



In the Name of God, the Beneficent, the Merciful.

ISLAMIC EDUCATION CENTER

HUSAINI ASSOCIATION OF GREATER CHICAGO, INC.

1269 GOODRICH AVENUE ❖ GLENDALE HEIGHTS ❖ IL 60139-3371

Phone/Answering: (630) 469-5533 ❖ Fax: (630) 469-5598

Web Site: www.iechusaini.org

Private Programs Facility Reservation Form

Section 1. Name, Contact and Reservation Information

(please print legibly)

Name (*Reserving Individual*): _____ Date of Application: _____

Home Address: _____

Home Phone: _____

Cell Phone: _____ E-Mail Address: _____

Name of Alternate Contact: _____ Cell Phone Alternate Contact: _____

Name of Program: _____

Date of Program (Julian and prospective Islamic date): _____

Expected Headcount: _____ *Time program begins: _____ *Time program Ends: _____

*This time duration includes time needed for set-up, decorating and clean-up. The time program ends is the time facility will close/lock. The facility can be reserved for a maximum of (6) six hours at one-time. Refer to attachment A, Item 4.

Will the entire facility (both levels) be utilized? (circle) Y N

Please list below which sections of the facility you intend to use?

1) Is this program a Majlis or Jashan? (circle) Y N

2) If other program type, please specify (i.e. Nikkah) _____

3) Will the program be conducted on a Tuesday or Thursday? (circle) Y N

- A lesser reservation donation may apply if programs are conducted on Tuesdays and Thursdays. See Attachment A.

3) Is this program for Men, Women or Both? (circle) Men Women Both

4) Is this program an open invitation to the Community? (circle) Y N

A) If yes, will you be requesting IEC to send an email announcement? (circle) Y N

-PhoneTree automated announcements are not sent for private programs per IEC Husaini policy.

B) If yes, will you be posting a flyer on the community notice board and will you promptly remove this flyer once your program has concluded? (circle) Y N

Signature: _____ Date: _____

I have read the facility reservation rules, regulations and stipulations (Attachment A) and agree that my private program, event, group or party will adhere to all items stated in Attachment A. I agree to conduct my program with adherence to Islamic laws and etiquette.



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Section 2. For Completion by IEC Husaini Management—Reservation Donation Information

Is the IEC facility reservation accepted or denied? (circle) **Accepted** **Denied**

Reservation Donation: \$150.00 or \$250.00 Check #: _____ Amount: _____ Cash Amount: _____
(Checks are preferred. Checks should be made payable to **IEC Husaini**. Please note in memo: **Private Program Reservation**)

Miscellaneous Fees (if applicable): \$ _____ (i.e. Audio/Visual Equipment, Tents, Special Set-ups, Outdoor Clean-Up)

IEC will provide 100% refund for cancelled reservations. Application is considered final when this form is appropriately completed, Programs Director or Coordinator have signed and reservation donation is received by IEC Husaini.

Section 3. For Completion by IEC Management—Programs Director and/or Programs Coordinator Signature

Programs Director/Coordinator please answer the following questions:

Will H.I. Saiyed Mehboob Mehdi Abidi al-Najafi address this private program? (circle) **Y** **N**

Who contacted H.I. Saiyed Mehboob Mehdi Abidi al-Najafi to confirm his availability and commitment?

(circle) **Programs Director/Coordinator** **Reserving Individual**

Did you verify that this private program reservation will not conflict with any currently scheduled or future IEC programs?

(circle) **Y** **N**

Is this private programs reservation form appropriately completed and all questions answered (circle) **Y** **N**

Did you ask the reserving party if they have any questions regarding the rules, guidelines and stipulations? (circle) **Y** **N**

Did you inform the reserving party that the IEC Treasurer will directly mail their reservation donation receipt at the address listed on their personal check? (circle) **Y** **N**

Did you provide the reserving party with a contact phone number should they need to contact IEC before their program?

(circle) **Y** **N**

Please provide name(s) of IEC Director(s) and/or Coordinator(s) who will supervise this event on behalf of IEC Husaini Management? (If not confirmed at this time, please leave blank. This information must be entered prior to scanning document into EDR)

In the space below, please provide any notes that may be helpful to support this private program, if applicable.

Application is considered final when this form is appropriately completed, Programs Director or Coordinator have signed and reservation donation is received by IEC Husaini.

(circle) **Programs Director**

Programs Coordinator

Print, Sign and Date: _____

IEC Husaini—Original; place scanned/electronic copy in EDR

Reserving Individual—Copy



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Attachment A. Facility Rules, Guidelines and Stipulations for Private Programs

Adherence to the following rules, regulations and stipulations is required:

- 1) **Private programs must be conducted with absolute adherence to Islamic laws and etiquette.**
- 2) IEC Husaini programs supersede any and all private programs. It is the responsibility of the reserving party to work with the Programs Director/Coordinator to assure their private program does not conflict with currently scheduled IEC program or future prospective IEC programs. Jashan programs are typically scheduled on Saturdays; therefore please remember to verify if important viladat anniversary dates fall within 7 days of a Saturday; that day will most likely have a jashan program scheduled. Majlis programs are typically scheduled on the eve or day of shahadat anniversary or Islamic event.
- 3) Reservations will not be made without the appropriate completion of this application, signature of the Programs Director or Coordinator and reservation donation. *Reserving Individual* must be at least 25 years of age. IEC reserves the right to outright deny use of its facility with justification provided to applicant.
- 4) Reservation donation of \$250.00 is required to reserve the IEC Husaini facility for a private program on all days except Tuesdays and Thursdays. For private programs conducted on Tuesdays in Thursdays that directly follow the regular IEC weekly programs, a reservation donation of \$150.00 is required. Private programs conducted before the regular Tuesday and Thursday weekly programs will be assessed the \$250.00 reservation donation. The facility can be reserved in (6) six hour increments. All day reservations, 12 hours maximum, will require *double* the reservation donation amount.
- 5) *Reserving Individual* must stay until their entire party has departed. *Reserving Individual* is responsible for the conduct of all attendees and for any damage and negligent breakage of property, if it occurs during the private program.
- 6) *Reserving Individual* is responsible for cleaning the facility, including the kitchen. The facility must be left in the same condition as it was found.
- 7) *Reserving Individual* must bring their own supplies, including, but not limited to; paper cups, plates, bowls, napkins; plastic knives, forks spoons; and serving trays, utensils, table cloths and table skirts.
- 8) Use of any equipment, other than that furnished within the facility must have prior approval, and under no circumstance may IEC's furniture, assets, equipment be removed from the facility.
- 9) If there is damage to the facility/property (interior or exterior), or the facility/property is not left in the same condition in which it was found, additional fees may be applied to repair the damage or restore the facility to its original condition.
- 10) Changes made to your reservation application within 48 hours prior to your reservation date may be denied or unfulfilled. Changes include but are not limited too; date, time and facility and/or space requests.
- 11) Youth activities require a 1:10 adult to youth chaperone ratio. Youth is defined as any person under the age of 18 years.
- 12) Smoking is NOT permitted in the building. Smokers must use outside sidewalk and properly dispose of cigarette waste.
- 13) Animals are NOT permitted on IEC property.
- 14) No lighting effects employing actual fire are to be used. This prohibits the use of candles, lighted lanterns, or torches, etc.
- 15) No confetti, glitter, silly string, etc.
- 16) No wax or abrasive material may be used on the floors of any indoor rooms.
- 17) IEC Husaini is not responsible for damage to or loss of personal property or for any injuries that may occur to the *Reserving Individual* or attendees.
- 18) No items or services shall be sold, given, exhibited, or displayed without permission.
- 19) Because of the high liability risk, unusual play or "Carnival" devices cannot be brought onto IEC property without special written permission of the IEC Husaini Management. All approved requests must accompany a certificate of insurance naming IEC Husaini as additionally insured.
- 20) Recreational motorized vehicles (i.e. ATV, dirt bikes, etc.) are not allowed on IEC property during private programs.
- 21) *Reserving Individual* must notify IEC Management immediately if law enforcement, medical emergency services or fire emergency vehicles are summoned to IEC to aid or assist anyone attending the private program.
- 24) Programs for political parties, political issues/events and politicians are not permitted.
- 22) IEC Husaini reserves the right to cancel, void or stop any private program, *before and/or during*, with notice, due to a person's misconduct, misdemeanor, un-Islamic behavior and unsafe acts. Program may be stopped or canceled due to unforeseen damage to property as a result of natural or structural causes *before and/or during a private program*. The program must end immediately if any of these issues arise.
- 23) It is the responsibility of the *Reserving Individual* to conduct programs in adherence to city, state and federal laws. The conduct of the private program is the sole responsibility of the *Reserving Individual*.