

In the name of Allah, the Most Gracious, the Most Merciful



MPR REQUEST FORM (Non-Wedding, Family Event, etc.)

INSTRUCTIONS:

Please provide accurate and detailed information to enable a timely and effective application evaluation. – Note that an incomplete form will not be considered for evaluation.

- The committee will examine all provided information and will contact the requester.
- Normal application process time is typically two (2) weeks from the receipt of the application.
- Read and accept the Rules & Guideline of Use at the end of this form.

Applicant Information (Please Print)

Requester Last Name:	Requester First Name:	Requester Role/Title:		
Applicant Street Address:	Apartment #:	City:	State:	Zip Code:
Email:	Cell Phone:		Home Phone:	

If this is an organization, fill out this section.

Organization Name:	Organization Address:	State:	Zip Code:
Organization Tax ID:	Website:	Organization Email:	
Year Est.:	Parent Organization (if any):	US 501c3 Registered (Yes or No):	

Event Information:

Name of Event:	Type of Event:	Date of Event:	# of Occurrences:*
Event Start Time:	Event End Time:	Email:	Phone:

* No more than 4 occurrences may be requested in one submission. If more than one occurrence, list all four dates of events.

Date 1 _____; Date 2 _____; Date 3 _____; Date 4 _____

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Questions: Email: info@sricli.com or call (516) 744-6200

2 Shelter Rock Road, Roslyn, NY 11576

Facilities Setup: Please indicate all setup, IT equipment requirements (ie: number of chairs, tables, preferred room setup, microphones, projectors, etc), and other accommodations for the event:
Food/Snack/Drink: Please list and explain if any food or beverage will be distributed.
Intended Audience/Participants:
Approximately How Many Participants:

List specific topics/discussion/activities that will take place:	
List who will lead event/s:	List Education and Background of Event Leader:
Event Leader Name:	Event Leader Contact Info: (Address/Email/Phone)
List materials, resources, book, audio, video, etc. sources that will be used:	
Intended Audience/Participants:	
Approximately How Many Participants:	

Acknowledgement:

I testify that the information provided on this form is true and accurate to the best of my knowledge. I agree that the information provided in this application will be used in connection with this request to conduct an event/s in line with the Quran and Sunnah of Prophet Muhammad (pbuh) and the teachings of Ahle Sunnah Wal Jamat.

Name: _____ Signature: _____ Date: _____

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RULES & GUIDELINES FOR USE

1. Scope of Event
 - a. All activities must be conducted in accordance with basic Islamic principles and in observance of the laws of the United States of America.
 - b. The activities must not promote or discriminate against any of the major Muslim schools of thoughts (Madhabis).
2. Use of Facility
 - a. No activity may be conducted which interferes with the normal operation of the Masjid including prayers, classes, and regularly conducted events.
 - b. No organization will be allowed to conduct activity or promote their organization on a regular basis.
 - c. Upon completion of the event, the facility and all property must be returned to the same state of maintenance and cleanliness as before.
 - d. Marketing material: Flyers, posters, and other material advertising the event must be submitted for approval two weeks prior to the event.
3. Certificate of Liability Insurance
 - a. All organizations requesting use of the facility must carry liability insurance for \$250,000 or an indemnification agreement.
4. All Muslims are requested and required to strictly observe the Islamic dress in all functions at the Mosque and Islamic Center.
5. Upon approval of event hosting at SRIC, the applicant shall pay the deposit and/or other fees as identified by SRIC administration.
6. The functions held at the Mosque include the following: daily prayers; Juma'a prayers; Eid prayers (outside the Mosque, whenever the weather allows); study of the Qur'an and Sunnah; adult, youth, and children education (using, whenever possible advanced multimedia facilities); lectures to Muslims and non-Muslims; video programs on Islam; marriage ceremonies; and funeral prayers.
7. The Masjid is available for Nikkah, Akika, Khatam al Quraan, Janazah, Islamic education and related Islamic activities. Activities not allowed in the masjid include but not limited to are Qawali, Naat, Nasheed, Birthday parties, anniversaries, political events, nationalistic or sectarian events. Prior to reserving, please confirm with SRIC administration if there is a question on whether the event will be allowed to be hosted at SRIC.
8. The applicant shall observe the Islamic code of conduct, including segregation of the gender, Islamic Dress Code, Etiquettes of the Masjid, and all Masjid Policies while in the Masjid and on Masjid premises. The applicant shall ensure all guests observe the Islamic code of conduct, Islamic Dress Code, Etiquettes of the Masjid, and all Masjid Policies while in the Masjid and on Masjid premises.
9. The applicant shall advise all Non-Muslim guests of the proper Islamic attire. Any person not dressed in accordance with the Islamic dress code may be refused entry.
10. At no time may the Masjid or its premises be used for un-Islamic activities, including but not limited to smoking or drinking alcohol. No smoking and no alcohol is allowed in the Masjid or its parking lot.
11. Music, songs and dancing or other actions against Islamic principles are strictly prohibited in the Masjid or on its premises at all times.
12. If the applicant will be serving food, the applicant shall only serve Zabihah Halal food.
13. SRIC is open to the public at all times. Adhan and Salah timings are fixed by the Management and will NOT be changed to meet the needs of the applicant.
14. Masjid shall not be responsible for any loss to the person, property or personal items of the applicant and his/her guests.

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15. The applicant shall NOT decorate the Masjid, change or move the appearance or fixtures of the Masjid (including rugs), or do anything else that affects the sanctity of the Masjid.
16. The applicant shall be solely responsible for the repair or replacement of any damage to the Masjid, its premises, its fixtures, or its furniture.
17. The applicant shall obtain advance written permission if they want to bring in any furniture or other items to the Masjid. The applicant shall be solely responsible for any items he/she brings to the Masjid. Masjid shall not be responsible for any damage to these items.
18. No food or drink is allowed in the prayer area. The applicant shall ensure that he/she and his/her guests do not bring food or drinks in the prayer area.
19. The applicant shall place all the garbage in the garbage bags provided and place them in the area designated.
20. The applicant shall supply his/her own supplies, including, but not limited to plates, spoons, napkins, and drinks.
21. The applicant shall leave the Masjid in the same condition as he/she found it before the event
22. The applicant and all guests MUST follow directions and instruction from the Masjid authorized personnel at all times during the event.

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