



**Reservation Request Form
For
Multipurpose Halls @
Islamic Center of New Mexico
1100 Yale Blvd. SE, Albuquerque, NM
ICNM Phone number (505) 256-1450**

The Multipurpose Halls in the Men's and Women's sides of the Islamic Center are available for use by registered members of the ICNM. These Halls can be reserved on a first-come-first served basis. The use of the Halls also includes the use of the furniture and other facilities and is subject to the terms and conditions stated below. By signing this form, the member requesting the reservation agrees to these terms and conditions.

ICNM does not charge a fee but requests a donation to the ICNM General Fund.

Please provide the information below:

ICNM Member Name: _____

ICNM Membership No: _____

Member Phone number: _____

The reservation is for:

Wedding Walima Aqeeqa Graduation

Date of Reservation: _____

Time of Reservation: From _____ To _____

(Include time needed for setup before the function and include half hour for cleanup after the function)

Donation Amount: \$ _____

TERMS AND CONDITIONS FOR USE

1. All meat served to guests should be *zabiha* (poultry and beef, lamb, and other allowed meats)
2. The primary purpose of the Food Service Facility in the Islamic Center is to provide a nutritious meal served in an orderly manner to the members of the community on special occasions that are either organized by the Center or are celebratory occasions by members of the community.
3. All food and drink will remain in the common areas of the facility only. The main men's and woman's prayer halls are strictly off limits for the social functions and will be used only for prayers. The reserving member will be charged for carpet cleaning and stain removal if food or drink is carried into the main prayer hall areas and is found on the carpet. There are no exceptions to this rule. The ICNM Board of Directors will be responsible for the cleaning and will recover the charges from the reserving member.
4. The ICNM Board of Directors has the sole authority to allow the use of the facility by any current member of the ICNM, subject to the rules established for its use.
5. Use of the facility shall be scheduled on first come first served basis by the ICNM Board of Directors.
6. A current member of Islamic Center can reserve facility for his/her friends and/or relatives on his/her responsibility. All reservations shall be made at least 72 hours in advance with the ICNM Board of Directors.
7. The reserving member shall be present throughout the function and shall be responsible for the use of the building, equipment, furniture and the conduct of his/her guests. Any damage to facility equipment and/or furniture will be billed for to reserving member.
8. The facility will be reserved for a period of five hours only. The reservation includes: free parking, function room/rooms, kitchen, food service equipment, furniture and out door grills.
9. In case of cancellation it is responsibility reserving member to inform the ICNM Board of Directors as soon as possible.
10. The reserving member shall be responsible for his/her guest's conduct and shall exercise full custody of all minors. The Islamic Center shall not be held responsible for any accident or bodily injury or stolen personal property of guest/guests in the building or in the parking lot.
11. The Facility shall be maintained within required sanitation's regulations. It is the responsibility of the reserving member to clean facility, remove all trash, and remove all personal property from the facility and the parking lots. All trash cans will be emptied and the trash dumped in the trash dumpster in the South parking lot.

12. In case the facility is not cleaned the reserving member will be billed for janitorial services at \$15/hour.

13. It is responsibility of reserving member to make sure no tape/nails/thumb tacks are used on the walls/windows to hang banners or announcements. An easel and paper will be provided by the ICNM for this purpose.

14. The facility has 160 chairs and 20 folding tables that are available for use.

I agree to abide by the rules above.

Signature of Member

Date

FOR OFFICE USE ONLY

Reservation is approved and Confirmed.

Reservation denied. Reason noted below:

Signature of Board Member processing this reservation

Date

Board Member Name/Phone: _____ / _____