paid in full at the time of reservation. The check must be written to the **Islamic Society of Greenville.**
- 5- **Reservation and cancellation must be through the email listed below.**  
[vicepresident@greenvillemasjid.com](mailto:vicepresident@greenvillemasjid.com) or [eboard@greenvillemasjid.com](mailto:eboard@greenvillemasjid.com)
- 6- Cooking is not allowed in the building. The kitchen can be used to warm food and manage arrangements. If the kitchen is used, it should be in the same state as before the event. That is,
  - a. The sink should be cleaned.
  - b. The fridge should be cleaned and there should be no leftovers in the fridge
  - c. The kitchen floor should be mopped.
  - d. If ice-boxes are used, they should be drained out and cleaned
  - e. All trash should be removed from the kitchen.
- 7- The event holder is responsible for:
  - a. Set up for the event including rolling up the carpet and setting tables and chairs.
  - b. Bringing their own utensils and garbage bags.
  - c. Cleaning any spills or obvious food drops on the floor.
  - d. Cleaning the kitchen and the fridge back to the same clean condition as before the event.
  - e. Removing all trash and garbage bags to the dumpster.
  - f. Folding and cleaning the tables and chairs after the event.
  - g. Carpets should be rolled back (unless advised by the administration not to do so). The carpets need to be laid back even if they were rolled up before the start of the activity.
  - h. If the sound system/microphone system is used, it should be turned off and locked.
  - i. Make sure that the main doors are locked at the end of the event.
  - j. Any damages to the facility and all other liabilities related to the event.

The Upstate Islamic Center (UIC) is built by the community for the community to enjoy, and it is everyone's responsibility to keep it in a good shape for the next generations to enjoy.

For any questions please contact the ISG Executive Committee Board at [eboard@greenvillemasjid.com](mailto:eboard@greenvillemasjid.com).

JazakomAllah Khair for your cooperation.  
Executive Committee

- |  |       |    |
|--|-------|----|
| 1. Will you be using UIC tables?                 | Yes   | No |
| 2. Will you be using UIC chairs?                 | Yes   | No |
| 3. Will you be using the UIC kitchen?            | Yes   | No |
| 4. Will you be using the sound system?           | Yes   | No |
| 5. Were the carpets rolled out before the event? | Yes   | No |
| 4. How many guests are invited?                  | _____ |    |

By my signature below, I acknowledge that I have read, understood, and agree to the policies and procedures of UIC reservation.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date of the event: \_\_\_\_\_ Time of the event: \_\_\_\_\_

**PLEASE DO NOT WRITE BELOW - FOR OFFICE USE ONLY**

**Post-event questions for management:**

- |                              |     |    |     |
|------------------------------|-----|----|-----|
| 1. Were the tables returned? | Yes | No | N/A |
|------------------------------|-----|----|-----|

Comments: \_\_\_\_\_

- |                              |     |    |     |
|------------------------------|-----|----|-----|
| 2. Were the chairs returned? | Yes | No | N/A |
|------------------------------|-----|----|-----|

Comments: \_\_\_\_\_

- |                           |     |    |     |
|---------------------------|-----|----|-----|
| 3. Was the kitchen clean? | Yes | No | N/A |
|---------------------------|-----|----|-----|

Comments: \_\_\_\_\_

- |                           |     |    |     |
|---------------------------|-----|----|-----|
| 4. Was the trash removed? | Yes | No | N/A |
|---------------------------|-----|----|-----|

Comments: \_\_\_\_\_

- |                                  |     |    |     |
|----------------------------------|-----|----|-----|
| 5. Were the carpets rolled back? | Yes | No | N/A |
|----------------------------------|-----|----|-----|

Comments: \_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_