

Guidelines

1. **Islamic Principles:** Activities that violate Islamic Principles are strictly prohibited.
2. **Prayer Times & Duration:** Event should be planned around posted prayer times. All activities must be suspended during regular prayers. All activities must conclude no later than 11 PM.
3. **Fundraising:** All fundraising events require pre-approval by ICF Operation Committee (OC) and a valid IRS 501 (C)(3) certificate to be on file. A separate Fundraising Addendum to the rental agreement must be signed by both parties to hold a fundraising event.
4. **Fees:** All fees and deposits must be received by ICF **at least one week in advance prior** to the scheduled date of the event. If the payment is not received as required, ICF is under no obligation to provide use of the facilities
5. **Deposits:** All deposits cleared from the bank will be refunded after adjustments for damages and for the additional charges for extra time, space and equipment usage.
6. **Media:** Specific approval from the ICF OC is required in advance for any media involvement and for the scope of their presence for the event. Absolutely no pictures are allowed during prayers and other private activities. A designated person must accompany the media at all times to control their access.
7. **Advertisement:** Advertisement at ICF for the event is limited to flyers and posters, for which approval should be sought from the OC in advance. ***The poster should not have any photographs of individuals.***
8. **Announcements:** For public programs, announcement requests can be submitted on ICF's website. Only ICF Board Members or designated committee is allowed to make announcements.
9. **Catering:** Applicants must submit a copy of their caterer's valid California catering license.
10. **Food:** All food served in ICF needs to be **100% Zabihah – Hand Slaughtered (certificate required)** or from the list of approved vendors. ***Currently ALL HFSAA Certified or Chicago Shariah Board Certified restaurants are allowed.***
11. **Liability:** The applicant takes full responsibility for the liability of any statements or programs carried out during the event and/or by any group member during the facility usage. Applicant does not speak on behalf of the ICF. Applicant takes full responsibility for all physical property damages, losses, injuries and accidents.
12. **Parking:** Parking should be in only ICF designated location.
In MZ – This is approx. 200 spots closer to our building. It is not permitted to park in-front of any other building structure and will be subject to towing at owner cost.
13. **Lawful Activities:** All activities must meet all federal, state and local government laws. The applicant will bear total responsibility for any and all consequences including but not limited to immediate eviction from the ICF premises for any infraction of such laws by any individual or group.
14. **Restricted:** The use of ICF facility is restricted to the area rented. If any of the guests or their children uses other areas of the facility, additional space rental fees will be charged and the applicant will be responsible for any additional liability.

ICF Facility Usage Guidelines



15. **Security:** The event organizers are responsible for providing their own security during the events – specially to monitor the entrances and hallways and to prevent damage to the property. If requested, ICF can also provide security guards at an additional cost. The general recommendation is to have one guard for every 50 attendees.
16. **Decorations:** All decorations of any kind are to be put up with blue painters' tape only. The applicant is responsible to ensure that all decorations are taken down without any damage to ICF property, furniture and fixture of any form.
17. **Cleaning & Storage:** The applicant is responsible for removing all trash and moving it to designated receptacles. All applicants' property should be removed from the ICF premises at the end of the event. ***We do not store anything.***
18. **Commercial:** Businesses or professionals engaged in an activity for financial gain or profit are ineligible for rental.