



Yaseen Foundation Rental Agreement Form

The person or organization listed below (“Renter”) agrees to rent the large Event Room at the Yaseen Burlingame Center (YBC). The Renter agrees to pay a fee of \$600 for renting the space no later than 1 week prior to the event. The fee may be waived if there is prior approval from the Executive Committee of Yaseen Foundation.

The Renter also agrees to provide all equipment, supplies, food, drink, and everything necessary for its event. The Renter agrees to clean up after the event, put chairs and tables back, and leave the space as the Renter found it. The Renter acknowledges that the rented space belongs to a Muslim organization and, therefore, agrees to abide by Muslim ethical standards. The Renter agrees to pay a deposit of \$250. This deposit will be returned or refunded to the Renter within 2 weeks of the event, if the facility is left clean and undamaged. In the case of property damage or uncleanliness, the deposit will not be refunded.

Name of Person/ Organization renting the facility _____

Person of Contact (for Organizations) _____

Relationship to Organization (for Organizations) _____

Phone Number _____

Email _____

Date and time of rental _____

Type of Event _____

Payment Type: Cash Check (Credit card payment is not available at this time)

For Internal Use Only

Fee has been paid Fee has been waived Rental space is approved

Approved by _____ Position at Yaseen _____

Signature _____ Date _____