



Guidelines for facility usage

1. **Facility Consists of Two Areas:** Main building and Outside grounds.
 - a. **Main Building Upper Level:** Used for daily prayers, individual/collective Qur'an recitation, Nikkah performing and library use only. This level is not available for any other usage or for renting. No food/drinks are allowed on this floor.
 - b. **Main Building Lower Level:** Permitted use includes ISGVF activities, interfaith meetings, educational seminars, graduation events, Iftars, wedding and receptions. Food serving is permitted.
 - c. **Outside Ground:** for family picnic and children program/activities arranged by ISGVF or private.
2. **Islamic Principles:** Activities that violate Islamic Principles are strictly prohibited.
3. **Prayer Times & Duration:** Plan the event around posted prayer times. All activities must be suspended during regular prayers. All activities must conclude no later than 10:00 PM.
4. **Application:** Mail the completed application along with your security deposit and use fee checks to: ISGVF, P.O. Box 2261, Southeastern, PA 19399-2261. The application and checks may also be dropped off in a sealed envelope in the donation box located in the Main Building. ISGVF Administration will contact you upon receipt of the application within a week.
5. **Advertisement:** The advertisement at ISGVF for the event is limited to flyers without any offensive and graphic pictures. No banners and posters of any kind are allowed at the ISGVF.
6. **Announcements:** An announcement request can be made on the ISGVF website. All announcements will be posted by ISGVF.
7. **Media:** Specific approval from the ISGVF Board of Trustees is required in advance for any media involvement and the scope of their presence for the event. Absolutely no pictures are allowed during prayers and other private activities. A designated person must accompany the media at all times to control their access.
8. **Decorations:** All decorations of any kind are to be put up with masking tape only. The applicant is responsible to ensure that all decorations are taken down without any damage to the ISGVF property, furniture and fixtures in any form.
9. **Cleaning & Storage:** The applicant is responsible for removing all trash and moving it to designated receptacles. All applicants' property should be removed from the premises at the end of the event. We do not store anything.
10. **Catering:** All caterers must submit a copy of a valid (unexpired) appropriate state caterer's license.
11. **Commercial:** Businesses or professionals engaged in an activity for gain or profit are ineligible for rental.
12. **Liability:** The applicant takes full responsibility for the liability of any statements and programs carried out during the event and/or by any group member during the facility usage. Applicant does not speak on behalf of the ISGVF. Applicant takes full responsibility for all physical and property damage, losses, injuries and accidents.
13. **Lawful Activities:** All activities must meet all federal, state and local government laws. The applicant will bear total responsibility for any and all consequences including but not limited to immediate eviction from the ISGVF premises for any infraction of such laws by any individual or group.
14. **Restricted:** The use of the ISGVF facility is restricted to the areas rented. If any of the guests or their children uses other areas of the facility, additional space rental fees will be due and applicant will be responsible for any additional liability.
15. **Security:** The event organizers are responsible for providing their own security during the events – especially to monitor parking, the entrances and hallways and to prevent damage by children. Renter may use volunteers or hire security. ISGVF requires one volunteer/guard per 50 attendees as a minimum.
16. **Fees:** All fees and deposits must be received by ISGVF 1 week (7 days) prior to the scheduled date of the event. If the payment is not received as required, ISGVF is under no obligation to provide the use of the facilities.
17. **Deposits:** All deposits cleared from the bank will be refunded after adjustment for damages and for additional charges for extra time, space and equipment usage.

Activity Hall Rate Schedule

Event Day	Rate Type	Standard
Mon – Thu	Hourly	\$50
	Daily	\$200
Fri – Sun & Holidays	Hourly	\$100
	Daily	\$500
Clean up		\$150 ⁽⁷⁾

Ramadan Special: Any day \$300

Other Facility Rates

Area	Rate Type*	Standard
Outside Grounds	Hourly	\$20
	Daily	\$50
Clean up		\$50 ⁽⁷⁾
	* Any day of week	

Notes:

- 1 Rates are subject to change anytime
- 2 Daily = 5 hrs or more
- 3 Add \$100 for projector and screen
- 4 Full payment is required at least one week in advance of the event starting time
- 5 Rates do not include table cloths, cutlery and decoration.
- 6 Set-up and pick up of all tables, chairs & misc. is renter's responsibility.
- 7 Clean up is renter's responsibility. If renter cleans up to the satisfaction of the management, then the cleanup fee will be returned. Clean up includes all items removed from kitchen, chairs and tables stacked and stored properly, trash removed, personal items taken away and all areas broom cleaned and mopped as required.



Application for Use of Facilities

Reservations should be made a minimum of 2 weeks in advance

958 Valley Forge Road, Devon, PA 19333

Phone: (610) 688-2209

Email: Office@isgvf.com

Event Date: / /							Name of Applicant:				
Mon	Tue	Wed	Thu	Fri	Sat	Sun					
Street Address							City		State	Zip Code	
Email Address							Phone Number - Cell		Phone Number - Home or Work		
Name of Organization or Group			Arrival Time		Departure Time			Total Hours of Rental			
Purpose of Meeting or Event									Estimated Attendance		
Who will be attending? (Check all that apply)		Community members			People of Other Faiths			Federal, State, City Officials			
		Media			Other - Please specify _____						
Facilities Required (Check all that apply)											
Main Building (Capacity)*					Outside Grounds						
Activity Hall (200)					* Capacity includes all ages						
Kitchen					Prayer Hall - No Food/Drinks allowed. Allowed only for Nikkah and Quran Recitation program. No Fees Charged						
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Equipment Required:											
Speaker System			Podium		Overhead Projector			Other Specify _____			
Food Will be served?											
Yes					No						

All reservations are tentative pending ISGVF approval. Reservations will be considered confirmed only once ISGVF approval has been received and payment duly submitted. ISGVF discourages any advertisement of proposed events until reservations are confirmed.

By signing this application, I certify that I have read and understand the guidelines for the use of the facility and will abide by all the conditions set forth therein. I agree to leave the facility in the same condition as found before use.
I am responsible for payment of any damages to the space and all equipment used during the event.

Applicant Signature		Date		Deposit Paid (Full Amount required):				
		/ /						
Executive Council Member Signature			Date		ISGVF Treasurer		Date	
			/ /				/ /	

The applicant agrees to hold free and harmless the Islamic Society of Greater Valley Forge (ISGVF), its Management, its employees/volunteers, agents and any other service institutions or entities of the ISGVF from any loss, accidents, illness, injuries, damages, liability or expenses that may arise during or after the event or be caused in any way by such occupancy of this facility.