



Islamic Center of East Valley  
**Facility Use Request Form**



**Please fill out this form completely and submit to the Board.**  
 ICEV welcomes the community members to use the Masjid facility for their religious gathering/social events.  
 Allow 1 week for the final decision.  
 Decision will be conveyed in written form (email/printed letter by the board).  
 There is a one time \$150 user fee for each event which should be paid before the start of the event.  
 You can attach the payment with this request. If the request is not approved, it will be returned to you.  
 Any verbal/text message approval is not valid.  
 All activities should be conducted with proper Islamic guidelines, and should not interfere with regular daily prayers.  
 At the end of the event, please make sure:  
 1. All furniture/ tables/ chairs are stowed away at proper storage space.  
 2. All carpets and floors are clean and all garbage is properly disposed of.  
 3. No left over food or food container is left on the Masjid property.  
 Any change of the facts/information after the approval will automatically void the approval ...  
 and it is the responsibility of the organizer to re-apply with updated information.

**Name/Title of the activity :** \_\_\_\_\_

**Organizer/Lead person information**

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

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

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

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

Are you a voting member of ICEV in good standing? (Y/N) \_\_\_\_\_

How far is your residence from ICEV? \_\_\_\_\_

How many years you have lived in PHX metro area? \_\_\_\_\_

Additional contact phone numbers : \_\_\_\_\_

**Activity information**

Purpose and Description of the activity:  
 \_\_\_\_\_  
 \_\_\_\_\_

Date and start/end time: \_\_\_\_\_

Is this a private gathering or open to anyone in public? \_\_\_\_\_

Any registration/participation fee is charged? \_\_\_\_\_

Target audience/participation group? M/F \_\_\_\_\_ Age-group: \_\_\_\_\_ Expected number: \_\_\_\_\_

Any food/drinks served during/after activity: \_\_\_\_\_

Desired location in the masjid: \_\_\_\_\_

**If there is a speech or class activity, provide the lead speaker/teacher information here.**

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

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

Educational background: \_\_\_\_\_

Professional qualification related to this particular activity: \_\_\_\_\_

**I will be responsible to make sure all Masjid rules are followed, and Masjid will be cleaned up before leaving.**

**Organizer PRINTED name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Official use only:**

Received Date: \_\_\_\_\_ Board Review Date: \_\_\_\_\_ Approval: Y / N / Further Info Needed

Comments: \_\_\_\_\_ Expiry Date (upto 6 mo.): \_\_\_\_\_