

## GUIDELINES ON CONDUCTING PROGRAMS AT ICBC

*Assalamu alaikum wa rahmatullahi wa barakaatuh!*

The following guidelines relate to conducting programs at ICBC.

ICBC may provide venues and premises to conduct programs and activities at its premises. Those interested in conducting programs and activities at ICBC should make a written request to the ICBC Executive Board via email at [eb@icbrushycreek.org](mailto:eb@icbrushycreek.org), at least six weeks prior to the proposed start date. The following documents shall be submitted, preferably via email, in support of the request.

- Details of the program or activity, such as; Purpose, Target audience, Frequency (one-time or ongoing), Program days; Time slot; Syllabus or topics to be covered; Books/references to be used; Teachers and/or volunteers information, Fees (if applicable); Facility requirements, etc. If ongoing program, provide the start and end dates as well.

Upon receipt of the necessary documentation, ICBC will respond within two weeks of its decision.

ICBC reserves the right to cancel or reschedule any programs/activities due to last minute commitments and/or unpredicted circumstances. In such situations, the concerned parties will be notified as soon as possible.

When using ICBC premises, the following rules shall be followed. Repeated violations might result in revocation of the permission to use ICBC facilities.

Any fees collected shall be submitted to the ICBC Treasurer every month.

At the end of each class or program:

- Fans and lights must be switched off at the end of the program;
- A/C units must be set back to the initial settings;
- Carpets must be vacuumed;
- Chairs and tables must be folded and stored in the proper area;
- Kitchen area must properly cleaned, all utensils washed, and no food leftover in the refrigerator;
- All waste must be dumped in the trash bins;
- All doors must be locked; and
- Partitions, blinds, projectors, projector screen, etc. must be returned to the original location.

Access to Wireless Internet (WiFi) is for the program related use only. Please download any presentations, videos and large files to your laptop at your home before coming to ICBC.

When consuming food or drinks inside the Masjid, please use extra care to protect the carpeted areas.

*Jazakum Allahu Khairan*