



For office use only.
 Approved by ISM West
 Programming committee:
 Yes No N/A
 Name: _____
 Date approved: _____

The Islamic Society of Milwaukee West – Masjid Al-Noor
 16670 Pheasant Dr, Brookfield, WI 53005 Tel: 262-395-4873
 Facilities co-chairs: Sis. Tahseen Hussaini tahseen_hussaini@yahoo.com &
 Br. Waqar Malik drwmalik@hotmail.com

ISM West Facilities Rental Form

Application Date: _____
Date of Event: _____ Day of Event: Mon Tue Wed Thu Fri Sat Sun
Time of Event: _____ am/ pm Until: _____ am/ pm
 Place must be ready by: _____ am/ pm

Rental requested by (responsible for any loss, theft, damage or injury and for event's content) :

Name: _____
 Address: _____

 Home Phone: _____
 Work/Cell Phone: _____

Event Detail:

Type of Event: **Religious:** Interfaith Lecture Other: _____
 Educational: Workshop Seminar Other: _____
 Social: Fundraising Dinner Other: _____

Place of Event: Banquet Hall Outside Patio Other: _____

Expected Number of Attendees: _____
 Requested setting style: Lecture Classroom Theater Dinner
 # of chairs needed: _____ # of tables needed: _____

Other Requests:
 Microphones Front Table Overhead Projector

Special Requests:

Rental Fees & policies:

Banquet Hall - \$100.00 for 1st hour, thereafter \$75 each additional hour. \$75.00 additional setup fee. Minimum 4 hours rental required on Friday, Saturday, Sunday & Holidays; suggested hours: Friday 6pm-11pm; Saturday, Sunday & Holiday 11am-4pm & 6pm-11pm. Security Deposit: \$250.00
Please note: Being a religious place, we forbid any profanity, alcohol, pork on the premises. Any event requiring use of Audio/Video equipment or involving a speech/poster/presentation/music needs prior approval by programming committee. Facilities committee reserves the right to cancel/deny any event deemed inappropriate by its members or ISM West leadership, without advance notice.
Besides the banquet hall and kitchen, Food/drinks are not allowed in any inside area (specifically the prayer halls).
 Please contact the ISM West office in advance to make arrangements with the cleaning staff.

For Office Use Only:
Security Deposit collected (amount/rec'd by): _____
Rent collected (amount/rec'd by): _____
 Notes: _____