

ISLAMIC ASSOCIATION OF RALEIGH
Shura Policy

Policy Name:	IAR FACILITIES RESERVATION PROCEDURES Including the first-floor conference room
Policy Number: Previous Policy Number (if revising)	<u>2018-05-003</u> <u>None</u>
Pre-approval consultation required:	<input type="checkbox"/> Legal Advisory Team <input type="checkbox"/> Imam's Office <input type="checkbox"/> Other Committees: <input type="checkbox"/> Others: CEO
Committees responsible for implementation:	Management and security Committees
Shura approval date:	May 13, 2018
Other comments:	Policy, Regulations and Guidelines for IAR room reservations

1. Reason for Policy: Revise the current room reservation
2. Who Should Read this Policy: Everyone need room reservation that include Shura, ICC, BOD and others
3. Resources and References: The original reservation policy
4. Definitions: There are different categories: Essential activities (e.g. prayers, schools for weekday and weekend), priority #1, #2, #3 and special priority (Izzah)
5. Policy Statement:

Responsible Committee: Safety and Security/Management

Section I: Policy and General Rules

a) Prioritization of Reservations

Item	General Rules	Responsible party*
Essential activities	Five daily prayers and Friday shifts. Eid prayers and Ramadan activities using the Mussalah and the MPH. Funeral services will take precedence over recurring or specific group events.	Security
	Mon-Fri: both buildings (classrooms, MPH, 2nd floor Mussalah) are reserved for Al-Iman and An-Noor school during school hours	Security and school managers
	Sunday: both buildings (classrooms, MPH, 2nd floor Mussalah) are reserved for Al-Furqan School until Zhur prayer	
Priority #1	1. Al-Iman and An-Noor School programs (after school, tutoring, etc.) will take priority over other reservations	Security and school

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		managers
	2. Youth program and activities will take priority over other committees for reservations	Security and youth chairperson
	3. Shura, Administration and general body meetings (regular and emergency) will take priority over any other reservations	Security
	4. SW-C sponsored activity: a) First Saturday of every month, the Food Pantry will be using the first floor of the red building in the morning and every Saturday in Ramadan b) SW-C will reserve the MPH for the whole month of Ramadan except for Sundays to offer Iftar and Sahoor. Sahoor is for last 10 nights only.	Security and SW-C chairperson
Priority #2	IAR committees for IAR sponsored activities only	Committee chairpersons
Priority #3	Community members events (e.g. wedding and other private functions)	Sponsor
Special Circumstances Priority	Special circumstances related events like funeral services and Izzah will take precedence over recurring or specific group events (Priorities #1-3 above). No Izzah on Friday evenings.	

* Security will be responsible for implementation of policies and rules.

b) Policies

All the policies will be applied by the security team in conjunction with the sponsor.

1. Individuals and agencies may not rent, sublet, transfer, or assign their interest in the use of IAR facilities, nor may they act as an umbrella agency in the use of IAR facilities for other individuals, groups, or agencies.
2. All reservation requests (priority #1&2) must be sponsored by one of the IAR committees.
3. All reservations are offered based on the above priorities followed by a first-come-first-serve basis. If two requests are received at the same time, the assignment will be given to the event with higher priority based on the above list. The IAR reserves the right for cancellation prior to or during the event.
4. It is the responsibility of a committee chair to ascertain all committee members are well versed with the reservation policy. For making a reservation request it is mandatory to check IAR reservation calendar to determine if room and sought time slot and date is available/open and only then a reservation request should be completed and submitted.

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5. In case if the room/facility is already booked/reserved then it is the responsibility of the committee chair seeking reservation to approach the chair of the committee holding the reservation to request if an exemption can be made to cancel/change/move the previously scheduled event to open the space. Once this agreement is reached between the two concerned committees chairs only then a new reservation request be submitted to the office manager with notice of the agreed arrangement.
6. In situation of a conflict between committees regarding a reservation which remains unresolved then the matter can be escalated to IAR CEO for arbitration and final decision which will be binding on all concerned parties/committees.
7. The sponsoring committee, individual, family, or group is responsible/liable for any damages in the parking areas or to buildings, furniture, or equipment.
8. Firearms and objects resembling firearms are prohibited on IAR property as mandated by state and federal law.
9. Any misrepresentation by an organization or individual, or abuse of any IAR system employee or property, may result in immediate termination of the activity and vacation of the premises.
10. Drugs, smoking or the use of any tobacco product including electronic cigarettes, or any illegal activities are prohibited on all IAR properties at all times.
11. Open fires, firework, flames and cooking are not permitted on the IAR premises. All publicity must include the name of the individual or group sponsoring the event.
12. The IAR name shall not be listed as a sponsoring agency on any materials without the IAR's approval.

General rule: All the rooms will be closed and will not be open until the teacher/organizer /leader arrives. Children should be supervised at all times.

c) **Regulations**

1. No activities can be held in the hallways; they are only to be used for entering and leaving the building.
2. Islamic behavior regarding language, dress, gender intermixing, and general Islamic etiquette are required at all times.
3. Food and drinks can only be served in the Multipurpose Hall and in Conference Room #240.
Under no circumstances will food or drinks be allowed in any other room except for the schools during their scheduled times.
4. Applicants may not advertise events on IAR property until obtaining their approved facility reservation, which constitutes a binding contract between the applicant and the IAR.
5. Signage may be placed on IAR property only during the organization's approved time of use. Signage

displayed must be temporary in nature and must be in compliance with all local sign and display regulations.

Section II Facility Reservation & Usage Guidelines

a) Facility reservation

1. Conferences will be scheduled in the conference room (room #240) and meetings of up to 10 people will be scheduled in the meeting room (room #280).
2. For Priorities #1 and #2, only the Administration Committees Chairs or their authorized personnel can complete the online reservation through the IAR website. Please verify that the desired facility is available at <http://www.raleighmasjid.org/services/reserve.html>
3. A non-refundable \$200 facilities usage fee is required for each event reserving the MPH by a community member.
4. A refundable \$100 security deposit fee is also required for MPH use. The fee is refunded within one week of the facility's usage and compliance with IAR rules. This amount to be fortified if MPH is left uncleaned and disorganized and trash not removed.
5. For any Committee sponsored event like dinner, fundraising, guest speaker or private event/function (like dinner) utilizing MPH, there should be a 2 hours window allowed between the start of reservation for such an event and the last activity in MPH to allow cleaning of the MPH for the event.
6. Security fees of a minimum of 2 hours will be charged to the event in case of the need for extra-security staff (e.g. traffic during a wedding) or off-hour duties.
7. It is a requesting committee's/individual's responsibility to check the online calendar to verify that the requested reservation has been made.
8. The Reservation System will generate emails for confirmed reservations within one week of the request. If a requested space is not available or not appropriate for the requested use, we will notify you that the reservation request has been rejected.
9. Prior to facility usage, applicants shall check-in at the IAR Security Desk.
10. Any facility that is reserved but not in use can be used by authorized committee representatives 30 minutes after the start time of the reservation.
11. Misuse of classrooms may result in the cancellation of future reservations and/or paying monetary penalties.

Usage Guidelines

1. Check-in with the security officer 10 minutes before the reservation's start time to open the room.

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2. Security will check the room and make a note of the condition before and after the reservation.
3. At the end of the event, the sponsoring party should return the reserved room to its original condition, lock the door, and notify the security officer.
4. If you reserve the MPH, you will be responsible for contacting the security officer who will provide you with access to the furniture room for use of the MPH. The applicant is responsible for the setup and breakdown of the room. All furniture must be placed in the furniture storage room at the end of the event.
5. If there is a problem with the facility, personnel, or equipment during your use, please notify the IAR security officer on the day of the event.
6. Users are responsible for removing garbage/trash, sweeping the floor, and arranging all furniture, fixtures, toys, etc. after each use. Garbage should be disposed of properly in the dumpster.
7. Decorative items may be allowed as long as there is no damage caused to the properties. All decorations must be removed by the applicant(s) at the conclusion of the event. The IAR will not be responsible for any equipment or supplies that are left on the premises. These items will be removed at the expense of the sponsoring party.

General rule:

The cost of repair of any damage to any part of the facilities will be charged to the sponsoring party

Applicant's Liability

1. The Islamic Association of Raleigh (IAR) & Islamic Center of Raleigh (ICR) will not be responsible for any injury to anyone using the premises of the ICR. Liability for injuries occurring on these premises will be the sole responsibility of individual(s) actually causing these injuries. Children must be supervised at all times by their parents or some other adults designated by the parents. Parents will be held responsible for any damage caused by their children.
2. By submitting a reservation request, I certify that I have read and accept the aforementioned reservation rules, regulations, guidelines, and the IAR liability statement.

Applicant Signature and Date

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FIRST FLOOR CONFERENCE ROOM RESERVATION AND USE

RULES AND GUIDELINES

1. The conference room reservation can only be submitted/requested to IAR Admin office by IAR leadership, Imams or committee chairs. No reservations from any committee members (not chairs) will be entertained.
2. The conference room is intended for use only for IAR business and its use should be limited to such.
3. Conference room can only be used once a reservation request is confirmed by IAR Admin office.
4. The security officer on site will open the conference room and provide access to individual(s) holding a reservation. It is the responsibility of the individual who holds the reservation to ascertain that the room is locked upon leaving the room.
5. Committee chairs, Imams and IAR leadership should request reservations for meetings where they will be present and in attendance and reservations should not be requested/made on behalf of others.
6. If food and drinks are served as part of a meeting, then the individual holding the reservation is responsible/accountable to ascertain that all food/drinks are removed from the conference room and trash placed in the bins upon completion of the meeting.
7. The administration manager or designee will be responsible for monitoring the room usage in order to maintain the room in good condition and adherence to the rules by users.
8. No boxes or any other items are allowed to be stored in the conference room.
9. All items brought in for a meeting need to be removed from the conference room upon completion of the meeting.
10. It is the responsibility of the meeting lead/individual holding the reservation to ascertain that the overhead projector and lights are turned off and the white board wiped off.
11. It is the responsibility of the meeting lead/individual holding the reservation to ascertain that all chairs are left in proper order and items on the table are put back in an orderly fashion.
12. Management and IAR Admin Office can take use privilege away and deny reservations to individuals who do not adhere to this policy and are found to be in violation repeatedly.

NOTE: For all Committee meetings the default room is EC Room #280. All Committees should utilize Room #280 and conference room on the first floor should be reserved and utilized when there is a need for overhead projection or meeting with external individuals/organizations or unavailability of Room #280.