



**Tayseer
Seminary**

Tayseer Seminary Facility Usage Policy & Agreement

Name: _____

Application Date: _____

Name of Group/Class: _____

Number of Guests: _____

Event Date(s): _____

Start/End Time: _____

Event Description: _____

Tayseer Seminary Rooms Utilized (please check all that apply):

- Classroom
- Middle room
- Library
- Third Floor - main
- Third Floor - offices
- Break room
- Outdoor space
- Childcare needed

Tayseer Seminary Property Utilized (please check all that apply):

- Projector/Sound system
- Whiteboards
- Tables
- Chairs
- Tall shelves
- Back jacks
- Microwave
- Refrigerator
- Paper Products/Event supplies (please note there may be added fees associated)
- Other _____

I do hereby agree that I/we _____ will be responsible for the proper use of the facility and its's property. If there are any damages or lost items occurring from said use, I/we will be held liable for reimbursement and/or replacement. Furthermore, I agree to pay Tayseer Seminary a deposit fee of \$100.00 that will be refunded dependent upon the facilities being returned in the same condition they were found. I/we have read the Rules & Regulations found on page 2 of the Facility Usage Policy & Agreement and agree to the terms therein. I/we also have signed a copy of the HOLD HARMLESS CLAUSE.

Signature(s) of Responsible Party

Address & Phone Number of Responsible Party

Tayseer Seminary Representative

Date of Approval



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FACILITY RENTAL RULES & REGULATIONS

1. Tayseer Seminary facility & grounds may be used for educational, recreational, cultural, and other purposes as deemed fit to promote the welfare of the community. All activities which take place at Tayseer Seminary must comport with Islamic standards of conduct. The decision to allow Tayseer Seminary facilities to be used for any particular event is solely within the discretion of the Tayseer Seminary.
2. Tayseer Seminary facilities may not be used for private profit.
3. Groups or individuals requesting to use the facilities must pay the facility deposit fee **prior** to an event being confirmed on the calendar.
4. Groups or individuals requesting to use the facility must complete an application from Tayseer Seminary and have approval from a representative **prior** to the date of use. Tayseer Seminary accepts payments in checks. All checks should be made payable to: Tayseer Seminary
5. The Responsible Party with approved application agrees to give the Tayseer Seminary representative 24 hours notice in the event of a cancellation.
6. While in use, the facility shall have ALL EXITS UNBLOCKED and Fire Prevention Regulations shall be strictly enforced.
7. The Responsible Party(s) agree to notify the Tayseer Seminary representative at the conclusion of the event.
8. The Responsible Party(s) shall agree to the following standards:
 - To exercise utmost care and good judgment in the use of the facility
 - To make good any damages arising during said event
 - To hold Tayseer Seminary blameless for any claim, loss or damage by reason of any act on the part of the Responsible Party(s), participants, attendees and their families/guests
 - All events and activities must be under competent adult supervision and approved by Tayseer Seminary
 - The use of alcoholic beverages, drugs, profane language, or gambling in any form is not permitted on Tayseer Seminary grounds. Use of tobacco (including vapor) within the facility or premises is not permitted
9. Tayseer Seminary reserves the right to cancel the use of the facility at any time due to unforeseen circumstance or emergency.

HOLD HARMLESS CLAUSE

_____ (“Responsible Party”), hereby agrees to defend, indemnify and hold harmless the Tayseer Seminary, along with its members, employees, agents or representatives, from and against any and all liability, loss, damages, claims for bodily injury and/or property damages, cost and expense including counsel fees, to the extent permissible by law, arising out of the use of the Tayseer Seminary facilities and grounds. The facilities to be utilized have been inspected and found to be safe and acceptable for the purposes of the event to be held.

I/we _____ hereby release Tayseer Seminary from any and liability arising from the use and occupancy of the facility or grounds based upon negligence, premises liability or actual/alleged violation of local, State or Federal Law.

The Responsible Party(s) shall hold harmless Tayseer Seminary for any claims made against the Tayseer Seminary arising from the use and occupancy of the facilities or grounds by a member, participant, attendee or any other third party. The Responsible Party(s) shall further defend and indemnify Tayseer Seminary for any claim made Tayseer Seminary arising from the use and occupancy of the facility or grounds based upon negligence, premises liability or actual/alleged violation of local, State or Federal Law.



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The undersigned hereby certifies that he/she has legal authority to bind the Responsible Party(s) to this agreement and has been authorized to execute this agreement on behalf of Tayseer Seminary.

(Print name)

Signature(s) of Responsible Party

Date

Tayseer Seminary Representative

Date

FOR ADMINISTRATIVE USE ONLY

Event Name _____

Event Coordinator _____

Date(s) _____

Time _____

Tayseer Representative Assigned _____

Check List

- Facility Usage Policy & Agreement reviewed
- Tour of facility completed (Date: _____)
- AV orientation completed (Date: _____)
- Thermostat set to 67°F – 71°F before event (depending on size of audience)
- Deposit paid (Check number _____)
- Supplies/materials requested for use:
