

ICM Facility Rentals

The Islamic Center of Maryland's Islamic School, Youth, and Community Center Building has space available to rent for the benefit of the community. Please see below for guidelines and fee schedule.

If you have any questions, please email rentals@icomd.org

Banquet Hall

Our banquet hall can comfortably accommodate up to 300 attendees depending on room setup. Please note that the following high-level guidelines must be adhered to when renting the banquet hall. These are discussed in detail within the rental agreement.

- The room must be returned to us in the same condition it was prior to the event.
- All trash must be removed from the hall, and trash bags placed in a location deemed by the administration.
- Use of the kitchen is strictly for staging of food. No other appliances/amenities may be used. Absolutely no use of the stove or cooking is allowed. The refrigerator may only be used to store items such as a cake.
- No other part of the building, with the exception of the restrooms, may be used.
- The setup/cleaning fee is mandatory and non-refundable.
- Time for setup/cleanup is included in the base rate.
- Caterers must be licensed and insured.
- Rentals are at the discretion of the ICM Administration.

Form

Please complete the following form to inquire about renting the banquet hall:

<https://forms.gle/A5D3YXY1VczmBh3A7>

We will be in touch with you after completion of the form within 48-72 hours.

All renters must sign the rental agreement in order to rent the hall. The rental agreement can be viewed here:  2023 Banquet Hall Rental.pdf

Fees

(fees are subject to change without notice)

ICM Members receive a 10% discount on the base rate only.

Description		Rental Fee
Banquet Hall Base Rate includes: • 3 hours of rental	Up to 100 People	\$900
	Up to 200 people	\$1200
	Up to 320 people	\$1500
Each Additional Hour		\$200
Mandatory Setup/Cleaning Fee		\$350
Audio Equipment		\$50
Security Deposit Refunded after the event if hall is in the same condition it was prior to rental		\$500

Gymnasium

Our 9,000+ sq. ft. gymnasium has 2 regulation height basketball hoops for full court basketball, as well as 4 adjustable height basketball courts for two games to be played simultaneously. The gym floor also is lined for one full size volleyball court or two half-sized volleyball courts.

The gymnasium is only available for athletic events.

Please email rentals@icomd.org if you would like to rent the gym.

Please note that the following high-level guidelines must be adhered to when renting the gymnasium. These are discussed in detail within the rental agreement.

- The gym must be returned to us in the same condition it was prior to the event.
- All trash must be removed from the gym and placed within designated trash bins.
- No other part of the building, with the exception of the restrooms, may be used.
- Only capped bottled drinks are permitted in the gymnasium. No food is permitted.
- No dunking or hanging from the basketball rims is permitted.
- No boots or street shoes (tennis shoes only). Attire must be in accordance with Islamic principles and guidelines as determined by ICM Administration.
- Black soled shoes are not allowed. If attendees do wear black soled shoes, the renter is responsible for cleaning scuff marks on the flooring to prevent damage.

Fees

Description	Rental Fee
Weekday Rate	\$25 per hour, 3 hour minimum
Weekend Rate Friday, Saturday, Sunday	\$50 per hour, 3 hour minimum
Security Deposit Refunded after the event if hall is in the same condition it was prior to rental	\$500

HELP US TAKE CARE OF YOUR CENTER & FACILITIES

FOLLOW THE RULES, REPORT BREAKAGES, MISUSE, & NON FUNCTIONAL ITEMS



NO LOUD MUSIC



NO VANDALISM



**NO FOOD
OR DRINK**



NO DIRT



NO HEELS



NO CLEATS



**NO BLACK
SOLED SHOES**



**NO SHARP
OBJECTS**