



FACILITY USE APPLICATION

MUSLIM COMMUNITY CENTER – EAST BAY

5724 W. LAS POSITAS BLVD. #300 • PLEASANTON, CA 94588
 925.623.2927 • RESERVATIONS@MCCEASTBAY.ORG • WWW.MCCEASTBAY.ORG

Private Rental Company/Business Event Non-Profit Organization

Application Date: _____

Non-Profit No: _____

| | | | | | | | |
|---|--|--|--|---|--|--------|------|
| MAIN CONTACT NAME: | | | | Please check if you are a dues-paying MCC Member. <input type="checkbox"/> | | | |
| Name | | | | | | | |
| Main Contact Home Address: | | | | City: | | State: | Zip: |
| Main Contact E-Mail Address: | | | | Main Contact Phone #(s): | | | |
| ALTERNATE CONTACT NAME (optional): | | | | | | | |
| Alternate Contact E-Mail Address: | | | | Alternate Contact Phone #(s): | | | |

POLICIES AND PROCEDURES: Please read the entire Facility Rental Guide (mcc eastbay.org/guide) before submitting this application. I have read and understand the MCC's policies listed in the guide. _____ *Please initial*

RENTAL INFORMATION:

| | | | | | | | |
|--------------------|--|-----------------------|--|-----------------|--|--------------------------|--|
| Event Date: | | Alternate Event Date: | | | | | |
| Set-up Time: | | Event Start Time: | | Event End Time: | | Clean-up Time: | |
| Type of Event: | | | | | | Approx. # in Attendance: | |
| Event Description: | | | | | | | |

Select Area(s) you wish to use.

Prayer Hall Conference Room Banquet Hall Picnic Area

EQUIPMENT REQUESTS: Tables, chairs and screens are included in your rental. The following equipment is available for a nominal fee. Please select the additional items for your event.

| | | | | |
|---|---|---|--------------------------------------|--|
| <input type="checkbox"/> Privacy barrier | <input type="checkbox"/> Additional buffet line | <input type="checkbox"/> Stage & Podium | <input type="checkbox"/> Babysitting | <input type="checkbox"/> Video recording |
| Caterer Phone: | | | | |
| Name of Caterer: | | | | |
| Please describe decorations or additional requests or requirements: | | | | |