



Islamic Center Of Portland

6940 SW HALL BLVD
BEAVERTON, OR 97008
Telephone 503-526-9305
Tax ID: 93-1095926

Special Event and Center Use Form

Date of the Event: _____

Name of Event: _____

Organization/Group Name: _____

Contact Person: _____ Phone #: _____

Address: _____

Approximate Number of Participants: _____. Hours Building is to be used: _____

Space /Area to be used: _____

Special Arrangements or Set-up: _____

Will refreshments be served: _____

Who will open and close Center: _____

Center Usage Fee (For Non members)

Rates/Charges: _____ Deposit Paid: _____

Total Amount owed: _____ Paid: _____ Balance: _____

Fee must be paid in full prior to Center's use

Suggested Donation for Center's usage

Due to lack of funds ICOP appreciate your donation to cover Electrical/water/gas usage.

We will donate the following: (Please circle one.)

\$200 \$100, \$50

Disclaimer / Responsibilities:

- Persons or Group using the Center will be liable for any damage resulting from their use.
- Smoking, Music, and Alcoholic beverages are not permitted on the center's property.
- Food and beverages to include water glasses or bottles are not allowed in the prayer area at all times.
- Center's setup shall be restored to its original setup after the event is over. A fee of \$100 will be imposed on the group that fails to restore the Center's setup to the format prior to the usage of the group.
- Group shall be responsible for cleaning Center and removing all garbage resulted from their use. \$150 charge will be imposed on group if they fail to do so.

Please send your form to the email below and fee to:

ICOP
P O Box 1724
Portland, Oregon 97207-1724
mailto:icp_bot@googlegroups.com