



**ICEV USE PERMIT APPLICATION FORM**  
(Application fee of \$100 required unless waived by BOD)

**DAMAGE AGREEMENT:** It is understood that financial responsibility for any damage to the building (*Masjid*) or the facility (including total compound) resulting from the use lies with the User of the facility. It is expected that the User will use diligence to prevent any damage(s).

**Applicant's (User's) Particulars:**

A. Name of Applicant (Individual, Company, Group): \_\_\_\_\_

B. Address: \_\_\_\_\_

C. Phone: (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C) : \_\_\_\_\_

D. Email: \_\_\_\_\_

E. Date of the event: \_\_\_\_\_; Arrival time: \_\_\_\_\_; Departure time: \_\_\_\_\_; Est. attendees: \_\_\_\_\_  
[If it is a regularly held event, please note frequency e.g. once a week]

F. Purpose of the meeting or event: \_\_\_\_\_

G. Is the event private or open to the community members?                      Private / Open

H. Is the event sponsored by ICEV?    Yes / No

I. Will there be any fundraising?        Yes / No **{Note:** Fundraising requires pre-approval} \*

J. Will there be any selling (product/services)?    Yes / No (If Yes, will require pre-approval)\*

K. Do you need table setup outside for fliers or brochures?    Yes / No

L. Will there be any Media presence? \_\_\_\_\_

M. Equipment required: Speaker system: Yes / No;    LCD projector: Yes / No;                      Other: \_\_\_\_\_

N. Will food be served?    Yes / No        If yes: what kind/type of food (pre-packaged, cooked gourmet, pizza)

O. Will snacks/Refreshment be served?    Yes / No    If yes: Type: (pre-packed, fruits, desserts)

**\*\*\* Please do not advertise the event until application is approved by ICEV \*\*\***

By signing this application, I certify that I have read and understood the terms and conditions (on page 2) for the use of the facility and will abide by all conditions. I am financially responsible for payments of any damage to the rental space, equipment, furniture during the usages inside and outside of the Masjid and for any additional charges, like cleaning, lost items etc. as assessed by ICEV.

	<u>Name</u>	<u>Signature</u>	<u>Date</u>
Applicant	_____		
ICEV Director of Facility (or rep)	_____		

Name & contact information of Director of Facility is posted in the facility and published on the ICEV web page: [www.icev.org](http://www.icev.org)

\*Any fund raising or selling will require BOD pre-approval



### Terms and Conditions of ICEV Facility Usage

1. Request should be made 10 days in advance
2. Event scope: Religious in nature, and fund raising for charities, Islamic schools, Islamic organizations etc. only. No general social , political or other gatherings allowed
3. Requestor must arrange his/her own volunteers. Private event organizers must not depend on ICEV to manage the event
4. \$100 fee will be forfeited if the event is cancelled without at least 3 days notice.
5. Dress code should be consistent with ICEV dress code
6. No cooking is allowed inside the building, except for preparation of tea or coffee in electric tea/coffee maker
7. Food with strong odor (onion, garlic, spices etc) are not allowed inside the masjid facility
8. Barbeque is allowed in the outside designated grill, with pre-approval by ICEV rep
9. Baby sitting room is available at no extra cost, provided designated sitters are contracted
10. All furniture (chair/table/partition screen) must be returned to as they were
11. Table, chairs should be cleaned and floors vacuumed prior to leaving the facility
12. All trash must be collected and deposited in the outside large trash bin
13. Additional cleaning charge may be assessed by ICEV after post event inspection
14. Additional charges may be assessed if any ICEV property is damaged or lost
15. Applicants must provide their own supplies (cups, silver ware, serving bowls, etc.)
16. No posters can be posted and fliers distributed without prior approval by BOD
17. Posters must be posted in the pre-approved designated area only
18. Nursing facilities may be contracted with appropriate insurance coverage.
19. No food or drink is to be served in the main prayer hall and in the ladies prayer area. Only exception may be during Ramadan upon BOD approval.
20. Only pre-packaged food and drink can be served in the lobby and in the basement area or any other area approved by ICEV. For cooked items, barbeque etc. special arrangement must be made and restrictions noted on application form.
21. All shoes must be left neatly in the shoe rack at the entrance
22. No outside audio-visual system is allowed except for LCD projector that can be used with a laptop computer, and a portable mini speaker
23. Parking is not allowed in the reserved spot for Imam, and handicap parking spots without handicap parking permit or license plate
24. Requestor is responsible for controlling all guests and their children. ICEV cannot be held liable for any mishaps. Requestor agrees that he waives the right of claim against the masjid for injuries or accidents on masjid property
25. Requestor is responsible for any damage inside or outside of the masjid building by any guest
26. Security is the responsibility of anyone using the facilities. No unsafe and hazardous activities will be allowed on masjid property