



ICI Activity Approval Guidelines

1. The ICI activity approval form must be filled out and submitted via email at least 7 days before the start of the activity.
2. The activity cannot start until an approval letter/email is sent to the activity organizers.
3. Once approved, no change in the activity schedule is allowed without prior authorization from the ICI Board.
4. If the activity is to be suspended or cancelled the board should be informed immediately.
5. A program that becomes idle without notifying the ICI Board will be cancelled, and the schedule time slot will be allocated to other activities.
6. The facilities are provided for activities "as is" without any warranty or assurance of any kind.
7. ICI, its employees, board of directors, and volunteers will not be liable for injuries or damages whether incidental or consequential arising out of the use of its facilities.
8. Any material or equipment borrowed from ICI should be returned in the same condition.
9. The activity organizers will be responsible for clean up and disposal of garbage and will bear the responsibility to see that the facilities are not damaged during their use.
10. Failure to clean up the place, to rectify damages or to return any borrowed material or equipment will result in ICI charging the organizers all the relevant costs in addition to any recovery charges and legal fees.
11. ICI reserves the right to amend any of its policies and procedures at any time.
12. ICI reserves the right to postpone, suspend or cancel any activity at any time.
13. All activities must comply with the Islamic Teachings and Etiquette.
14. The organizers will comply with all laws and restrictions including federal, state, county and city ordinances in holding the activities.
15. A Mandatory 40-minute time slot to introduce ICI to the attendees.

ACTIVITY APPROVAL FORM

ACTIVITY COORDINATOR/PERSON IN CHARGE

Name:

Legal status of the organization:

Applicable fee:

Email address:

Website:

Phone number:

Insurance:

SPONSORSHIP

Is this activity sponsored?

If yes, who is the sponsor? (please fill up the fields below)

Name:

Email address:

Phone number:

ACTIVITY DETAILS

Activity title:

Speakers (if applicable):

Target audience (Children, Teenagers, Adults, Elders, Boys, Girls, ...):

Estimated number of participants/guests:

Will food be served?

Is this activity private or public?

Activity goal(s):

Activity description:

DATE/TIME

When would you like to start the activity?

What time would like to hold the activity?

Start date: _____

Start time: _____

End date: _____

End time: _____

ADVERTISEMENT

How would you like to advertise this activity? (check all that apply)

No advertising necessary

Please post on the ICI web site

Please announce it after Jumu'a prayer

Please add it to the ICI calendar

SIGNATURES

To be signed by activity organizers.

By signing you acknowledge that you read and agree to comply with the attached ICI Activity Approval Guidelines.

Name of applicant

Signature

Date

1.