



MASJID AL-ISLAM

Dallas, TX

THE BEACON OF LIGHT, COMMUNITY OUTREACH CENTER

Policy 0000 Masjid Al Islam Facility Use Policy

Responsible Office	Effective Date	Jan 1, 2018
Responsible Official: Administrator of MAI & BoL Director	Last Revision	Feb. 2020

Policy Sections	2
0000.1 Request for Use	2
0000.2 Submission of Request	2
0000.3 Limitations of Use	2
0000.4 Long term/Recurring Use.....	

Scope

This policy is designed to define the processes by which use of Masjid of Al Islam grounds and facilities are requested, who may make such requests and how Masjid grounds and facilities may be used.

Policy Statement

This written policy provides guidance on requesting use of MAI facilities.

Reason for the Policy

This policy is designed to provide transparent processes and procedures to access and utilize MAI facilities and limitation of such use.

Definitions

MAI Facilities

The term MAI facilities includes the Musallah, rooms, buildings, grounds and associated properties owned and controlled by MAI in accordance with the Bylaws of Masjid Al-Islam Dallas Texas Inc.

MAI Members

Registered, active member of MAI as defined by Section 4.1.6 of Bylaws of Masjid Al-Islam Dallas Texas Inc.

MAI Committees/Organizations

Approved committees and organizations operating under the authority and jurisdiction of MAI. This includes working, permanent and temporary committees such as Hospitality, Fundraising, Educational Services etc.

MAI Supported/Affiliated Organizations

Organizations supported by or affiliated with MAI such as Masjids/Centers within the greater DFW area, Faith based Partners and/or Service provision organizations.

Service Organizations

Service organizations such as civic groups, charities, schools, nursing homes etc. with program activities not operating under the authority and jurisdiction of MAI.

Non-MAI Member/For Profit/Commercial Entities

Members of the community at large, Individuals and commercial concerns with no ties to or affiliations with MAI. This category includes political, sponsored events, conducting personal business and other for-profit activities.

Policy Sections

Enter Policy Section intro here. [Body Text]

0000.1 Request for Use

Use of MAI facilities may be requested by any of the individuals or groups as outlined in the Definitions section of this policy.

0000.2 Submission of Request

MAI or BOL FUR form is required for use of Masjid facilities. MAI and BOL FUR may be requested from any active MAI board member. Requests to use BOL (interior) facilities must be submitted to the Director of BOL for scheduling and processing. All other requests should go directly to the Administrator for scheduling and processing.

0000.3 Limitations of Use

Individual FURs will delineate which rooms can be used and by whom. Use of the musallah by outside entities is prohibited.

Overnight use requires approval by the Administrator of MAI for the Masjid and the Director for the BOL. Concurrence by the MAI Board is required for overnight events.

No alcohol or smoking on premises is permitted for any approved events or activities.

Limitation of liability will be reviewed and discussed on a case-by-case basis.

0000.4 Long term or Recurring Use

Long term use or recurring event exceeding one month will require approval by the Administrator of MAI for the Masjid and/or the Director for the BOL. Concurrence by the MAI Board is required for all long term or recurring event use.

Special Situations/Exceptions

Depending on the nature of the event, special approval(s) may be required. Fees may be assessed as determined by the Administrator and/or the Director of the BoL.

Related Information

FUR application should be submitted two weeks or more in advance to ensure scheduling of the reservation. If an application fee or deposit required, it is due at the time the FUR is submitted. The FUR application will be reviewed and detailed instructions regarding services/use, access requirements and special instructions will be discussed and confirmed with sponsor POC.

Fee Schedule

The following fee schedule is provided as a general guideline.

Subject	MAI Organizations	MAI Member	MAI Affiliate	Service Organization	Non-MAI/Commercial
Musallah, MAI	NC	NC	NC	N/A	N/A
All Purpose Room, MAI	NC	\$20	\$30	\$40	\$50
Atrium, MAI	NC	NC	NC	NC	N/A
Kitchen, MAI	NC	\$30	\$40	\$50	\$75
BOL, full access	NC	\$100	\$150	\$200	\$250
Dining Room, BOL	NC	\$50	\$75	\$100	\$125
Kitchen, BOL	NC	\$50	\$75	\$100	\$125
Grounds, MAI	NC	\$50	\$60	\$75	\$100
Grounds, BOL	NC	\$50	\$60	\$75	\$100

Roles and Responsibilities

The Administrator of MAI is responsible for general and daily operations as well as the safety and security of MAI. The Administrator is responsible for the management and scheduling of MAI grounds and facilities.

The Director of BOL is responsible for general and daily operations as well as the safety and security of BOL. The Director is responsible for the management and scheduling of BOL grounds and facilities.

Authority to Create Policy [MAI Bylaws Sec. 8.6.2]

The purpose of the Shura board is to serve Allah and the Community. The Shura Board shall be entitled and have a duty imposed upon them by these bylaws to conduct all activities permitted by law for Shura Board members, except as limited by law, the Articles of Incorporation, or these bylaws, including, without further limitation for the benefit of the Mosque, the following activities:

- (1) Officers and Shura Board members are responsible for reading, understanding, and following these bylaws and assuring that the corporation remains in compliance with the bylaws.
- (2) To select and remove all officers, agents and employees; to prescribe duties for them; to approve their compensation; and to require from them their faithful service.
- (3) To direct and control, by policy, the affairs and activities of the Corporation and make rules and regulations for this purpose.

The official version of this information will only be maintained in an on-line web format. Any and all printed copies of this material are dated as of the print date. Please make certain to review the material on-line prior to placing reliance on a dated printed version.