



6401 Independence Parkway, Plano, TX 75023. Phone: 972.491.5800 ♦ Fax: 972 208 6482

Policy Memorandum: IACC MPH 2010/01

June 01, 2010

Subject: Rental of the IACC Multi-Purpose Hall MPH and General Use Policy

Purpose: The purpose of the policy is to provide guidance for the rental of the Multi-Purpose (MPH) for public and private functions and guidance for general use.

Summary: The rental and/or use of the Multi-Purpose MPH are governed by this document.

General: The Islamic Association of Collin County, IACC, is a non-profit organization dedicated to providing worship, education, and services to the community. As such, the MPH is an important part of the facility that is used by the entire community and the organization. It must be managed and used in such a way as to minimize maintenance and care expenses and to safe guard the property, while maintaining a safe and secure environment for those using the MPH, especially our young people.

Discussion: Outlined below is a policy that governs the rental and usage of the IACC Multi-Purpose MPH for members and organizations in the DFW area.

Section I

Activities and functions

1. The Office Manager must screen and approve all the requests for use of the facility.
2. IACC functions and Islamic activities will take priority over all other events. IACC members will have priority over all non-members.
3. Users are expected to adhere to Islamic dress codes and ethical principles. Our Imam can address questions as to what constitutes proper behavior.
4. Applications for rental must be submitted as per the Rental Agreement.
5. Rules and regulations of the MPH must be followed.
6. An IACC representative must be present in the building during any function in the MPH.
7. **Renter is responsible for collecting all the trash in the garbage bins/bags.**
8. IACC will provide certain equipment for use during the function only if those items are selected from the checklist provided in advance of the event and included in the Rental Agreement during the coordination phase of the event. In other words, prior planning and coordination is necessary to ensure the success of your event. Last minute requests may or may not be honored.
9. Food is restricted to the Multi-Purpose MPH premises. Absolutely no food or drinks are allowed outside the MPH.
10. The IACC mosque is not a child care facility, nor is the organization's staff members responsible for the behavior and safety of children in the facility. Children are not allowed to run in the MPHs and generally create chaos in the facility. Children and teenagers that misbehave will be directed to leave immediately with their parents.
11. Food can be served by IACC approved caterers.
12. IACC representative will inspect the facility for damage after each function.

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Section II

Equipment:

IACC can provide the following items if requested at least seven (7) days in advance of the function during the coordination phase of the event:

1. Stage
2. Podium
3. Sound System
4. Tables and chairs (to include setup)
5. Trash bags
6. IACC will not provide the following: Table clothes, additional audio-visual equipment, child care; tea and coffee pot; flatware and other serving utensils; extension cords.

Section III

Rental Policies:

- 1) The MPH can be reserved only for the following:
 - a) Islamic or religious functions
 - b) Sport activities such as basketball, volleyball, ping pong, and similar athletic events
 - c) Community meetings and events
 - d) Nikah/Walima, Aameen, and Aqeqah
- 2) IACC will not accommodate the following events or activities:
 - a) Music
 - b) Birthday parties, shower and etc
 - c) Rental of the MPH for any purpose during Ramadhan
 - d) Rental of the MPH on Friday nights or Sundays during Sunday School hours
- 3) The renter will make sure that all fire and safety regulations are followed as per the city code.
- 4) IACC is not responsible for any parking entry and exit accidents.
- 5) The renter will arrange separately for the security, if required.
- 6) The renter will make sure that the number of guests will not exceed the maximum capacity of 350.
- 7) Private events are not necessarily endorsed or sponsored by IACC.
- 8) No sub-leasing of the MPH is allowed.
- 9) If MPH is used for revenue generating event, IACC will charge either full rental of MPH or 15% of the event revenue, whichever is higher
- 10) IACC member needs to be an existing member for at least three months in order to qualify for 5% discount
- 11) If renter needs to cancel the reservation, he/she must notify the IACC Office Manager in writing, at least 14 days prior to the reservation date.

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12) PRIORITIES OF USE:

- a) IACC activities take precedence over all other activities.
- b) IACC-sponsored events take precedence over non-IACC events.
- c) Active IACC Members' events have third priority.
- d) Non IACC members have fourth priority.
- e) Should a conflict arise regarding scheduling, the IACC Office Manager will work with the parties to find an equitable solution.

13) Renter will be responsible for any damages to the facility and/or equipment. Your security deposit may be forfeited in part or in full for any of the following rental agreement violations:

- a) If the party stays beyond the ending time stated on the facility rental application, or
- b) Physical damage occurs to the property (markings on wall, broken items, etc).

Section I V

Approved Caterer Policy:

1. Caterer must operate from a Certified Health Department Kitchen, approved from the Imam's office and catering must be certified Halal and Zabiha
2. Copy of their Health Department Certificate

Section V

Modesty Code and Rules of Engagement:

- 1) Modesty Code; general Policies while at IACC campus:
 - a) Brothers shall wear loose fitting opaque and not conformal clothing that covers upper arms, torso, and waist to calf.
 - b) Sisters shall wear loose fitting opaque and not conformal clothing that covers all but face, hands, and feet.
 - c) No interactions across gender, except as necessary.
 - d) IACC relies primarily on the individual to address their own compliance with IACC policy Modesty Code while present at the IACC Campus.
- 2) Below is a list of actions that may lead to the appropriate actions chosen by the IACC Shura. This list is not a complete: other Situations may arise which may compel the IACC to take similar or other corrective measures.
 - a) Fighting, abusing, insulting, rude behavior, or provocations that may lead to fighting
 - b) Harassment of all types and on all types of issues
 - c) Damage or removal of property belonging to the IACC or any of its members
 - d) Use, possession, promotion, or sale of any intoxicating or illegal drugs on the premises
 - e) Being under the influence of illegal drugs, alcohol, or other intoxicants
 - f) Unsafe acts or practices that endanger the life or well being of any adults or children present on the premises
 - g) Acts involving dishonesty, fraud, abuse, falsification, slander, et cetera, conducted against Muslims of the community

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- h) Possession of firearms or other lethal weapons on the premises, except by Law Enforcement Officers.
- i) Rude and insulting behavior towards members, guests, or Imaam
- j) Disruptive actions performed on any occasion and at anyplace on the premises
- k) Distribution of literature, solicitations of any type (not limited to donations, fundraisers, panhandling), or addressing the community at large on the premises, except with prior approval of the shura.

Please submit comments, suggestions and questions to the IACC Shura at IACC_shura@planomasjid.org