Version 1.0

FIRST HIJRAH FOUNDATION
HALL & FACILITY RENTAL AGREEMENT
Maryland & Washington, DC

- RESERVATION AND APPROVAL

All reservations are subject to facility availability and approval by authorized First Hijrah Foundation representatives. Submitting a reservation request does not guarantee confirmation. Reservations are confirmed only after required approvals and payments have been completed.

The renter may use the facility only for the approved event, date, time, and purpose. Any changes require prior approval.

- ISLAMIC ETIQUETTE AND COMMUNITY CONDUCT

All renters and guests must respect the Islamic values, mission, and religious environment of First Hijrah Foundation.

Respectful conduct and appropriate mosque etiquette are required. Events must not interfere with daily prayers, Jumu'ah, Quran classes, or scheduled Islamic programs.

Alcohol, illegal drugs, smoking, vaping, and activities prohibited by the Foundation's policies are not permitted.

- RENTAL PERIOD

The standard rental period is up to five consecutive hours unless another duration has been approved.

The reservation period includes setup, event activities, decorations, and cleanup. Renters must leave the facility by the approved end time.

Additional time requires prior approval and may result in additional charges.

- CAPACITY AND PARKING

Renters must observe the approved occupancy limit of the selected hall or room.

Maryland facility parking is limited to a maximum of 100 vehicles across simultaneous facility activities. On-site parking is subject to availability.

All visitors must follow parking signs and staff instructions. Emergency access, driveways, and accessible parking spaces must not be blocked.

- CHILDREN AND GUEST SUPERVISION

Children must be supervised by responsible adults throughout the event.

The organizer is responsible for ensuring guests follow facility rules and do not enter restricted areas or disturb worshippers.

- CLEANING AND FACILITY RESTORATION

The renter must:

- Leave the reserved hall clean and orderly.
- Remove all trash, food, and personal belongings.
- Clean food spills and wipe down used tables.
- Return chairs and tables to their designated locations.

- Remove all decorations and event materials.
- Leave restrooms and shared areas used by guests in reasonable condition.
- Report any damage or maintenance concerns.

Cleaning must be completed within the approved rental period.

- DECORATIONS AND EQUIPMENT

Decorations must not damage walls, doors, floors, furniture, or other property.

Nails, screws, damaging adhesives, and unauthorized modifications are prohibited.

Emergency equipment, fire sprinklers, exits, and safety devices must remain unobstructed.

Facility equipment may not be moved or removed without permission.

- FOOD AND KITCHEN USE

Food and beverages are permitted only in approved areas.

Kitchen access and the use of appliances require authorization.

Renters must remove leftover food and clean all food-service areas before leaving.

- RENTAL FEES AND MEMBERSHIP

Rental rates are determined by the approved facility pricing schedule.

Nonmembers pay an additional 25% of the applicable base rental fee.

A refundable security deposit of $150 is required unless an authorized exception applies.

Additional approved equipment, service, cleaning, or overtime charges may apply.

Approved Halaqa programs may receive a rental-fee waiver following board or authorized management approval.

- SECURITY DEPOSIT

The refundable security deposit is intended to cover documented damage, excessive cleaning, unauthorized overtime, or other charges permitted under the approved rental policy.

The facility may be inspected after the event.

Any deductions must be documented and itemized. The remaining deposit balance will be refunded in accordance with the published policy and applicable law.

Normal wear and tear shall not result in deductions.

- CANCELLATION AND RESCHEDULING

Cancellation requests must be submitted in writing.

The currently published rental policy requires at least two weeks' written notice for cancellation.

Refund eligibility and rescheduling requests are subject to the applicable approved policy and facility availability.

- SAFETY AND EMERGENCIES

Renters must comply with facility safety rules, occupancy limits, and applicable laws.

Emergency exits, hallways, fire extinguishers, and accessible routes must remain clear.

Any emergency, injury, or property damage must be reported promptly.

- ORGANIZER RESPONSIBILITIES

The organizer is responsible for the event and the conduct of attendees.

A responsible representative must remain available throughout the event.

The organizer must complete required checkout procedures and cooperate with the facility inspection.

- AGREEMENT AND ACKNOWLEDGMENT

By accepting this agreement, I confirm that:

- I have read and understood the applicable facility rental policies.
- I will follow Islamic etiquette and maintain respectful conduct.
- I will supervise children and ensure my guests follow facility rules.
- I will clean the hall and arrange furniture after the event.
- I understand the rental fees, security deposit, and cancellation policy.
- I understand that my reservation is not confirmed until approved.
- I confirm that all information provided is accurate.

This agreement is subject to the approved First Hijrah Foundation policies and applicable law.

FIRST HIJRAH FOUNDATION
www.firsthijrah.com

Issued 11/26/2026 by First Hijrah Foundation.