



In the Name of Allah, Most Gracious, Most Merciful

**RENTAL APPLICATION FOR USE OF SPACE AT
THE UPPER WESTCHESTER MUSLIM SOCIETY**

600 Bear Ridge Road, Pleasantville, NY 10570

Revised January 2026

BE SURE TO READ THE RENTAL CONDITIONS LISTED BELOW

1. The use of the **Upper Westchester Muslim Society** is restricted to residents, organizations and businesses. Use is not for private enterprise and is limited to the rooms specified in the permit.
2. You may request rental time during the times below. All booking requests must be submitted at least twenty one (21) days prior to the requested event date. Requests submitted less than one week in advance will be considered emergency bookings and may be subject to an additional administrative fee.
3. Permits are issued on a **first-come, first-served basis** and may be applied for by a responsible adult. Permits are available on the UWMS website. Final approval is subject to approval by the executive committee.
4. Longer-term rentals (greater than a couple of days) by organizations will require a separate contract agreement, in addition to the requirements spelled out herein.
5. A security deposit of \$500 are required for the use of the **Upper Westchester Muslim Society** and are due at the time the reservation is made. A schedule of permit fees is found below.

Guide Room or Space Pricing*:

1. **Gym Rental :**
\$500 - 4 hours - chairs and tablets included (must be put away by renter)
2. **Classroom:**
\$85- per hour- (must be returned as it was received.)
3. **Nikkah Ceremony:**
\$250-500 (donation) - Musallah area
4. **Funerals & Janazah:**
\$0
5. **Outdoor Grass Field:**
\$125 – hour (from May to October only)



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Rental fees are refundable on the following basis:

- **4 weeks notice:** 100% refundable
- **2 to 4 weeks notice:** 75% refundable
- **Less than 2 weeks notice:** 50% refundable

For last minute cancellations please call **(914-403-0659)** at the **Upper Westchester Muslim Society** to notify staff.

5. Groups using the **Upper Westchester Muslim Society** are responsible for their own set-up, room supervision, clean-up and break-down of the facility clean and orderly. The building supervisor will provide access to the necessary equipment, but is not responsible for cleanup or garbage removal. Please include time for set up and cleanup in the requested time for facility use. An additional charge will be assessed for any time used before or after the times indicated on the Permit. For last minute cancellations not during office hours please call **(914-403-0659)** at the **Upper Westchester Muslim Society** to notify staff.
6. UWMS is not responsible for set up of an event. The group renting the gym is responsible for
7. The renter is expected to **clean the center after use**. This includes removal of garbage bags. All garbage is to be placed in the dumpster in the back of the **Upper Westchester Muslim Society**.
8. Any arrangements for cleaning the **Upper Westchester Muslim Society** after an event must be made through the UWMS.
9. Members of the **Upper Westchester Muslim Society** staff are **not allowed to accept tips or direct payment**.

RENTAL CONDITIONS CONTINUED

9. **No firearms of any kind permitted on premises.**
10. **No dancing or music on premises.**
11. **Ham, pork, or pork products are not permitted at all at any times at the Upper Westchester Muslim Society**



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12. All groups using the **Upper Westchester Muslim Society** are expected to act in an orderly manner and are responsible to pay for the repair of any damages caused during their use.
13. UWMS reserves the right to **revoke any rental approval at any time.**
14. It is **illegal and unsafe to exceed the posted occupancy limits.**
No entry prior to rental date.
15. Groups using the **Upper Westchester Muslim Society** must make the following announcement at the beginning of the event:
“In event of fire you will be notified by an audible and visible alarm and should proceed immediately to the nearest fire exit. Fire exits are clearly marked throughout the building.
16. **Smoking is prohibited** in the **Upper Westchester Muslim Society.**
17. **Alcoholic beverages are not permitted at all at any times at the Upper Westchester Muslim Society**
18. Groups using the kitchen are responsible to **leave the kitchen and all equipment clean when finished.**

19. Requirements of Unusual Equipment to Be Used

(Air Castles, Bouncy Houses, Play Equipment, etc.)

A **Certificate of Insurance from the Company** from whom the equipment is rented must be supplied to UWMS **at least fourteen (14) days prior to event.** Company to supply protection to floors and any generator that may be needed.

*Pricing is a guide only. Pricing is subject to change at any time and may be adjusted to reflect additional cleaning, furniture setup and breakdown and other special situations as may be applicable.