**MASJID MUHAMMAD ATLANTIC CITY**

**FACILITY AND BUILDING USE POLICY**

**Purpose**

Masjid Muhammad Atlantic City is a multi-cultural religious community established in the City of Atlantic City, New Jersey. Our mission is to spread the beautiful teachings of Al Islam to the citizens of Atlantic County and the surrounding areas. We serve our community by providing many needed services such as a Food Pantry, Interfaith activities, Social and Marital counseling, and much more. We hold the five daily prayers in our 10,000 Sq. ft. facility. In addition, we conduct daily classes in the various Islamic disciplines.

Our educational approach is based on the famous hadith of the angel Jibril which mentions three division of our religion: Islam (Religious Practice), Iman (Religious Faith), and Ihsan (Spiritual Purification). We believe that mastery of these three essential sciences are extremely important toward developing a complete believer and a healthy Islamic community.

**Building Use**

Use of the masjid facility shall always be scheduled with the Activities Committee Lead Member or the Imam and with the approval of the Advisory Board. Masjid Muhammad Atlantic City (MMAC) shall reserve the right not to rent the building to any one or group based upon the regulations of the building use policy or which does not comply with the spirit of the tenements of the practice or Islamic principles.

This policy will outline who may use the facility, rules for use of the facility, and fees and deposits for building use. Background information and references beyond that described in this policy may be requested if needed.

**The following guidelines are set forth for building and facilities usage:**

**1**. Who may use the Masjid (in order of priority)

a. MMAC groups or members using the facilities as part of the dawah of the masjid. This would include those supported through the Imam, classes, MMAC committees.

b. Groups that come as invited guests of the MMAC.

c. Service and non-profit charitable organizations will be considered for short-term use only.

d. Outside social, civic, educational, and non-service groups, or individuals using MMAC facilities for activities may be charged a facilities usage fee, custodial services fee, technology fee and a host/hostess fee. (See Fees & Charges attached.) Under certain circumstances fees may be reduced or waived at the discretion of the Advisory Board.

e. MMAC members may reserve masjid facilities per the approval process. (See Fees & Charges attached)

**2. Who may not use the Masjid**

a. Organizations whose activities are in conflict with the mission and doctrine of MMAC.

**3. Procedures and Guidelines for Scheduling Facilities**

a. Potential groups wishing to use masjid facilities should contact the Activities Committee Lead Member or Imam at (609)\_\_\_\_\_\_-\_\_\_\_\_\_ for a building use packet. (Packet materials are also available online.) Review the packet and submit the Building Space Application Form which will be submitted for approval to the Advisory Board.

b. Scheduled meetings of MMAC will take precedence over all other requests.

c. Groups are restricted to only those areas of the facility that the group has reserved.

d. If you are requesting use of the masjid’s facilities for a wedding and/or wedding reception, please list the names and contact information of the bride and groom:

**Bride:**

**Groom:**

Please list the name, contact information, and religious affiliation of the person officiating the wedding:

Please describe the marriage preparation counseling or training undertaken by the bride and groom:

e. Member and Non member groups and individuals will be assigned a host/hostess for the event. (See host/hostess duties and related fees)

f. The Advisory Board will approve requests for building use. Those approved for building use will subsequently need to submit the Building Use Contract and Hold Harmless Agreement and the declaration of policy page from their insurance policy when fees are paid.

g. Responsible adult supervision must be with the group at all times when facilities are in use.

h. All minor children must be supervised by an adult.

i. Smoking and non-prescriptive drugs are prohibited in the building.

j. Alcoholic beverages will not be permitted on masjid grounds.

k. Weapons or equipment deemed to cause harm to the building or persons (Exception being Authorized Security or Law Enforcement) will not be permitted on Masjid grounds

l. Abusive or foul language, and violent behavior, are strictly prohibited while using masjid facilities. Any person exhibiting such behavior will be required to leave the premise.

m. Food and beverages are not allowed in worship space (Musallah).

n. As a general rule, facilities may not be reserved more than 6 months to 1 year in advance, except for weddings.

o. Liability insurance will be required non-members:

a. Conducting business unrelated to MMAC on masjid property

b. Engaged in group activities where fall or injury hazards are a risk

p. Should the individual/organization not have liability insurance, an event insurance policy must be purchased.

**4. Kitchen Use**

a. All food must be catered through MMAC kitchen staff. Menu must be provided, and a cost analysis will be provided accordingly. Only Halal foods and items will be prepared and served from the kitchen.

**5. Use of Equipment**

a. Any use of audio-visual equipment requires a member of the audio-visual team from MMAC. The audio-visual equipment will only be operated or supervised by a member of the MMAC Technology Committee. (See Fees & Charges attached)

b. The audio and/or DVD equipment in the Meeting Hall may not be used without a member of the Technology Committee. This includes the use of the DVD player and microphones.

c. The use of additional audio-visual equipment, including the availability to use a computer and/or PowerPoint will require the use of a member of the Technology Committee or qualified staff member. (Unless a member of the masjid, computer equipment is to be provided by group.) For members and non-members, a fee will be incurred for the use of an audio tech. (See Fees & Charges attached)

d. No furniture (tables, chairs, etc.) or equipment belonging to the Masjid may be loaned or removed from the building except for official Masjid functions without prior notification of the Masjid Maintenance Committee Lead Person or Imam.

e. Non-member groups using the facility may use tables, chairs, and lecterns, as their set-up requires.

f. Masjid equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.

**Fees:**

**1. Fees to defray cost of building maintenance and operation for outside groups and non-members will be as follows**

a. $250.00 Meeting Hall Use

b. $25.00 Vending for Events

c. $15.00 Vending Jumma

d. $00 for Janazah

Any use of the Musallah is left to the approval of the Imam.

**2.** **Imam Fee**

a. $75.00 per hour

**3. Host/Hostess – Member and Non-Member**

a. $25.00 per hour

**4. Audio-visual technician fee:**

a. $25.00 per hour

**5. Custodian Fee according to custodial services: (Applies to members and non-members)**

a. $50.00 per hour Meeting Hall

b. $75.00 per hour Meeting Hall & Musallah

**6.** All fees for use shall be paid in advance to MMAC.

**7.** Fees will be refunded if the facilities are not available or if reservation is cancelled two (2) weeks prior to scheduled usage.

Appendix B: Building Use Forms

**MMAC**

**Building Space Application Form**

Name of organization or individual applying for building space: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For what purpose will the building space be used? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you need space in a particular building? Please designate specific requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many people will be using the space? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How often will the space be needed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected dates of utilization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

With whom is your liability insurance? (Name, Address, Phone Number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you or the organization have Workman’s Compensation insurance? If Yes – Name of company, address and phone number. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the kitchen or set-up/cleanup be needed? \_\_\_\_ yes \_\_\_\_ no

Non-Profit organization should provide a financial statement.

Date of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone - Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone – Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Event: Begins at \_\_\_\_\_\_\_\_\_\_\_\_ am or pm

Ends at \_\_\_\_\_\_\_\_\_\_\_\_\_ am or pm

Number of people attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Needs:

1. Musallah
2. Sound Technician \_\_\_\_\_yes \_\_\_\_\_no
3. Membar Services (Imam) \_\_\_\_\_yes \_\_\_\_\_no
4. Meeting Hall
5. Table Service \_\_\_\_\_yes \_\_\_\_\_no
6. Sound Technician \_\_\_\_\_yes \_\_\_\_\_no
7. Sound Equipment \_\_\_\_\_yes \_\_\_\_\_no
8. Audio/Video Equipment \_\_\_\_\_yes \_\_\_\_\_no
9. Lecturn \_\_\_\_\_yes \_\_\_\_\_no

Number of tables needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of chairs needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do you want table and chairs set up? (Include Diagram)

1. Kitchen
2. Stove Top/Oven \_\_\_\_\_yes \_\_\_\_\_no
3. Refrigeration \_\_\_\_\_yes \_\_\_\_\_no
4. Catering Service \_\_\_\_\_yes \_\_\_\_\_no
5. Servers \_\_\_\_\_yes \_\_\_\_\_no

Contact Activity Committee Lead \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 24 hours before scheduled event if changes are made.

Name of person completing form:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

APPLICANT CONTACT INFORMATION:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone - Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone – Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional information:

**Building Use Contract**

This Building Use Contract is made and entered into this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_, by and between MMAC and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Group).

MMAC provides meeting space for non-member functions as a service to the community. As a non-profit entity, the masjid seeks to recover only costs related to use and maintenance. Accordingly, the parties hereto agree:

1. Group is granted permission to use the facilities of MMAC on the \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_ for the purpose of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(the Event).
2. Group agrees to comply with all rules and regulations regarding the use of the facilities of MMAC as set forth in the MMAC building policy.
3. In the event of damage to the masjid property during Group’s use of the facilities, Group shall pay for such damage in such amount as is determined by the event committee or Imam, in its sole discretion. Any building damage deposit paid by Group shall be applied to any such damage, and Group shall be responsible for any balance.
4. No notice or publication of the Event conducted at MMAC will be made without the written approval of the event committee, Imam, or other approved masjid representative.
5. Group agrees that the Event is not sponsored by MMAC, and MMAC does not extend coverage for medical payments in case of injury to anyone attending the Event. The obligation for any and all medical care shall be the responsibility of the individual and/or Group and the cost of medical care shall be paid by that individual and/or Group.
6. I understand that the masjid does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Imam’s approval, which is conditioned in part on my agreement to the requirements in the “Masjid Facility Use Policy,” a copy of which I have read and understood
7. To the best of my knowledge the purpose for which I am requesting use of the masjid facilities will not contradict the Islamic faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to the masjid staff.
8. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the masjid’s facilities that contradict the beliefs of the masjid. I agree to promptly disclose any potential conflicts in belief to masjid staff.
9. The masjid believes disputes are to be worked out between parties without recourse to the courts. Accordingly, users of the facility agree to attempt resolution through Islamic mediation, and failing that to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration

The undersigned Group has read and understands all of the above guidelines and requirements and agrees to abide by them.

MMAC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Group

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Its:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Its:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\* Please note - if your event changes from the original request, all parties must be notified in order to ensure that there is no resource conflict & the event is correctly communicated on all publications.

\*\* Please Note – Some requests must be submitted 60 days in advance to ensure that adequate insurance coverage is procured. The cost of the related insurance will be paid in advance by the using organization.

\*\* Please Note - Unless otherwise directed, events will be published on the masjid calendar, bulletins, overhead announcements, email, and digital screens. Please include any special instructions in your request.