

Effective 05/01/2018

**North American Islamic Foundation (NAIF) Center
Facility Use Request Form (for Non Religious Activities)
13515 Dulles Technology Drive, Herndon VA 20171**

Name of Responsible Person: _____

Address: _____ Telephone: _____

Representative's /In-charge Name: _____ Telephone: _____

Date(s) Requested: _____ Day(s): _____

Start Time: _____ End Time: _____ Number of Guests: _____

NAIF Automatic Donation Membership: Donor _____ Non-Donor _____

Equipment Needed (tables, chairs, etc.): _____

Purpose / Event Type : _____ Guest Speaker (if any): _____

Minimum Use 4-Hours	NAIF Donor		NAIF Non-Donor	
	Min. Use Rate	Additional/Hour	Min. Use Rate	Additional/Hour
() Main Hall	\$600	\$100	\$1000	\$150
() Meeting Room - 1	\$200	\$50	\$300	\$60
() Meeting Room - 2	\$200	\$50	\$300	\$60
() Meeting Room - 3	\$200	\$50	\$300	\$60
() Meeting Room - 4	\$200	\$50	\$300	\$60

As a reminder, if the above request is for an extended period of time. NAIF Center reserve the right to discontinue use of the facility, with or without notice, if the space becomes needed to run a NAIF Center program.

The responsible party, by his/her signature below, affirms that he/she has read the Facility Information Sheet and the memo regarding The NAIF Center Rules and Regulations, and agrees that he/she shall accept the responsibility for use of the requested facility. Failure to comply could cancel your current and future use.

SIGNATURE: _____ DATE: _____

To Be Completed By NAIF Facility Management Officer

() Denied () Approved () Approved with the following Conditions:

Date: _____ Initials: _____ Certificate of Insurance (if applicable): _____

\$250.00 Refundable Deposit due on all Requests at the time of request

(See: NAIF Center Building Use Rules and Regulations for more information)

Total Amount Due: _____ Total Amount Received: _____

Fee/Security Deposit must be paid at the time of booking. Without fee no dates are confirmed and will be held

Please make check payable to NAIF

Effective: 05/01/2018

Date Received: _____

NAIF CENTER

**13515 Dulles Technology Drive Suite 1
Herndon VA 20171**

INDEMNIFICATION AGREEMENT AND COVENANT *Required by all groups and individuals using NAIF Facility*

For and in consideration of facility use agreement, being granted a Use and Access Of NAIF Center,

(Name of Responsible Applicant/Organization)

(Referred to as the Applicant) hereby agrees and covenants as follows:

The Applicant expressly understands that it is responsible, agrees to indemnify, defend and hold harmless the NAIF Center, officials, agents and employees, hereinafter collectively referenced as the "NAIF" against any and all injury, loss or damage and any and all claims for injury, loss or damage, of whatever nature caused by or resulting from, or claimed to have been caused by or to have resulted from any act, omission or negligence of the Applicant or anyone claiming under the Applicant (including, but without limitation officers, agents servants, invitees, guests, volunteers, of the Applicant and employees and contractors of the Applicant), at or about the premises.

This indemnity and hold harmless agreement shall include indemnity against all costs, expenses and liabilities incurred in connection with any such injury, loss or damage or any such claim, or a proceeding brought thereon or the defense thereof If the Applicant or anyone claiming under the Applicant or the whole or any part of the property of the Applicant or anyone claiming under the Applicant shall be injured, lost or damaged by theft, fire or steam or in any other way or manner, no part of said injury, loss or damage is to be borne by the Town.

Applicant shall, at its own cost and expense, with counsel approved by the NAIF, defend any and all suits and actions (just or unjust) which may be brought against the NAIF or in which the NAIF may be impleaded with others upon any such above-mentioned matter, claim or claims, unless such other suit or action is the direct result of NAIF's negligence. The Applicant agrees that it shall not file any claim, complaint, charge or lawsuit against the NAIF for any matter, claim or incident, known or unknown, which occurs or arises out of Applicant's use of this license.

Facility: NAIF Center, Dulles Technology Drive Suite 1 Herndon VA 20171

Name of Organization / Individual: _____

Address: _____

Telephone: _____

Authorized Signature: _____

NAIF Manager Name: _____ Signature: _____ Date: _____

NAIF CENTER

13515 Dulles Technology Drive Suite 1
Herndon VA 20171

Rules and Regulations (premises and parking lot)

1. No activity or speech of hate or violence against any person, organization and country is permitted.
2. No political/religious/non profit activities or solicitations is permitted without prior written approval.
3. No tape, nails, glue, pins or paint of any type may be used for decorating or any other purpose in the facility.
4. This is a “no smoking” facility. Smoking of tobacco products or any other substance is not allowed anywhere on the premises and in the parking lot.
5. No fire arms, any kind of weapon, open flame and lit candles are permitted in the building.
6. Equipment, fixtures and/or furniture shall not be removed from the building without approval.
7. No Musical program is allowed in this facility.
8. Unless optional set-up and breakdown fees have been paid, all folding tables and chairs must not be moved . If paid and used all tables and chairs must be wiped clean and neatly stacked in the storage area.
9. Children of all ages must be under the supervision of an adult at all times.
10. No animals are allowed in the building.
11. Parking availability is not guaranteed and on any occasion may be limited. The parking lot is shared with the Other owners. Additional parking may be available at the Arrow Brook Park.
12. Alcoholic beverages are NOT allowed at all times in this facility.
13. NAIF Center reserves the right to change, adjust or delete any rules and regulations where health and safety of any participant is affected, before, during or after the event.
14. Check list to follow when finished using the Center:
 - ✓ Make sure the Center is in good order and as clean as found.
 - ✓ Turn off all lights.
 - ✓ All trash must be “bagged” and taken with you. This includes all recycling cans & bottles. Any refrigerated/food items must be removed from the premises.
 - ✓ Make sure all windows and doors are closed and locked.
 - ✓ Leave or return the key as instructed by the house manager

Name: _____ Signature: _____ Date: _____