



DIYANET CENTER
of AMERICA

DIYANET CENTER OF AMERICA CULTURAL CENTER RENTAL AGREEMENT APPLICATION

Fax: (240) 842-9543 Email: Rental@diyanetamerica.org

Renter's name /organization: _____

Address: _____

Apt. _____ City: _____ State: _____ Zip code: _____

E-mail: _____ Tax ID: _____

Telephone: (____) _____ Cell: (____) _____

Event information:

Type of event: (please provide flyers or additional marketing material if applicable)	Number of guests:	Event date:	Start time:	End time:

Rental - 4 hour period*	Type of Event	Rates	
Auditorium and Display Area	Non-profit	\$1,000.00 Additional hour \$200.00	<input type="checkbox"/>
	Commercial	\$1,250.00 Additional hour \$250.00	<input type="checkbox"/>
Auditorium	Non-profit	\$800.00 Additional hour \$200.00	<input type="checkbox"/>
	Commercial	\$1,000.00 Additional hour \$250.00	<input type="checkbox"/>
Display Area only	Non-profit	\$400.00 Additional hour \$100.00	<input type="checkbox"/>
	Commercial	\$600.00 Additional hour \$150.00	<input type="checkbox"/>
Conference Room (12 person capacity)	Commercial	\$200.00 \$50.00 extra hour	<input type="checkbox"/>
	Non-profit	\$150.00 non-profit	<input type="checkbox"/>
Cleaning Fee/Deposit (refundable)	Auditorium	\$500.00	<input type="checkbox"/>
	Conference Room/ Display Area	\$150.00	<input type="checkbox"/>

Auditorium Usage and setup fees	Cost	
Microphone/ Podium	included	<input type="checkbox"/>
Projector + screen	\$100	<input type="checkbox"/>
Translation equipment	\$400	<input type="checkbox"/>
Technician	\$50/hour	<input type="checkbox"/>
	\$	<input type="checkbox"/>

Please Note:

* Rentals are available in the following 4 hour periods: **8am-12pm, 12pm-4pm, and 4pm-8pm, 8pm-midnight.** Other times may be available upon request. Each additional hour will be billed as above if the facility is available.

Office use only:	
Application approved by: _____	Signature: _____
Total rental charge: \$ _____ Cash charge Check# (Circle one)	
Date received: Deposit _____	By: _____ Rental fee: _____ By: _____
Comments: _____	

DCA Rental terms and agreements

General terms:

- All exhibits and events must be approved by the DCA administration.
- Any additional cleaning due to excessive trash and debris will be done by DCA and deducted from the renters cleaning deposit.
- Renters will provide an organizational insurance certificate naming DCA as additional insured.
- The use of auditorium shall be in keeping with the general and dignified character of the facility.
- NO ALCOHOLIC BEVERAGES or SMOKING.
- NO FOOD OR BEVERAGES in the auditorium or prayer area. Renter will be responsible for any damage or replacement costs due to food or beverage. It is the sole responsibility of the renter for making attendees aware that there is no food or drink allowed in the prayer area, auditorium, and common areas.
- Renters are responsible for ensuring that all areas of the facility should be left as it was found. All furniture should be placed back in its original position.
- Microphones and podiums are provided upon request. Translation services may be provided upon request for an additional charge.
- The renter is responsible for making sure all personal properties and decorations are removed and all attendees vacated no later than their allotted rental period. DCA will not be responsible for any damage or loss of personal property and will remove such property at the renter's expense.
- DCA is not responsible for any personal injury to the attendees.

Cancellation terms:

- This agreement can be cancelled within fourteen (14) days prior to the date of event at which time the deposit can be fully refunded. Otherwise, a cancellation charge of 25% will be applied.

Damage assessment:

- Damage to DCA property by the renter, or any employee of the renter, or any person attending the event for which the facility was rented, will be charged to the renter.

By signing below, I affirm that I understand and agree that the opportunity to rent the facility of the Diyanet Center of America (DCA) is a privilege, and I agree to abide by all the rules and requirements stated above as updated from time to time. I understand that this privilege can be withdrawn at any time at the sole discretion of the DCA.

RENTER NAME: _____

RENTER SIGNATURE: _____

DATE: _____