



## MAS-UNY Andalusia School and Islamic Center

Finance/ Rental Contact: 914.966.1545 / Cell: 914.691.0065

### Andalusia Gym & Cafeteria Rental Fees

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Name of Organization / Individual renting: \_\_\_\_\_

Cell #: \_\_\_\_\_ Alternate #: \_\_\_\_\_ Email: \_\_\_\_\_

#### 1. Gym Rental Fees

Service	Rate	Hours	Total
Gym Rental ( Tables & Chairs Included )	\$100.00 per hour	_____	\$ _____
Wall Curtains	\$250.00 Flat	N/A	\$ _____
Stage Setup	\$200.00 Flat	N/A	\$ _____

#### 2. Cafeteria Rental Fees

Service	Rate	Hours	Total
Cafeteria Rental ( Tables & Chairs Included )	\$75.00 per hour	_____	\$ _____

#### 3. Security

Service	Rate	Hours	Total
Security Personnel	\$30.00 per hour	_____	\$ _____

#### 4. Custodial Staff

Guest Count	Requirement	Rate	Hours	Total
30 guests or fewer	1 custodian	\$30.00 per hour	_____	\$ _____
31 guests or more	2 custodians	\$60.00 per hour	_____	\$ _____

## Andalusia Gym & Cafeteria Rental Fees

Name of Organization / Individual renting: \_\_\_\_\_

### 5. Summary of Charges

- A 50% deposit is required at the time of reservation.
- Full payment is due 1 week prior to the event date.

Subtotal: \$ \_\_\_\_\_

Deposit Received (50%): \$ \_\_\_\_\_ Date: \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_

Payment Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_

**\*Events exceeding reserved time will incur hourly overage charges (rounded up to the next hour).**

### 6. Agreement & Signature

By signing below, I acknowledge that I have read, understood, and agree to all rental fees and policies listed on Pages 1, 2 and 3

Signature: **X** \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

## ANDALUSIA GYM & CAFETERIA RENTAL POLICIES

### 1. Reservation & Payments

- A 50% deposit is required at the time of reservation.
- Full payment is due 1 week prior to the event date.

### 2. General Facility Policies

- Host must provide tablecloths, food service items, and decorations.
- Andalusia provides tables, chairs, and optional stage/curtain setup when selected.
- Security and custodians are required for all events.
- Guests may park in the building parking lots; Use of the middle and back lots is recommended.
- Do not block the front parking entrance.
- Additional parking available in the Garfield Street lot near the masjid entrance.
- Andalusia is not responsible for theft, damage, or loss to vehicles or personal property.
- Smoking, vaping, and alcohol are strictly prohibited anywhere on school property.

### 3. Cafeteria Cooking Policy

In accordance with insurance regulations, **COOKING IS NOT ALLOWED** in the cafeteria. Only food warming is permitted. Cooking is only allowed if performed by Andalusia's cooking staff hired

### 4. Refund & Cancellation Policy

- With documented emergency, a full refund may be issued.
- For cancellations more than 2 weeks before the event, 50% of all fees will be refunded.
- For cancellations with 1 week or less notice (non-emergency), 50% of the rental, security, and custodial fees will be **NON-refundable**.

### 5. Event Responsibilities

- Renter is financially responsible for any damage to property or equipment
- Renter must leave the space in reasonably clean condition; excessive mess may result in additional cleaning fees.
- **Children must be supervised at all times**