



NIDA - UL - ISLAM
CENTER OF ISLAMIC KNOWLEDGE



Facility Use Request Form

Applicant Name: _____

Name of Organization: _____

Address: _____

City/State/zip: _____

Contact Phone Number: _____

Suggested Donation for use of facility is \$300.00

Please make check payable to “Nida-Ul-Islam” and in the memo write “Facility Use” with name of event.

Type of Event: _____

Date of Event: _____

Time of Event: _____

Please list all speakers:

Will food be served? Yes / No

If yes and if meat will be served, where will the meat be procured (where will you get the meat from)?

Approximate number of guests/attendees expected: _____



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Please read the terms and conditions:

- 1. Application should be submitted at least one week in advance of the event.*
- 2. Use of facility will be approved on first come first serve basis subject to availability, based on pre-determined set of criteria.*
- 3. The Shura reserves the right to deny or cancel the approved use of the facility at any time. In the event of a denial, the Shura will attempt to work with the individual or organization in rectifying the causes for denial.*
- 4. Applicant will be responsible for any damage to Nida-Ul-Islam's property, equipment and appliances.*
- 5. ***Applicants are responsible for cleaning the Masjid and its kitchen after the event. ****
- 6. Fund Raising is strictly prohibited unless there is written approval by the Executive Committee.*
- 7. This approved document must be produced upon request.*
- 8. No Colored Drinks (sodas, juices) are to be served, unless approved by the Executive Committee prior to the event. Tea and Coffee are allowed.*

I agree to comply with the terms and conditions listed above.

Applicant's signature (Individual/Organization)

Date

Nida-Ul-Islam Use Only

Event Has Been: **Approved** / Denied

Receiving Shura Member (Print): _____

Has Fund Raising at the event been approved? YES / NO / Not Applicable

Imam Signature : _____

Date: _____

Shura Member Signature: _____

Date: _____