



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

Property Usage Application

Section 1. Name, Contact and Borrower Information

(Please print legibly. Each field must be completed)

Name (*Borrowing Individual*): _____ Date : _____

Home Address: _____

Home Phone: _____

Cell Phone: _____ E-Mail Address: _____

Date of Personal Program (Julian date): _____

Expected Return Date (of all items borrowed): _____ *

*IEC property can be borrowed for a maximum of 5 days only. No exceptions allowed. A ten (10) percent late charge will be assessed on the item or items that are not returned on-time. Items must be returned in 5 days from the borrow date. (e.g. Borrowed on Monday, therefore must be returned by Saturday). IEC reserves the right to institute a moratorium on property and asset usage at any time of its choosing with 2 week advance notice of moratorium.

Item	Donation rate per single item	Quantity	Donation per item
Chair—brown plastic foldable	\$1.00		\$
Chair—grey aluminum with desk arm	\$3.00		\$
Table—white plastic	\$10.00		\$
Tent 12'x 6' - unassembled	\$30.00		\$
Tent 8' x 8' - umbrella tent	\$25.00		\$
Dolly	\$10.00		\$
White Sheet (Chador)	\$5.00		\$
**Other—			\$
**Other—			\$
TOTAL DONATION			\$

**Other IEC Husaini property and assets not listed above that are requested to be borrowed require consult and approval of management. Additional time, up to 3 days may be required for consult, rate setting and approval. IEC reserves the right to deny the usage of any of its property or assets.

Signature: _____ Date: _____

By signing this form, I (*borrowing individual*) have read and understood the form and had the opportunity to ask IEC Husaini any questions I have on the terms of the loan of its property and assets. I agree to return all items by the return date listed on this form or by the 5th day from the date of loan. I have performed a check of each piece of property and/or asset being loaned to me and agree that it is in satisfactory condition and/or in working order. I agree to return the property in same satisfactory condition as it was loaned. I agree to pay IEC Husaini the average market cost of the same or similar item if the item is damage during my loan term. I agree to return all items borrowed after my personal program date if IEC requests its property to be returned earlier than the date of return requested in the form. I am fully responsible for all items borrowed.



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Section 2. For Completion by IEC Husaini Management

Is the Property Usage Application accepted or denied? (circle) **Accepted** **Denied**

Donation: Check #: _____ Amount: _____ Cash Amount: _____
(Checks are preferred. Checks should be made payable to **IEC Husaini**. Please note in memo: **Property Usage**)

Application is considered approved when this form is appropriately completed, General Services Director or Coordinator have signed the application and donation is received by IEC Husaini.

Section 3. For Completion by IEC Husaini Management

General Services Director/Coordinator please answer the following questions:

Complete PRIOR to loan of property and assets:

Did you observe the inspection of the requested items by the *Borrowing Individual*? (circle) **Y** **N**

Did you verify items requested to be satisfactory and in working order (not damaged)? (circle) **Y** **N**

Did you verify that no IEC program within 2 weeks from the time of this application require the use of the loaned items? (circle) **Y** **N**

Is this application form appropriately completed and all questions answered (circle) **Y** **N**

Did you ask the *Borrowing Individual* if they have any questions regarding the terms of their loan? (circle) **Y** **N**

Did you inform the *Borrowing Individual* 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? (circle) **Y** **N**

Complete at the time of property and assets return (form should be signed at the time of loan, without this section completed):

Was the loaned property and assets returned on time? (circle) **Y** **N**

If answered No, a 10% penalty of the TOTAL amount of donation for that single item must be charged. Note late charge amount and provide explanation below)

Did you verify returned items loaned to be satisfactory and in working order (not damaged)? (circle) **Y** **N**

If answered NO, please provide explanation and assessment and answer question below.

If property and assets are returned as damaged, did you directly inform the Borrowing Individual at the time of return and explain the s/he will be contact by IEC Husaini for financial reimbursement and settlement within 3 weeks of return date.
(circle) **Y** **N**

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

(circle) **General Services Director**

General Services Coordinator

Print, Sign and Date: _____

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

Borrowing Individual —Copy