

**Islamic Foundation School Recreational Sports**  
**Facility Request Form**

**USER INFORMATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Renter's Status: Community \_\_\_\_\_ Other (Specify): \_\_\_\_\_

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**FACILITY USAGE INFORMATION**

**Facility Space(s) being requested:** (Check all that apply)

\_\_\_\_ Elementary Gym (\$25.00/Hr)    \_\_\_\_ High School Gym (\$50.00/Hr)

**Purpose of Using Space(s):** (A general explanation of the type of event(s) being held in each space)

\_\_\_\_\_  
\_\_\_\_\_

**Number of Expected Participants:** (Include spectators, instructors, etc.) \_\_\_\_\_

**Participants' Status:** (Circle all that apply.)

Community \_\_\_\_\_

Other (Specify): \_\_\_\_\_

**Date & Time Facility Space(s) are to be Utilized:** (Please List Below)

-Please attach a copy of the schedule for your events.

-Start time should be the time the group needs to access the facility space. The end time should be the time that all participants will have left the facility space.

-Both facilities are limited to basketball, volleyball, and indoor soccer.

-Bring your own equipment. (volleyball net and stand will be provided.)

-Any meetings or bazaars are limited to elementary gym only.

Space(s):	Day(s) or Specific Date(s):	Start Time(s):	End Time(s):
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**For events requiring tables, chairs, audiovisual equipment, and/or other setup needs,  
the facility manager must be contacted one week in advance.**

Event Manager: \_\_\_\_\_ Number: \_\_\_\_\_

**FACILITY STAFF USE**

Rental Space: \_\_\_\_\_ Fee: \_\_\_\_\_ No. of Hours: \_\_\_\_\_ Subtotal: \$ \_\_\_\_\_

Rental Space: \_\_\_\_\_ Fee: \_\_\_\_\_ No. of Hours: \_\_\_\_\_ Subtotal: \$ \_\_\_\_\_

Rental Space: \_\_\_\_\_ Fee: \_\_\_\_\_ No. of Hours: \_\_\_\_\_ Subtotal: \$ \_\_\_\_\_

Date: \_\_\_\_\_ Total: \$ \_\_\_\_\_

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**Rental Agreement**

- A **\$300.00** cash deposit will be required **two weeks** in advance of any rental or continuous rentals.
- **Refunds:** Deposit and rental fees will be forfeited upon notification of rental cancellation if the notice is less than forty-eight hours prior to the rental date.
- **Deposit Refund:** The gym must be left in a clean and orderly condition. All chairs, tables, and other equipment must be returned to the storage area and all garbage must be emptied into the dumpster. (Otherwise deposit will be forfeited.)
- **Damages:** Any damages discovered during the post inspection will result in an assessment against the renting party. If you notice any damages upon entering the gym prior to your rental, you are obligated to report it.
- Any violations of these rules will result in immediate termination of the rental agreement and forfeiture of all paid fees.
- Islamic Foundation School reserves the right to deny any applications.

I have read and agree to abide by the rules provided to me in connection with my request to rent the Islamic Foundation School Gym. With my signature, I acknowledge receipt of these rules and of the clean-up checklist provided with this form.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Hold Harmless Agreement**

I recognize that the activity I propose to conduct at Islamic Foundation School Gym involves the risk of injury and by entering into this agreement, I \_\_\_\_\_, as the person in charge, agree to defend, indemnify, and hold harmless the Islamic Foundation School, its representatives, and/or assignees for injury or property damage suffered by myself or anyone in connection with or incident to the rental of the Islamic Foundation School Gym under this agreement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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Gym Clean-up Checklist: *(Renter takes this form with them)*

**Renter:** \_\_\_\_\_

**Rental Date:** \_\_\_\_\_

**Please return this completed form.** We will use this form to verify that all items have been addressed and that the gym was in satisfactory condition after your rental. If for any reason these items are not completed timely or satisfactorily, the Islamic Foundation School will retain all or a portion of your deposit to cover the cost of any time required to return the gym to rentable condition.

***Gym Care Checklist***

***Done***

***Verified by***

Equipment put away

\_\_\_\_\_

\_\_\_\_\_

Tables/chairs cleaned

\_\_\_\_\_

\_\_\_\_\_

Behind bleachers

\_\_\_\_\_

\_\_\_\_\_

Bathrooms cleaned

\_\_\_\_\_

\_\_\_\_\_

Garbage taken to dumpster

\_\_\_\_\_

\_\_\_\_\_

All doors locked

\_\_\_\_\_

\_\_\_\_\_

Floor Damage

\_\_\_\_\_

\_\_\_\_\_

X \_\_\_\_\_

**Renter**

X \_\_\_\_\_

**Athletic Director/ Assistant Athletic Director**

X \_\_\_\_\_

**School Committee Member (Naveed Saeed)**

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**WAIVER OF LIABILITY FOR GYM USE**

I/We hereby understand and acknowledge that the events or program held at Islamic Foundation may expose to inherent risks, including accidents, injury, illness, or even death. I/We assume all risk of injuries associated with participation including, but not limited to, falls, contact with other participants, the effects of the weather, including high heat and/or humidity, and all other such risks being known and appreciated by me. I/We hereby acknowledge my responsibility in communicating any physical and psychological concerns that might conflict with participation in activity. I/We acknowledge that I/We are physically fit and mentally capable of performing the physical activity I/We choose to participate in. After having read this waiver and knowing these facts, and in consideration of acceptance of my participation and IFS furnishing services to me, I agree, for myself and anyone entitled to act on my behalf, to **HOLD HARMLESS, WAIVE AND RELEASE** the Islamic Foundation School, its officers, agents, employees, organizers, representatives, and successors from any responsibility, liabilities, demands, or claims of any kind arising out of my participation in the event or programs. By my signature I/We indicate that I/We have read and understand this Waiver of Liability. I/We are aware that this is a waiver and a release of liability and I voluntarily agree to its terms.

Participant's Name (Please Print): \_\_\_\_\_

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In case of emergency, contact: \_\_\_\_\_ Phone: \_\_\_\_\_

(Parent's signature if under 18 years of age)

I represent that I have legal capacity and authorize to act on behalf of the minor named herein.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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	Participants Names: First	Last
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**Liability Insurance Certificate Request**

The undersigned applicant makes application for the use of the school facilities designated above. The applicant agrees to all restriction regarding alcoholic beverages and smoking in school buildings and school grounds and regulations pertaining to no food or beverage in auditorium, gymnasium, and classroom areas. The undersigned agrees to indemnity and hold harmless Islamic Foundation School, each individual board member, and all administrators and teachers, and all custodians against any and all claims, costs, suits, and other forms of liability and all court costs arising from the use of the buildings and/or facilities. The applicant agrees to pay all costs for any and all damages incurred during time of use of the facilities. The individual as representative of the above named group agrees to all conditions of the above statement. The organization will provide the School Board with a Proof of Insurance Coverage Certificate.