



# **Facility Use Policy Manual**

**2011-2012**

***345 Market Place, Roswell, GA 30075***

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## INTRODUCTION

Roswell Community Masjid (RCM) is a vibrant and busy place. The facilities and equipment of the Roswell Community Masjid exist for the primary purpose of being used by its members to practice and propagate Islam in the United States of America by providing religious, educational and recreational facilities for members of the public at large.

Building use activities fall under the jurisdiction of the Governing Board. The Masjid Administrator manages building use. No commitment for building use is finalized until the *Facility Use Agreement* form has been completed and executed by the Masjid Administrator.

Roswell Community Masjid has a number of long-standing relationships with several community organizations for ongoing use. Availability for such ongoing usage is limited but can be considered. Local organizations and individuals for one-time or short-term usage also use our facilities. When possible, we attempt to make our facility available for such groups. Our first priority is to programs and membership needs of the Masjid. Priority is then given to nonprofit groups that are supported by the Masjid, and finally to other nonprofit organizations.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by RCM. No activities or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of this organization.

Included in this guide are the following:

- Facility Use Policies and Guidelines
- Steps to Facility Use Scheduling
- Fees for Facility Usage
  - Room Reservation Request Form
  - Room Set-Up Request
  - Key/Code Issuance Form
  - Facility Checklist
  - Overnight Activities Request Form
  - Permit for Selling on RCM Property
  - Special Event Reservation Form
  - *Rental Agreement* Form
  - Facility Fee Form
  - Release and Indemnity Agreement Form

## RESERVATIONS

1. A *Rental Agreement* must be completed by all groups and submitted to the Masjid Administrator at least 2 weeks (14 days) in advance of the activity. The *Rental Agreement* provides for every area of the Masjid. All facilities, set-ups and other service needs (i.e. food, sound, etc.) must be included on the form.
2. A Masjid Administrator will meet with the user, or a representative, when the reservation is made to review conditions of the Masjid for usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation.
3. All Masjid activities are scheduled on the master calendar.

Approval Guidelines for the space request use shall be as follows:

1. All activities shall be approved pending availability of space and the priority schedule, and must be consistent with RCM's mission statement and the building use philosophy.
2. No date is placed on the calendar until the form has been submitted and approved by the Masjid Administrator.
3. Requests from outside groups longer than three months ahead of the use date must have Board approval.
4. Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.

## STEPS TO FACILITY USE SCHEDULING

The committee chair or organization representative is responsible for the following:

1. Fill out a *Room Reservation* form or *Special Event Reservation* form. You may obtain one from the Masjid office or at via the RCM website: [www.roswellcommunitymasjid.org](http://www.roswellcommunitymasjid.org) at least two weeks in advance of the desired date of your event.
2. Approval/denial of your reservation request will be emailed within 48 hours. If approved, a copy of the *Rental Agreement* form will be sent to you via email.
3. You have 48 hours to return the completed *Rental Agreement*, *Set-Up* form, rental fee and security deposit in person to the Masjid office in order to lock in your event date. Events are not scheduled until after the receipt of a completed *Rental Agreement*, rental payment and security deposit.
4. Schedule a walkthrough of the facility with Masjid Administrator prior to the date of your event.

## FACILITY ELIGIBILITY GUIDELINES

The facilities and equipment of the Roswell Community Masjid exist for the primary purpose of being used by its members to practice and propagate Islam in the United States of America by

providing religious, educational and recreational facilities for members of the public at large. The Islamic Center is based on the following:

1. A *Room Reservation* and/or *Special Event Reservation* form must be completed for all individuals/groups requesting facility use.
2. A *Rental Agreement* form may be required for outside groups.
3. Facilities are not available to outside groups for fund raising or for profit making activities.
4. Organizations engaged in partisan political campaigns are not eligible to use RCM facilities for their programs. The facility may be used as a polling place for elections.
5. Certificate of Liability and Property Damage insurance coverage naming Roswell Community Masjid of Roswell, GA as an additional insured MUST be on file prior to the date of the event by all outside groups to RCM for the purpose of covering liability and property damage or accidents that might occur on Masjid property.

#### **CRITERIA TO DETERMINE BUILDING USE:**

1. Activity supports the RCM vision and mission
2. Space availability
3. How use impacts other programs
4. Evaluation of safety/legal issues
5. Group understands respect for the property

#### **PRIORITIES FOR USE OF SPACE, FACILITIES, AND EQUIPMENT**

All groups and organizations, including RCM staff and committee chairs, are required to schedule facility and equipment use through the Masjid Administrator or office administrator.

RCM reserves the right to approve or deny requests without explanation. In cases of doubt about the appropriateness of a planned activity, the matter shall be referred to the Board.

Priority for assignment and use of RCM facilities shall be given in the following order:

- 1. Free Use - All Regularly Scheduled Services and Recognized Departments/Groups Within the Masjid:**
  - a. Imam/Worship Services - (i.e. daily salah, salatul Jummah, tarawih, etc.)
  - b. Regularly scheduled RCM sponsored-activities and programs - (i.e. halaquas, committee meetings, small group meetings, educational programs, etc.).Masjid related activities- (i.e. Boy/Cub/Girl Scout meetings, guest speakers, youth programs, seminars, Community Nights, etc.).
  - c. Sponsored RCM uses serving particular community groups and institutional purposes. Examples of these include programs that have non-RCM participants but are managed by RCM personnel, administration and volunteers are in alignment with RCM's mission, such as the NFCC Food Drive, operated by an RCM OT member.
- 2. Direct Costs Fee - Community Groups:**
  - a. Uses by non-profit groups and organizations with a community service purpose for events not sponsored or hosted by RCM. Priority assignment of meeting spaces shall be given to those groups or functions with a regularly established meeting time and place.

- b. Included in this category would be nonprofit organizations and organizations serving the community including private counseling services, language classes, social services organizations and sports programs.
3. **Fair Rental Value Fee – Private Functions and External Groups:**
- a. Private functions and special events sponsored by members of the RCM community (weddings, aqiqah banquets, graduation ceremonies, etc.).

**FEES FOR FACILITY USAGE**

Please note the fee schedule below. Also, be sure to review the Impact/Set-Up Fee, and Staffing Fee schedule following the basic fee table.

The Musallah must always remain open to worshippers throughout the entire day and is not available for rental for Group 2 or 3 category activities.

ROOM	Capacity	Group 1 (Free Use)	Group 2 (Direct Costs)	Group 3 (Fair Rental Value)	Security Deposit
Multi-Purpose (alone)*	Accommodates 150 seated at tables or 200 for lectures.	No Charge	\$35 – 2 hours \$15 ea. additional hour \$100 – full day	\$200 – 2 hours \$50 ea. additional hour \$500 – full day	\$150
Multi-Purpose (w/kitchen)*	Accommodates 150 seated at tables or 200 for lectures.	No Charge	\$50 – 2 hours \$15 ea. additional hour \$150 – full day	\$250 – 2 hours \$75 ea. additional hour \$800 – full day	\$200
Kitchen	Accommodates 10-15.	No Charge	\$12 – 2 hours \$10 ea. additional hour \$60 - full day	\$50 – 1st hour \$20 ea. additional hour \$200 – full day	\$50
Media Center	Provides seating for up to 50.	No Charge	\$35 – 2 hours \$15 ea. additional hour \$100 – full day	\$100 – 2 hours \$30 ea. additional hour \$300 – full day	\$50
Cafe / Break Room	Accommodates 30.	No Charge	\$12 – 2 hours \$10 ea. additional hour \$60 - full day	\$50 – 1st hour \$20 ea. additional hour \$200 – full day	\$50
Classroom (small)	Seats 12 students; classroom set-up.	No Charge	\$12 – 2 hours \$10 ea. additional hour \$60 - full day	\$25 – 1st hour \$15 ea. additional hour \$150 – full day	\$25
Classroom (large)	Seats 20 students in a classroom environment.	No Charge	\$30 – 2 hours \$15 ea. additional hour \$100 - full day	\$35 – 1st hour \$20 ea. additional hour \$200 – full day	\$50
Basketball Court	Accommodates up to 2 teams at a time.	No Charge	\$50 – 1st hour \$20 ea. additional hour \$200 – full day	\$50 – 1st hour \$20 ea. additional hour \$200 – full day	\$50

\*Additional set-up and custodial fees will be charged depending on set-up needed and food service.

## Set-Up and Impact Fees

	0-20 people	21-99 people	100+ people
Minimal Set Up (theatre style)	\$25	\$35	\$50
Substantial Set Up (banquet style)	\$50	\$75	\$100

Set-up/impact fees are charged at the discretion of the Masjid Administrator taking into account factors such as utilities, number of participants, wear and tear on the flooring, use of any special equipment, food and drink, custodial fees, etc. Based on these factors, impact fees may be in excess of these guideline amounts.

## Staffing Fees - Hourly

Childcare	\$12
Kitchen Attendant	\$12
Event Attendant / Host / Hostess	\$12
Audio Visual Technician	\$20
Custodial	\$12

## FACILITY USE GUIDELINES

RCM has a wide range of groups utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event.

Set-up and clean-up time must be included in the per hour rental cost for all Group 2 and Group 3 events. We are unable to open the building prior to our set operational hours or stay open later than our set hours for a rental. If no individual is available to staff the building during these off-hours, usage may be denied. The assigned custodian or staff person will serve as the RCM's representative should questions or needs arise during the event.

To make your event and others enjoyable, please adhere to the following guidelines:

### 1. Indemnification / Liability / Insurance:

1. The user shall be fully responsible for and shall indemnify and hold RCM harmless from any damage to objects or property belonging to the user and for any personal injury incurred during or as a result of such use. The user is responsible for obtaining all permits and licenses necessary for the proposed activities. The user also agrees to abide by the regulations listed below and by the scheduled hours of use.

2. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility. RCM reserves the right to revoke permission to use a meeting room and substitute facilities where possible, should the need arise.
3. As a condition for use of the facility, the person signing the *Rental Agreement* shall procure Comprehensive General Liability (CGL) Insurance naming Roswell Community Masjid as a Name Insured or Additional Insured having the same coverage and coverage limits as the "Named Insured". The CGL policy shall have bodily and personal injury coverage limits of no less the \$1 million and property damage coverage limits of no less than \$500,000. The CGL policy must include effective dates covering the time period user has contracted to use the facility. At least 48 hours before user commences use of the facility, it shall provide written proof of its procurement of the CGL policy required by this provision, including an acknowledgement by the insurance carrier providing the CGL policy that if the CGL policy is cancelled for any reason prior to the effective dates identified in the policy, it will immediately notify, in writing, RCM of the cancellation.

## 2. Agreement:

1. All community groups, private organizations or individuals belonging to Group 2 and 3 require a signed *Rental Agreement* form and a set-up/impact fee and security deposit according to the approved fee schedule to use RCM facilities. Deposit will be refunded to user if no damage or cleaning is required. If damage exceeds deposit, user will be billed the full cost of the repair.
2. The person signing the *Rental Agreement* must be an adult over the age of 18. This responsible person must be present for the duration of the function and shall be responsible for maintaining all rules and policies. During meetings or functions, an adult must oversee the use of facilities and buildings.
3. The *Rental Agreement* must be received no later than two weeks prior to the scheduled event. Such agreement must be in a complete and confirmed status when received by the Masjid Administrator. Failure to meet with this deadline will result in the release of tentative date of use to another party.
4. All events are subject to review by the Masjid Administrator, Board, or a committee established by the Board to review such requests. The Board reserves the right to reject any request or to cancel any *Rental Agreement* in the event of an emergency, which requires that the facility be available to RCM for its use at the same time as the scheduled event.
5. The rental only includes the use of the room and bathroom facilities. Guests are not permitted to use the equipment in the building unless included in the *Rental Agreement*. The rental group cannot expand into the hallway and the lobby. Unauthorized rooms will be locked; all individuals who have access to classroom, offices or other meeting rooms, are to respect other people's property by not disturbing the room setup. This includes pictures, chalkboards, decorations, supplies, audiovisual equipment, coffee pots, etc.

## 3. Advertising:

1. Authorization for use of RCM facilities shall not be considered as endorsement of or approval of the activity group or organization nor for the purposes it represents. All uses will be by written contract. Any advertising or announcement by the user must



include the following statement: "This program is sponsored by (name of user). Use of RCM facilities does not constitute support of or endorsement by the Roswell Community Masjid." In a print advertisement or announcement, the disclaimer must be the same size as the font used to announce the location of the program. The remedy for failure to comply with this provision will be to immediately rescind the facility use contract.

2. The attachment of decorations and other materials to walls shall be done only with the consent of the Masjid Administrator or designee. Tacks, nails, wire, tape, or other materials likely to damage finished surfaces should only be used for fastening permanent or semi-permanent items such as white erasable boards, chalkboards, and bulletin boards.
3. The Masjid office is not to be used as a mailing address for community groups, and RCM employees will not be asked to do secretarial work or perform other services for community groups.

#### **4. Schedule of Needs:**

1. RCM facilities may only be used between the hours of 8:00 a.m. and 10:00 p.m. unless otherwise approved. Masjid events/activities shall cease at 10:00pm and building should be cleaned/emptied by 11:00pm. Program schedule must be arranged to plan breaks at prayer time.
2. Specific arrangements for schedules, times, personnel, equipment, and supplies shall be made through the Masjid Administrator no later than two weeks prior to the scheduled event. RCM assumes no obligation to meet any changes in requests and/or arrangement that have not been stated in the completed building use agreements.

#### **5. Building Maintenance / Set-Up:**

1. Use of the Roswell Community Masjid shall conform to fire and safety ordinances. Activities and programs are limited to the space that is assigned. The user must provide sufficient supervision for crowd control, ticket sales, ushers, security of personal property and enforcement of the facility Rules, and applicable state laws and local ordinances.
2. All groups must provide a set up plan to the Masjid Administrator when the reservations are made and provide all their own supplies (linens, catering equipment, decoration, etc.).
3. Set-up and clean-up time must be included in the per hour rental cost. We are unable to open the building prior to our set operational hours or stay open later than our set hours for a rental.
4. The person/s in charge of an activity must be instructed on building security, the use of the heating and air conditioning, kitchen equipment, garbage disposal(s), lights, fire alarm system, and know how to operate the fire suppression equipment.
5. The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event. Those responsible for an activity in the RCM will ensure inside and outside trash is to be bagged, tied, and disposed in the rear dumpsters for pickup. All spills are to be wiped up immediately. **A report of spillage or damage shall be made to the Masjid Administrator as soon as possible.**

## **6. Supervision / Safety:**

1. When children are in attendance they must be under the control of their parents or adults at all time and are not permitted to roam freely on Masjid property. All children's or youth activities shall be supervised by a ratio of 1 adult per 8 children at all times.
2. Running, playing or any physical sport activity inside the building is strictly prohibited.
3. The following items are not allowed in or on Masjid property:
  - Weapons
  - Alcoholic beverages
  - Tobacco products
  - Controlled substances/drugs
  - Pets
  - Chewing gum, uncooked rice, birdseed, confetti, candles, glitter and any other damaging debris
  - Anything that would distract from an Islamic atmosphere

## **7. Furniture / Equipment / Storage:**

1. Masjid office equipment is restricted and is for Masjid use only. The equipment is to be used only by staff or with approval.
2. Masjid furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the Masjid will be used exclusively for Masjid functions and may not be removed from the premises. No equipment or furnishings in the Roswell Community Masjid are to be removed from the building for personal use. If equipment or furnishings are needed off-site for RCM-related activities, approval must be obtained from the Masjid Administrator and the items signed out of the RCM Office.
3. No clothes, towels, sports equipment, shoes, or other personal items shall be stored in the Masjid facilities. If items are left in the building, they will be disposed of immediately after the event. Roswell Community Masjid is not responsible for damaged, lost, or stolen personal items.
4. The Masjid is not required to provide storage for the property of community groups using its facilities, and is not responsible for equipment, supplies, or property belonging to such groups or their members, or items left behind by participants. Catering equipment and event supplies must be delivered on the day of the event, and removed immediately at the conclusion of the event. We ask to know in advance when equipment will be delivered to the Masjid.
5. If furniture or equipment is to be moved, it must be done with the permission of the Masjid Administrator to maintain the quality of the building's furniture and equipment, and prevent damage. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement. All RCM equipment will be returned to designated locations at the end of each activity.

6. Use of rollerblades, roller skates, skateboards, and sports equipment inside RCM facilities is prohibited. This includes but is not limited to basket balls, soccer balls, footballs, and any other outdoor recreation equipment. Exceptions include ping pong and air hockey balls.

#### **8. Conduct / Decorum:**

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. The Musallah may be used only for worship, nikahs, funerals and educational and civic activities as are appropriate to worship space. No footwear, food or drinks are permitted in the Musallah.
3. Modest dress is required at all times.
4. No foul language will be allowed.

#### **9. Food & Beverage:**

1. Food and beverages may be consumed only in non-carpeted rooms and by approval of the Masjid Administrator. No footwear, food or drinks are permitted in the Musallah.
2. Cooking in the Masjid is strictly prohibited. Small freezer and refrigerator space is available. All food left over after an activity must either be removed upon the completion of the event. With the exception of water bottles, any food left overnight at RCM will be disposed of in a manner deemed appropriate by the RCM administration. There is no ice available.

#### **10. Parking:**

1. The rental group is responsible for their guests parking requirements when the existing parking is not sufficient. The group is responsible for making arrangements for additional parking.

#### **11. Inspection / Cancellations / Security Deposit:**

1. The user will have the opportunity to inspect the physical condition of the facility, and will be made fully aware of the physical condition of facility, and accepts the use of the facility in an "as is" condition, and agrees to comply with all terms and conditions of the *Rental Agreement*, including the "Indemnification provision, knowing the physical condition of the facility."
2. The individual who signed the reservation request shall be responsible for compliance with all building usage policies and for the cleanliness and orderliness of that space at the conclusion of the activity. Failure to comply will result in loss of the damage deposit and/or loss of the use of facilities. Any damage to the Masjid facility or property resulting from misuse by persons or groups will be the responsibility of the person signing the *Rental Agreement*.
3. All community groups, private organizations or individuals belonging to Group 2 and 3 require a signed *Rental Agreement* form and a set-up/impact fee and security deposit according to the approved fee schedule to use RCM facilities. Deposit will be refunded

to user if no damage or cleaning is required. If damage exceeds deposit, user will be billed the full cost of the repair.

4. A 10% administrative fee will be charged for cancellations more than 60 days before the event. A 20% administrative fee will be charged for cancellations less than 30 days before the event. The entire rental fee will be retained if the event is cancelled less than 14 days prior to the event.
5. Any refundable deposits and any must be picked up during regular business hours within 2 weeks of the event. Uncollected deposits will be considered a donation to the Masjid. Uncollected lost property will be donated to any charitable cause.

## **POLICIES AND GUIDELINES GOVERNING THE USE OF FACILITIES**

### **Mission Statement**

RCM strives to please Allah SWT by establishing a mosque and community center that embodies Islamic ideals as derived from authentic interpretations of Quran/Sunnah and upholds its moral standards becoming a model to those around it contributing positively to its immediate congregation in particular and the greater society in general.

RCM has been blessed with a wonderful facility to carry out the mission of the Masjid. Therefore, proper oversight must be given to these facilities to ensure that:

1. Adequate facilities exist to effectively carry out the Masjid's objectives and goals
2. Users exercise proper care and safety
3. Such facilities are properly protected against loss or misuse
4. Wise stewardship is being expressed through energy conservation, cost reductions and
5. safety measures
6. The life of the facilities is extended through a proper maintenance program.

### **GENERAL POLICIES**

The policy of Roswell Community Masjid is to allow its facilities to be used by individuals and community organizations so far as this does not interfere with the organization of the Masjid and is not in conflict with the fundamental practices and teachings of Islam. The fact that a group is permitted to meet in the Masjid does not constitute an endorsement by RCM of the group's policies or beliefs.

The only authentic sources of Islam are the Holy Quran and Sunnah (Practices) of the Prophet Mohammad, the final messenger (peace be upon him).

Sect or *school of thought* are a matter of personal preference. They are a private matter and not an RCM policy.

Islam is the universal message of Allah. Muslims are identified primarily as Muslims and not as ethnic group, race, color or tribe.

Ethnic activities, or overtones, are not allowed at RCM. Arabic is taught as the language of the Holy Quran. The language of communications and conducting the activities of RCM is English, the language of the land.

Men, women and our youth are equally responsible to put in the effort to formalize the policies, design and implement the plans for RCM.

The affairs of Muslims should be handled through consultation (Shura) that results in, and guards discipline and organization. RCM has the role of reminding and not of compelling or dictating.

We do not judge or classify Muslims. We ask Allah for guidance and acceptance. Political discussions and awareness can be a part of the Islamic activities. However, they should be geared towards the interest of Islam and Muslims in USA.

Alcoholic beverages are strictly prohibited on RCM property.

Smoking and the use of tobacco products are prohibited inside buildings—including outside within 10 feet of doorways.

Children or youth under age 18 may not use the building and grounds unless they have adequate adult supervision.

Meetings, parties, and activities that result in private financial gain will only be allowed where deemed appropriate by the Board and will be charged at a rate to be determined by the Masjid depending on the type of activity.

The sound system at RCM has been professionally designed and installed. No additions or changes to the sound system shall be made under any circumstances.

Masjid equipment is not to be loaned outside the RCM facility and grounds (except for equipment used for Masjid-sponsored activities) unless approved by the Masjid Administrator.

Political parties may not attach or display political advertising on any part of the Masjid property.

## **ADVERTISING, PUBLICITY, PROMOTION AND ENVIRONMENTAL PRINT**

1. Any outside group using publicity material and/or making public service announcements in which the Roswell Community Masjid name is used must have prior approval by the Board.
2. Authorization for use of RCM facilities shall not be considered as endorsement of or approval of the activity group or organization nor for the purposes it represents. All uses will be by written contract. Any advertising or announcement by the user must include the following statement: *"This program is sponsored by (name of user). Use of RCM facilities does not constitute support of or endorsement by the Roswell Community Masjid."* In a print advertisement or announcement, the disclaimer must be the same size as the font used to announce the location of the program. The remedy for failure to comply with this provision will be to immediately rescind the facility use contract. The sale of admission tickets to the event must be handled by the user with the approval of the Masjid Administrator.
3. Postings that appear on the Masjid walls, bulletin boards or any other posting device must have the RCM insignia stamp, otherwise they are subject to immediate removal.

4. To insure the preservation of our walls, any approved postings must be affixed by the Masjid Administrator and/or designee. The use of decorations, the changing of furniture, attachment of materials to walls, and items of a similar nature shall be done only with the advice and consent of the Masjid Administrator and/or Board.

### **LEADING SALAH, JUMMAH KHUTBAH, AND PUBLIC SPEAKING**

The assigned Imam is the leader of all prayers. In his absence the junior/assistant Imam will lead. In his absence, any of the present Board members will assign a brother to lead the prayers. In their absence any of the committee heads shall take that task and if they are absent then the brothers present to pray will choose from among themselves one to lead. All Jummah Khutbahs (Friday Sermons) are to be delivered by brothers from a Board approved list. Public speakers (brothers or sisters) should also be on a Board approved list as well.

### **SALAH TIMING**

The RCM Governing Board will be responsible for the development and circulation of the salah schedule.

### **MOON SIGHTING**

The RCM Governing Board will be responsible for establishing all moon sighting pronouncements.

### **OVERNIGHT PROGRAMS AND SLEEPING IN THE MASJID**

Overnight stays are not permitted at this time. Exceptions to this policy are at the discretion of the RCM Governing Board.

### **SELLING, SOLICITATION AND FUNDRAISING**

1. An approved RCM Permit for Selling on Masjid Property is required in order to sell or solicit funds on Masjid property.
2. Vendors must comply with all state and local health laws.
3. No selling will take place from the time of Adhan until the end of Salah.
4. The Masjid Board reserves the right to revoke this permit at any time without explanation.
5. The vendor's donation is \$20 per event.
6. The permit must be obtained 48 hours in advance.
7. The Masjid Board is under no obligation to inform the vendor if someone will be providing the same service for free that day.
8. No Masjid property (tables, chairs, etc) will be borrowed, moved, or re-arranged.
9. All items for sale must conform to Shari'ah guidelines and are subject to approval by the RCM Governing Board.
10. The vendor is responsible for cleaning the area before he/she moves.
11. Tables and goods must not block the free flow of traffic.
12. This permit must be posted by vendor at all times.

### **FOOD SERVICE AND COOKING**

1. Use of the kitchen and its equipment must be made with prior arrangement of the Masjid Administration.
2. Cooking is strictly prohibited in the Masjid.
3. There is NO food allowed in the prayer areas, classrooms, and Multipurpose Room. Exceptions to this policy may be granted under special consideration by the Masjid Administrator to serve dry snacks such as pretzels, gold fish, crackers, etc. for extended programs such as the weekend school, all day seminars and workshops, etc.
4. Beverages including tea and coffee can be served in the kitchen, Multipurpose Room and Cafe only.
5. Soda, juice and any other non-clear beverages may not be consumed on Masjid property without the express written consent of the Masjid Administration.
6. Spills must be cleaned immediately.

### **DRESS**

1. Modest attire is required at all times.
2. Shoes are to be removed and stored in the shoe racks or neatly placed in a minimal traffic area along the side of the walls.

### **ENTERTAINMENT**

Public singing, dancing and instrumental music is strictly prohibited.

### **ACCEPTABLE USE FOR LAN AND INTERNET ACCESS, COMPUTER, INTERNET, E-MAIL AND ELECTRONIC NETWORKS**

Instructional Media Services and Programs Use of Use of computers, LAN, internet access, e-mail, electronic networks, instructional media services/materials/programs is a privilege granted by the center and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

1. Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate organization purposes.
2. Misrepresenting oneself or the organization.
3. Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way.
4. Engaging in unlawful or malicious activities.
5. Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the organization's or other networks/systems.
6. Using abusive, profane, threatening, racist, offensive, or otherwise objectionable language in either public or private messages.
7. Sending, receiving, or accessing pornographic materials.
8. Becoming involved in partisan politics.
9. Causing congestion, disruption, disablement, alteration, or impairment of the organization's networks or systems.

10. Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned.
11. Defeating or attempting to defeat security restrictions on company systems and applications.
12. Visiting any inappropriate websites as defined by the organization which will have the right to define as such and block access to using a firewall that monitors and logs system activity.
13. Using any inappropriate instructional media services/materials/programs as defined by the organization.

## **MAINTENANCE**

Any maintenance items in the center including repairs, additions, or modifications for example must be done with the Board's approval.

## **ENVIRONMENTAL CONSERVATION PRACTICES**

The Roswell Community Masjid actively promotes environmental awareness and conservation practices. The center encourages saving and discourages waste to the maximum extent possible. To that effect attendees are asked to conserve by using reasonable amounts of water and paper towels (if available) during and after Wudu' (ablution) and to adhere to the following policies:

1. **Recycling** – RCM recycles cardboard, mixed paper, bottles, cans, plastics, cell phones, batteries, and toner cartridges. Recycling of paper and of bottles and cans as feasible is part of every RCM classroom, staff room and administration area. Recycling of bottles, cans and paper if feasible, in break areas and classrooms, is expected. All construction and demolition materials shall be reused or recycled in the appropriate manner, to the greatest extent possible. Each classroom is responsible for recycling. All items must be rinsed out before placing in the recycling bins. An adult will be supervising the recycling at an announced time and children will be asked to help at the station in leadership and responsibility roles.
2. **Reuse and Reduction** – The RCM community promotes our use of source reduction and recycled products whenever feasible.
3. **Procurement** – We purchase source reduction products and/or recycled products containing the highest amount of post consumer material practicable, or when post consumer material is impracticable for a specific type of product, containing substantial amounts of recovered material. Such products must meet reasonable performance standards, be available at a reasonable price and be available within a reasonable time. All equipment, leased or rented, shall be compatible with the use of source reduction and recycled products.
4. **“Pack it in, pack it out”** - Students are asked to take home the food waste and paper trash sent from home to create a feedback loop about food waste and packaging for parents. At Masjid-sponsored social gatherings and camping events, it is recommended that those participating practice “pack-in and pack-out”, i.e. bring dishes and utensils for their own use and take them home for cleaning.
5. **Composting** – RCM works to uphold the sunnah and to divert solid waste from the landfill by minimizing food waste at all community functions and composting whenever possible.



6. **Paper Products and Disposables** - Vendors providing food are asked not to use styrofoam containers and to avoid over-packaging. It is understood that there are times when, having considered all best environmental practices, paper products must be used. Styrofoam should be avoided at all times, as it does not decompose. Whenever possible, RCM will provide re-useable cups, dishes, flatware and napkins for Masjid-sponsored functions.

Conservation practices by recycling, reusing, and reducing are our Islamic duty and good for the environment by saving natural resources. They decrease pollution, decrease landfill space, and decrease energy from trips to the store. Most of all, they send a powerful message to our children and families: that we feel responsible to be good role models to them and our community as *khalifatul ard*.

### **BUILDING ACCESS - KEYS, ACCESS CODES AND CLOSURE**

1. To secure the building and prevent misuse, the Building Access Policy is necessary for controlling the number of keys and access codes given out. Everyone receiving a key or code must sign for it, and the approved key/code holders list will be reviewed and re-approved every year, or as deemed necessary by the RCM Board. When a key/code holder no longer needs access to the building, he/she should return the key promptly. (If a key is lost, a replacement key will be issued at a cost of \$5). If a key/code holder moves away, he/she will return the RCM key(s) to the Masjid Administrator prior to the move.
2. Individuals directly involved with the committees of the Masjid who need access to the Roswell Community Masjid will, upon their request, be issued a key/code to the outside door and, if appropriate, a key to the inside rooms. Requests for keys to RCM by all other individuals must be approved by the RCM Governing Board and/or administration.
3. The person responsible for an activity (or a designated key/code holder) will unlock the RCM for a scheduled event and immediately following the event complete the Facility Checklist, shut off all lights, and lock and check all outside doors to ensure the buildings are secure.
4. The person responsible for an activity (or a designated key/code holder) must immediately report any spills, maintenance problems and damages to the Masjid Administrator.
5. After building use, the person responsible for an activity must clean up all the areas used, turn out lights, close windows and return remove all trash to the exterior dumpster. The area should be returned to the same condition as before use.

## APPENDIX

- Reservation Request Form
- Room Set-Up Request
- Key/Code Issuance Form
- Facility Checklist
- Overnight Activities Request Form
- Permit for Selling on RCM Property
- Special Event Reservation Form
- *Facility Use Agreement* Form
- Facility Fee Form
- Release and Indemnity Agreement Form



## Roswell Community Masjid Room Reservation Request Form

Name of Committee/Group: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Ph. # \_\_\_\_\_ Email: \_\_\_\_\_

Description of event or program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is a fee charged? \_\_\_Yes \_\_\_No      If yes, what is the amount? \_\_\_\_\_

What does the fee cover? \_\_\_\_\_  
\_\_\_\_\_

Is your event/program recurring? \_\_\_Yes \_\_\_No

If *no*, what is the date: \_\_\_\_\_, start time: \_\_\_\_\_, and end time: \_\_\_\_\_?

If *yes*, please list the following:

Date your event/program begins: \_\_\_\_\_

Day of the week/dates: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Which room(s) do you wish to use? \_\_\_\_\_

I understand and agree to the following:

- Salah and educational programs of RCM take precedence in building use.
- The space must be left as it was found (see Facility Use Policy for details).
- Your group is responsible to open the building and lock it after use and for security while you are using the building.
- Persons and property will be respected while your group is using the building.
- Your group is responsible for making monetary restitution for all damages to the building.
- All rules defined in the Facility Use Policy must be followed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Roswell Community Masjid

## Room Setup Request (Private Functions)

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Program/Event Title: \_\_\_\_\_ Event Timing - From: \_\_\_\_\_ To: \_\_\_\_\_

Room(s) Needed: \_\_\_\_\_

**DIAGRAM OF ROOM SETUP**  
*Draw diagram showing location and number of chairs, tables, other special equipment needs*

**OTHER SPECIAL EQUIPMENT NEEDS**

<input type="checkbox"/> White Board <input type="checkbox"/> Easel <input type="checkbox"/> TV/DVD <input type="checkbox"/> LCD Projector	<input type="checkbox"/> Extension Cord <input type="checkbox"/> AV Equipment (microphone, LCD screen) <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
---	---

**FOR OFFICE USE ONLY**

<input type="checkbox"/> Approved and Scheduled <input type="checkbox"/> Not Approved Reason(s) _____	Assigned: _____ Date: _____
Authorized Signature _____ Date: _____	



## Roswell Community Masjid Key/Code Issuance Form

Name of Organization/Group/Program: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Ph. #: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for key/code: \_\_\_\_\_

Date key/code issued: \_\_\_\_\_ Date key/code returned: \_\_\_\_\_

Which key(s) issued? \_\_\_\_\_ Person issuing key(s)/code: \_\_\_\_\_

I understand and agree to the following:

- No copies of this key may be made.
- Distribution of any access code is strictly prohibited.
- If it is necessary to transfer the key/code to another person, another key/code issuance form must be filled out.
- The key/code is to be used for the above stated use only.
- Acceptance of the key/code deems you responsible for making sure the Facility Use Policy is followed while you or your organization are using the building.
- Key(s) must be surrendered upon request.
- RCM reserves the right to revoke building access privileges at any time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Roswell Community Masjid Facility Checklist

Purpose: To ensure that all users of the Masjid leave it in a clean, presentable manner following their activity, the persons responsible for the activity are required to fill out the maintenance checklist below, sign it, and drop it in the Masjid "Operations" box.

### User Checklist for Maintaining the Masjid

1.  All tables and chairs wiped clean and returned to designated positions
2.  Dishes, pots and pans, and utensils washed, dried, and returned to storage locations
3.  Countertops and sink wiped clean
4.  Microwave washed clean of spills and spatters
5.  All tiled floors swept and carpeted floors vacuumed
6.  Bathroom and kitchen floors mopped and counters wiped clean
7.  Leftover supplies removed from the Masjid (do not leave anything in the Kitchen or it WILL be disposed of).
8.  Inside trash can bags (including bathrooms) tied and taken to the dumpster to prevent foul odors (If the dumpster is full, please place tied bags in garbage cans behind the dumpster.). Uncontaminated paper, plastic, metal and cardboard recyclables stored in their proper containers
9.  Trash cans relined with proper size bags (which are kept in kitchen closet)
10.  Storage closets left clean and in order
11.  All interior doors and windows are closed and locked
12.  Carpet inspected and any spills wiped up immediately
13.  Supplies, furniture and equipment returned to their proper place
14.  Sound system turned off and computers shut down
15.  Heating or air conditioning adjusted or turned off at the thermostats and lights turned off in all rooms (including bathrooms).

**\*Please call the Masjid Administrator to arrange to leave any items on the premises (permission must be granted to leave supplies, equipment, packaged foods, etc.).**

NAME OF GROUP/INDIVIDUAL USING MASJID: \_\_\_\_\_

AREAS USED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## Roswell Community Masjid Overnight Stay Request Form

Name of Committee/Group: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Ph. # \_\_\_\_\_ Email: \_\_\_\_\_

Description of event or program: \_\_\_\_\_

\_\_\_\_\_

Is a fee charged?  Yes  No      If yes, what is the amount? \_\_\_\_\_

What does the fee cover? \_\_\_\_\_

Is your event/program recurring?  Yes  No

If *no*, what is the date: \_\_\_\_\_, start time: \_\_\_\_\_, and end time: \_\_\_\_\_?

If *yes*, please list the following:

Date your event begins: \_\_\_\_\_ Day of the week/dates: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Which room(s) would you like to use? \_\_\_\_\_

I understand and agree to the following:

1. The youth and his guardian will be responsible for paying the cost of any damage he/she causes to Masjid property.
2. Overnight stays are permitted for children 10 years and older.
3. There must be at least 1 adult present for every 8 youth with a minimum of 2 adults spending the night.
4. Youth may spend the night only for RCM sponsored activity.
5. All overnight guests must clean the facility in accordance with the Facility Checklist.
6. The youth will follow the program arranged by the youth committee leaders.
7. Legal guardian will be called and the youth will be sent home if he/she causes a disruption in the Masjid.
8. Legal guardians must pick up their youth at the pre-determined time established by the youth committee.

I agree to abide by the policy stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Roswell Community Masjid Permit for Selling on RCM Property

### Policy:

1. All vendors must comply with all state and local health laws.
2. No selling will take place from the time of Adhan until the end of Salah.
3. RCM reserves the right to revoke this permit at any time without explanation.
4. The vendor's donation is \$20 per event (payable in advance of the date of sale).
5. The permit must be obtained 48 hours in advance.
6. The Masjid is not responsible for informing the vendor if someone will be providing the same service for free that day.
7. No Masjid property (tables, chairs, etc) will be borrowed, moved, or re-arranged.
8. All items for sale must in accordance with shari'ah.
9. Food and drinks may not be sold inside the RCM facility (exceptions may be made if using the outdoor parking area or sidewalk).
10. The vendor is responsible for cleaning the area before he/she moves.
11. Tables and goods must not block the free flow of traffic.
12. This permit must be posted by vendor at all times. (He/She may want to laminate the permit for long-term use).
13. All selling permits expire automatically on December 31<sup>st</sup>. Use after expiration requires a new permit.

I agree to abide by the policy stated above.

What is the purpose of your sale?: \_\_\_\_\_

\_\_\_\_\_

What items will be sold?: \_\_\_\_\_

\_\_\_\_\_

Date your sale begins: \_\_\_\_\_ Day of the week/dates: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Which room(s) or location will you be using? \_\_\_\_\_

Vendor's Name: \_\_\_\_\_

Vendor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of RCM Board Representative: \_\_\_\_\_





## Roswell Community Masjid Special Event Reservation Form

Name of Contact Person Responsible For the Event: \_\_\_\_\_

Ph. # : \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

How Many Guests Are Your Expecting?: \_\_\_\_\_

Nature of Event?  Wedding  Recital  Educational Seminar  Other: \_\_\_\_\_

What Areas/Rooms Would You Like to Use?  Multipurpose  Classrooms  Kitchen  Cafe

Are You Serving Food?:  None  Full Meal  Refreshments  Coffee/Tea

Need Access to Kitchen?  Yes  No If yes, for what purposes? \_\_\_\_\_

List all dates/times when you will need access to the building: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I understand and agree to the following:

- The space must be left as it was found (see Facility Use Guidelines for details).
- Persons and property will be respected while your group is using the building.
- Your group is responsible for making monetary restitution for all damages to the building.
- All rules defined in the Facility Use Policy must be followed.
- All fees must be paid in full 30 days prior the event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Roswell Community Masjid Rental Agreement

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name(s) of contracting individual(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Organization: \_\_\_\_\_

Email Address (required): \_\_\_\_\_

Nature of Event?  Wedding  Recital  Educational Seminar  Other: \_\_\_\_\_

What areas of the Masjid to be used?  Multipurpose  Classrooms  Kitchen  Other

For what activities? \_\_\_\_\_

Date(s) of use: \_\_\_\_\_ From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

No. of Guests: \_\_\_\_\_

Food:  None  Full Meal  Refreshment  Coffee/Tea

Need access to Kitchen?  Yes  No If yes, for what purposes? \_\_\_\_\_

**INDEMNIFICATION/HOLD HARMLESS CLAUSE:** The above contracting individual(s) does each personally contract to indemnify and hold Roswell Community Masjid harmless from and against any damages, claim, or demand arising out of the use of Roswell Community Masjid premises by any person participating in, or present because of, the scheduled activity and agree to reimburse RCM for any expenses incurred defending such claim or demand.

CONTRACTING INDIVIDUALS promise to closely supervise all activities on RCM premises, protect the property of Roswell Community Masjid, and strictly observe the following rules:

1. Using individual or organization is required to obtain any necessary insurance.
2. This facility is smoke-free.
3. No alcoholic beverages will be possessed or consumed on RCM property.
6. No commercial activity shall be conducted without prior approval.
7. Contracting individual(s) will pay for all damage and cleaning expenses beyond normal and customary use.
8. There must be a minimum of one responsible adult supervisor present at all times for every ten participants or fraction thereof.
9. All rules for the facilities must be observed.
10. This form must be completed, signed by the contracting individual(s) and RCM representative, and rental payment and deposit must be made before the event will be scheduled.
11. Inappropriate behavior or use of the facilities will be cause for immediate termination of the Rental Agreement.

Agreed Fees: \$ \_\_\_\_\_ Per: \_\_\_\_\_

Date Deposit Received: \_\_\_\_\_ By: \_\_\_\_\_

CONTRACTING INDIVIDUAL(S) SIGNATURE

ROSWELL COMMUNITY MASJID SIGNATURE

\_\_\_\_\_  
*Date Signed*

\_\_\_\_\_  
*Date Signed*



# Roswell Community Masjid

## Facility Rental Fee Schedule

Date of Event: \_\_/\_\_/\_\_

NAME OF ORGANIZATION / GROUP: \_\_\_\_\_

### EQUIPMENT REQUEST:

- Audio       LCD Projector       Projection Screen       Easel (#) \_\_\_\_\_
- Chairs (#) \_\_\_\_\_       Tables (#) \_\_\_\_\_       Teapots (#) \_\_\_\_\_
- Others (Please specify) \_\_\_\_\_
- 

### SET-UP / IMPACT / STAFFING FEES:

- Minimal Set-Up - \$25 (1-20 people)       Minimal Set-Up - \$35 (21-99 people)       Minimal Set-Up - \$50 (100+ people)
- Substantial Set-Up - \$50 (1-20 people)       Substantial Set-Up - \$75 (21-99 people)       Substantial Set-Up - \$100 (100+ people)
- Audio Visual Technician - \$20 x \_\_\_\_\_ hours = \$ \_\_\_\_\_
- Childcare Attendant - \$12 x \_\_\_\_\_ hours = \$ \_\_\_\_\_
- Kitchen Attendant - \$12 x \_\_\_\_\_ hours = \$ \_\_\_\_\_
- Event Attendant / Host / Hostess- \$12 x \_\_\_\_\_ hours = \$ \_\_\_\_\_
- Custodial Attendant - \$12 x \_\_\_\_\_ hours = \$ \_\_\_\_\_

Total Set-Up / Impact / Staffing Fees: \$ \_\_\_\_\_

**\*\*OVER\*\***

**ROOM RENTAL FEES:**

ROOM	Group 2 – Community Groups	Group 3 – Private/External Groups	Security Deposit	Total Fees
<b>Multi-Purpose (alone)*</b>	<input type="checkbox"/> \$35 – 2 hours (minimum) <input type="checkbox"/> \$15 x ___ additional hours <input type="checkbox"/> \$100 – full day	<input type="checkbox"/> \$200 – 2 hours (min) <input type="checkbox"/> \$50 x ___ additional hours <input type="checkbox"/> \$500 – full day	\$150	
<b>Multi-Purpose (w/kitchen)*</b>	<input type="checkbox"/> \$50 – 2 hours (min) <input type="checkbox"/> \$15 x ___ additional hours <input type="checkbox"/> \$150 – full day	<input type="checkbox"/> \$250 – 2 hours (min) <input type="checkbox"/> \$75 x ___ additional hours <input type="checkbox"/> \$800 – full day	\$200	
<b>Kitchen</b>	<input type="checkbox"/> \$12 – 1 hour (min) <input type="checkbox"/> \$10 x ___ additional hours <input type="checkbox"/> \$60 - full day	<input type="checkbox"/> \$50 – 1st hour (min) <input type="checkbox"/> \$20 x ___ additional hours <input type="checkbox"/> \$200 – full day	\$50	
<b>Media Center</b>	<input type="checkbox"/> \$35 – 2 hours (min) <input type="checkbox"/> \$15 x ___ additional hours <input type="checkbox"/> \$100 – full day	<input type="checkbox"/> \$100 – 2 hours (min) <input type="checkbox"/> \$30 x ___ additional hours <input type="checkbox"/> \$300 – full day	\$50	
<b>Cafe / Break Room</b>	<input type="checkbox"/> \$12 – 1 hour (min) <input type="checkbox"/> \$10 x ___ additional hours <input type="checkbox"/> \$60 - full day	<input type="checkbox"/> \$50 – 1st hour (min) <input type="checkbox"/> \$20 x ___ additional hours <input type="checkbox"/> \$200 – full day	\$50	
<b>Classroom (small)</b>	<input type="checkbox"/> \$24 – 2 hours (min) <input type="checkbox"/> \$10 x ___ additional hours <input type="checkbox"/> \$60 - full day	<input type="checkbox"/> \$25 – 1st hour <input type="checkbox"/> \$15 ___ additional hours <input type="checkbox"/> \$150 – full day	\$25	
<b>Classroom (large)</b>	<input type="checkbox"/> \$30 – 2 hours (min) <input type="checkbox"/> \$15 x ___ additional hours <input type="checkbox"/> \$100 - full day	<input type="checkbox"/> \$35 – 1st hour <input type="checkbox"/> \$20 x ___ additional hours <input type="checkbox"/> \$200 – full day	\$50	
<b>Basketball Court</b>	<input type="checkbox"/> \$50 – 1st hour <input type="checkbox"/> \$20 x ___ additional hours <input type="checkbox"/> \$200 – full day	<input type="checkbox"/> \$50 – 1st hour <input type="checkbox"/> \$20 x ___ additional hours <input type="checkbox"/> \$200 – full day	\$50	
<b>Total Deposit and Room Rental Fees:</b>				

Total Set-Up / Impact / Staffing Fees (front page): \$ \_\_\_\_\_

Total Deposit: \$ \_\_\_\_\_

Total Room Rental Fees: \$ \_\_\_\_\_

**Total Fees Paid to RCM: \$ \_\_\_\_\_**

FOR OFFICE USE ONLY	
<input type="checkbox"/> Payment Received	<input type="checkbox"/> Check # _____
<input type="checkbox"/> Payment Not Received	Reason(s) _____
<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card
Authorized Signature: _____	Date: _____

# Roswell Community Masjid

## Terms of Agreement and Insurance

### TERMS OF AGREEMENT AND INSURANCE

1. A signed *Rental Agreement* is required before any use of the facilities. The activity shall not be considered scheduled until all deposits and fees have been received. The *Rental Agreement* must be signed by one or more responsible contracting individuals who will be legally responsible to RCM for supervision of use of the facilities, as well as any damage or misuse.
2. The contracting individual(s) will be required to indemnify and to hold RCM harmless from and against any damages, claim, or demand arising out of the use of Church premises by any persons participating in, or present at, the event. The contracting individual(s) will be responsible to assure compliance with the rules as contained in the *Agreement* and any rules posted on the premises.
3. All Multi-Use Agreements shall be on an annual basis. "Multi-Use" is defined as situations in which RCM facilities will be used on an on-going, regular basis. To facilitate record keeping, all arrangements shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup>.
4. Multi-Use Agreements are subject to change based upon RCM needs.
5. As a condition for use of the facility, the person signing the *Rental Agreement* shall procure Comprehensive General Liability (CGL) Insurance naming Roswell Community Masjid as a Name Insured or Additional Insured having the same coverage and coverage limits as the "Named Insured". The CGL policy shall have bodily and personal injury coverage limits of no less the \$1 million and property damage coverage limits of no less than \$500,000. The CGL policy must include effective dates covering the time period user has contracted to use the facility. At least 48 hours before user commences use of the facility, it shall provide written proof of its procurement of the CGL policy required by this provision, including an acknowledgement by the insurance carrier providing the CGL policy that if the CGL policy is cancelled for any reason prior to the effective dates identified in the policy, it will immediately notify, in writing, RCM of the cancellation.