Islamic Education Center

2313 S. Voss • P.O. Box 572385 • Houston, Texas 77257-2385
(713) 787-5000 • Fax (713) 787-5006

Facility Use Agreement

(Note: The purpose of this agreement is to provide better service to the Muslim Community and to safeguard the Center.)

Recommending Board member: _____

User Name: _____

Street Address: _____

City _____ State _____ Zip _____

Home Tel. (___) _____ Work Tel. (___) _____

Are you a Member of I.E.C.: ❏ Yes   ❏ No

If not a Member, provide two Members who can make recommendation on your behalf:

1. _____

2. _____

Purpose of Request: _____

Date: _____ Time: From: _____ To: _____

Any Speech or Recitation: ❏ Yes   ❏ No

Name of Speaker: _____

Subject of Speech: _____

_____

Language: _____

Any Food to be Served: ❏ Yes   ❏ No

User Signature: _____ Date: _____

I.E.C. Signature: _____ Date: _____

(Please see reverse side for rules of usage of I.E.C. Facilities).

GEN-1015 F/B 1/2 (REV 10/94)

Rules For Usage of I.E.C. Facilities

1. This agreement is subject to Resident Alim or Boards Approval.

2. All activities on I.E.C. premises must be in accordance with Islamic Principles.

3. It is the responsibility of the Host to inform their guests about the Islamic Principles strictly followed at the I.E.C. such as proper Islamic Dress Code (Hijab) and Mingling of Men and Women.

4. Date and time of program shall not conflict with that of I.E.C. Programs.

5. Identify a person who will be in charge of all the activities for the Program.

6. Member recommending the activity must be present at the Program.

7. No decorations of signs to be installed without prior written approval from I.E.C.

8. Only Halal products permitted at the facilities.

9. Kitchen area to be used by authorized I.E.C. personnel.

10. The Facility must be returned in the condition provided.

11. Deposit for the use of the Facility is $200.00

12. Donation to offset usage expenses is as follows:
    Members - $100.00   Non-Members - $200.00

I take full responsibility in abiding by the above rules and will enforce the same for the entire duration of the program.

Users Name: _____

Users Signature: _____ Date: _____