



**Muslim Community Center of Greater Pittsburgh**  
*Serving the religious & social needs of our community*

**Community Hall and Kitchen – Rental Form**

Rates	Social Hall & Kitchen
Members	\$350
Non-members	\$450
Conditional refundable deposit: \$200 for all	

233 Seaman Lane  
 Monroeville, PA 15146

Mail:  
 P.O. Box 883  
 Monroeville, PA 15146

Ph: 412-373-0101

Email: [mccgpinfo@gmail.com](mailto:mccgpinfo@gmail.com)

Website: [www.mccgp.org](http://www.mccgp.org)

**OFFICE USE ONLY**

**Rent Paid**

YES  NO

**AMOUNT PAID**

\$ \_\_\_\_\_

**Signature**

MCCGP Member: Yes  No

Date and time of renting: \_\_\_\_\_

Purpose of renting: \_\_\_\_\_

Will any fundraising take place during the event? Yes  No

Amount Paid: Deposit \$ \_\_\_\_\_ Rental \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: Cell ( \_\_\_\_\_ ) \_\_\_\_\_ Home: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

**AGREEMENT**

- Renters assume full responsibility for the premises and their guests' / attendees' welfare. Renters agree to identify and hold MCCGP harmless in case of any injury or accident.
- The rental of the hall and kitchen must not interfere with daily five times prayer services in the mosque or any MCCGP sponsored events (including but not limited to Sunday school). The building will be kept open to all attendees of such events.
- No alcohol; or pork is to be brought or consumed on the premises.
- The premise must be cleaned after use:
  - ✓ All chairs and tables must be folded and stacked in place.
  - ✓ Garbage must be dumped in the appropriate dumpsters outside & garbage cans must be lined.
  - ✓ All floors should be brushed and cleaned, no food particles on the floor.
  - ✓ Spills should be wiped cleaned - in the hall and kitchen area.
  - ✓ All pots, pan and utensils must be washed, wiped and placed back in their places.
  - ✓ Kitchen counters, sinks, stoves should be cleaned before leaving.
  - ✓ No left over food in the kitchen, fridge/coolers or freezer.
- Please bring your own paper/plastic products - MCCGP products will not be used by anyone.
- Renters are responsible for switching off lights and thermostats.
- For keys to the building - Call the office a week before the event. Storage & utility room keys will not be given.
- The rent must be paid at least a week in advance with the form.
- Make your checks payable to - MCCGP. Write a separate check for conditional refundable deposit. The deposit will be refunded within 14 days, if the premises are in clean & satisfactory condition.

**CONFIRMATION IS SUBJECT TO AVAILABILITY**

I agree to abide by the above rules; any violation of these guidelines is subject to loss of deposit

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