

## GUIDELINES ON CONDUCTING YOUTH EVENTS AT ICBC

*Assalamu alaikum wa rahmatullahi wa barakaatuh!*

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 (EB) via email at [eb@icbrushycreek.org](mailto:eb@icbrushycreek.org), at least three 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 or program agenda, Program Lead person; Target audience (Boys or girls), Target age group; Frequency (one-time or ongoing), Program days; Time slot; 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.

The following guidelines specifically apply to youth related programs and activities at ICBC.

- Overnight stay programs must not be mixed gender events;
- Overnight stays require adult (21 years of age and older) supervision;
- At least two adults shall co-supervise during these events;
- Men shall supervise a boys-only event and women to supervise a girls-only event;
- Participants 18 years or younger must have the Parental Consent/Waiver Form for participation;
- Program Leads shall ensure
  - The forms are available before hand for any setup
  - Participants are duly registered and the required forms signed
  - Participants sign in and sign out
  - Participants follow the rules of conducting the program
  - Participants are picked up before leaving
  - Participants stay in designated areas as defined by the EB throughout the program
  - Participants do not leave the premises during the program until being picked up by parents
- For early dismissal, Program Leads need to contact the parents and ensure the child is picked up and properly signed out.

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 program:

- a. Fans and lights must be switched off;
- b. A/C units must be set back to the initial settings;
- c. Carpets must be vacuumed;



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- d. Chairs and tables must be folded and stored in the proper area;
- e. Kitchen area must properly cleaned. all utensils washed, and no food leftover in the refrigerator;
- f. All waste must be dumped in the trash bins;
- g. All doors must be locked; and
- h. Partitions, blinds, projectors, projector screen, etc. must be returned to the original location.

Access to Wireless Internet (Wi-Fi) 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.

*Jazakum Allahu Khairan*

The Executive Board  
Islamic Center of Brushy Creek