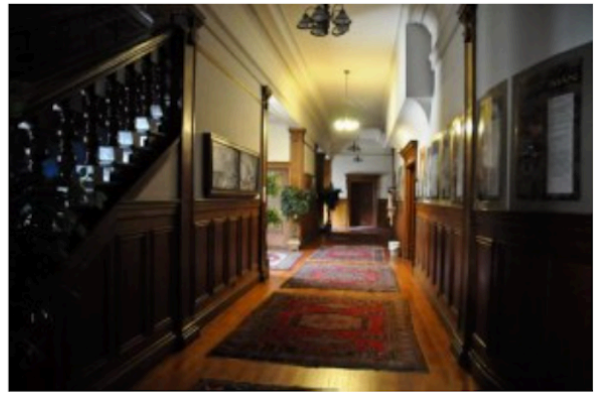


Islamic Cultural Center of Northern California Facility Use Policy Manual



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INTRODUCTION

Islamic Cultural Center of Northern California (ICCNC, or the Center from here on)

is a socially responsible and environmentally conscious non-profit religious organization. The facilities and equipment of the ICCNC exist for the primary purpose of being used by its community to practice and celebrate Islam through education, arts, culture and civic engagement in the United States of America.

Building use activities fall under the jurisdiction of the Board of Directors. The Center's Office Manager manages building use. No commitment for building use is finalized until the Facility Use Agreement form has been completed and executed by the Center's Office Manager.

ICCNC has a number of long-standing relationships with several community organizations for ongoing use. Availability for such ongoing usage is limited but can be considered. Local organizations and individuals for one-time or short-term usage also use our facilities. When possible, we attempt to make our facility available for such groups. Our first priority is to programs and community needs of the Center. Priority is then given to socially responsible nonprofit groups that are supported by the Center, and finally to other nonprofit organizations. Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the Center, unless a written endorsement by the governing Board is issued. No activities or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of this organization.

Included in this guide are the following:

- Facility Use Policies and Guidelines
- Steps to Facility Use Scheduling
- Fees for Facility Usage
- Room Reservation Request Form
- Room Set-Up Request
- Key/Code Issuance Form
- Facility Checklist
- Overnight Activities Request Form
- Permit for Selling on ICCNC Property
- Special Event Reservation Form
- Rental Agreement Form
- Facility Fee Form
- Release and Indemnity Agreement Form

RESERVATIONS

1. A Rental Agreement must be completed by all groups and submitted to the Center's Administrator at least 2 weeks (14 days) in advance of the activity. The Rental Agreement provides for every area of the Center. All facilities, set-ups and other service needs (i.e. food, sound, etc.) must be included on the form.

2. A Center's Administrator will meet with the user, or a representative, when the reservation is made to review conditions of the Center for usage, the expectations and needs for the event, and to set a schedule for room set-up and cleanup as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation.

3. All Center's activities are scheduled on the master calendar.

Approval Guidelines for the space request use shall be as follows:

1. All activities shall be approved pending availability of space and the priority schedule, and must be consistent with ICCNC's mission statement and the building use philosophy.

2. No date is placed on the calendar until the form has been submitted and approved by the Center's Administrator.

3. Requests from outside groups longer than three months ahead of the use date must have Board approval.
4. Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.

STEPS TO FACILITY USE SCHEDULING

The committee/team chairs or organization representative is responsible for the following:

1. Fill out a Room Reservation form or Special Event Reservation form. You may obtain one from the Center's office or at via the ICCNC website: <http://www.iccnc.org/en/services/facilities-rental/> at least two weeks in advance of the desired dates of your event.
2. Approval/denial of your reservation request will be emailed within 48 hours. If approved, a copy of the Rental Agreement form will be sent to you via email.
3. You have 48 hours to return the completed Rental Agreement, Set-Up form, rental fee and security deposit in person to the Center's office in order to lock in your event date. Events are not scheduled until after the receipt of a completed Rental Agreement, rental payment and security deposit.
4. Schedule a walkthrough of the facility with Center's Administrator prior to the date of your event.

FACILITY ELIGIBILITY GUIDELINES

The facilities and equipment of the ICCNC exist for the primary purpose of being used by its community to practice and celebrate Islam through education, arts, culture and civic engagement. However, others based on the following can use Center's facility:

1. A Room Reservation and/or Special Event Reservation form must be completed for all individuals/groups requesting facility use.
2. A Rental Agreement form may be required for outside groups.
3. Facilities are not available to outside groups for fund raising or for profit making activities.
4. Organizations engaged in partisan political campaigns are not eligible to use ICCNC's facilities for their programs. The facility may be used as a polling place for elections.
5. Certificate of Liability and Property Damage insurance coverage naming ICCNC as an additional insured MUST be on file prior to the date of the event by all outside groups to ICCNC

for the purpose of covering liability and property damage or accidents that might occur on Center's property.

CRITERIA TO DETERMINE BUILDING USE

1. Activity supports the Center's vision and mission
2. Space availability
3. How use impacts other programs
4. Evaluation of safety/legal issues
5. Group understands respect for the property

PRIORITIES FOR USE OF SPACE, FACILITIES, AND EQUIPMENT

All groups and organizations, including ICCNC staff and committee chairs, are required to schedule facility and equipment use through the Center's Officers or office administrator. ICCNC reserves the right to approve or deny requests without explanation. In cases of doubt about the appropriateness of a planned activity, the matter shall be referred to the Board.

Priority for assignment and use of ICCNC's facilities shall be given in the following order

1. Free Use - All regularly scheduled services and ICCNC's teams/committees:
 - a. Worship Services - (i.e. daily Salah, salatul Jummah, salatul Eid, etc.)
 - b. Regularly scheduled/special events sponsored by ICCNC's teams/committees - (i.e. events, lectures, seminars, team meetings, small group meetings, educational programs, community nights, etc.).
 - c. Sponsored ICCNC uses, serving particular community groups and institutional purposes. Examples of these include programs that have non-ICCNC participants but are managed by ICCNC personnel; interfaith activities with organization that are in alignment with ICCNC's mission, such as food drives operated by administration and volunteers.
2. Direct Costs Fee-Community Groups:
 - a. Uses by non-profit groups and organizations with a community service purpose for events not sponsored or hosted by ICCNC. Priority assignment of meeting spaces shall be given to those groups or functions with a regularly established meeting time and place.

b. Included in this category would be nonprofit organizations and organizations serving the community including private counseling services, language classes, social services organizations and sports programs.

3. Fair Rental Value Fee – Private Functions and External Groups:

a. Private functions and special events sponsored by members of the ICCNC community (Weddings, banquets, graduation ceremonies, etc.)

FEES FOR FACILITY USAGE

Please note the fee schedule below. Also, be sure to review the Impact/Set-Up Fee, and Staffing Fee schedule following the basic fee table.

The Prayer Room must always remain open to worshippers throughout the entire day and is not available for rental for Group 2 or 3 category activities

ICCNC Facility Fee Table

Room	Capacity	Group 1 (Free)	Group 2 (Direct Cost)	Group 3 (Fair Market Cost)	Security Deposit
Main Auditorium	450	\$0	\$300 (First 4 hrs. \$30 each additional hour)	\$500 (First 4 hrs. \$50 each additional hour)	\$500
Lecture Hall	100	\$0	\$200 (First 4 hrs. \$20 each additional hour)	\$300 (First 4 hrs. \$30 each additional hour)	\$300
Dining Room	400	\$0	\$350 (First 4 hrs. \$35 each additional hour)	\$600 (First 4 hrs. \$60 each additional hour)	\$600
Kitchen	NA		\$200 (First 4 hrs. \$20 each additional hour)	\$350 (First 4 hrs. \$35 each additional hour)	\$350
Cafe	50	\$0	\$150 (First 4 hrs. \$15 each additional hour)	\$250 (First 4 hrs. \$25 each additional hour)	\$250

Set-Up and Impact Fees

Set-up/impact fees are charged at the discretion of the ICCNC's Administrator taking into account factors such as utilities, number of participants, wear and tear on the flooring, use of any special equipment, food and drink, custodial fees, etc. Based on these factors, impact fees may be in excess of these guideline amounts

Type of Set Up	0-20 People	21-99 People	100+ People
Minimal Set Up (theatre style)	\$35	\$70	\$100
Substantial Set Up (banquet style)	\$50	\$100	\$150

Staffing Fees – Hourly

Building Attendant	\$15/hr.
Security Guard	\$20/hr.
Kitchen Attendant	\$20/hr.
Child Care	\$20/hr.
Event Attendant	\$20/hr.
Custodian	\$15/hr.
Audiovisual Tech.	\$20/hr.

FACILITY USE GUIDELINES

ICCNC has a wide range of groups utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event.

Set-up and cleanup time must be included in the per hour rental cost for all Group 2 and Group 3 events. We are unable to open the building prior to our set operational hours or stay open later than our set hours for a rental. If no individual is available to staff the building during these off- hours, usage may be denied. The assigned custodian or staff person will serve as the ICCNC's representative should questions or needs arise during the event.

To make your event and others enjoyable, please adhere to the following guidelines:

1. Indemnification / Liability / Insurance:

1. The user shall be fully responsible for and shall indemnify and hold ICCNC harmless from any damage to objects or property belonging to the user and for any personal injury incurred during or as a result of such use. The user is responsible for obtaining all permits and licenses necessary for the proposed activities. The user also agrees to abide by the regulations listed below and by the scheduled hours of use.
2. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility. ICCNC reserves the right to revoke permission to use a meeting room and substitute facilities where possible, should the need arise.
3. As a condition for use of the facility, the person signing the Rental Agreement shall procure Comprehensive General Liability (CGL) Insurance naming Islamic Cultural Center of Northern California as a Name Insured or Additional Insured having the same coverage and coverage limits as the "Named Insured". The CGL policy shall have bodily and personal injury coverage limits of no less the \$1 million and property damage coverage limits of no less than \$500,000. The CGL policy must include effective dates covering the time period user has contracted to use the facility. At least 48 hours before user commences use of the facility, it shall provide written proof of its procurement of the CGL policy required by this provision, including an acknowledgement by the insurance carrier providing the CGL policy that if the CGL policy is cancelled for any reason prior to the effective dates identified in the policy, it will immediately notify, in writing, ICCNC of the cancellation.

2. Agreement:

1. All community groups, private organizations or individuals belonging to Group 2 and 3 require a signed Rental Agreement form and a set-up/impact fee and security deposit according to the

approved fee schedule to use ICCNC's facilities. Deposit will be refunded to user if no damage or cleaning is required. If damage exceeds deposit, user will be billed the full cost of the repair.

2. The person signing the Rental Agreement must be an adult over the age of 18. This responsible person must be present for the duration of the function and shall be responsible for maintaining all rules and policies. During meetings or functions, an adult must oversee the use of facilities and buildings.

3. The Rental Agreement must be received no later than two weeks prior to the scheduled event. Such agreement must be in a complete and confirmed status when received by the Center's Administrator. Failure to meet with this deadline will result in the release of tentative date of use to another party.

4. All events are subject to review by the Center's Administrator, Board, or a committee established by the Board to review such requests. The Board reserves the right to reject any request or to cancel any Rental Agreement in the event of an emergency, which requires that the facility be available to ICCNC for its use at the same time as the scheduled event.

5. The rental only includes the use of the room and bathroom facilities. Guests are not permitted to use the equipment in the building unless included in the Rental Agreement. The rental group cannot expand into the hallway and the lobby. Unauthorized rooms will be locked; all individuals who have access to classroom, offices or other meeting rooms, are to respect other people's property by not disturbing the room setup. This includes pictures, chalkboards, decorations, supplies, audiovisual equipment, coffee pots, etc.

3. Advertising:

1. Authorization for use of ICCNC facilities shall not be considered as endorsement of or approval of the activity group or organization nor for the purposes it represents. All uses will be by written contract. Any advertising or announcement by the user must include the following statement: "This program is sponsored by (name of user). Use of ICCNC facilities does not constitute support of or endorsement by the Islamic Cultural Center of Northern California." In a print advertisement or announcement, the disclaimer must be the same size as the font used to announce the location of the program. The remedy for failure to comply with this provision will be to immediately rescind the facility use contract.

2. The attachment of decorations and other materials to walls shall be done only with the consent of the Center's Administrator or designee. Tacks, nails, wire, tape, or other materials likely to damage finished surfaces should only be used for fastening permanent or semi-permanent items such as white erasable boards, chalkboards, and bulletin boards.
3. The Center's office is not to be used as a mailing address for community groups, and ICCNC's employees will not be asked to do secretarial work or perform other services for community groups.

4. Schedule of Needs:

1. ICCNC's facilities may only be used between the hours of 8:00 a.m. and 11:00 p.m. unless otherwise approved. Center's events/activities shall cease at 11:00pm and building should be cleaned/emptied by 12:00pm. Program schedule must be arranged to plan breaks at prayer time.
2. Specific arrangements for schedules, times, personnel, equipment, and supplies shall be made through the Center's Administrator no later than two weeks prior to the scheduled event. ICCNC assumes no obligation to meet any changes in requests and/or arrangement that have not been stated in the completed building use agreements.

5. Building Maintenance / Set-Up:

1. Use of the ICCNC shall conform to fire and safety ordinances. Activities and programs are limited to the space that is assigned. The user must provide sufficient supervision for crowd control, ticket sales, ushers, security of personal property and enforcement of the facility Rules, and applicable state laws and local ordinances.
2. All groups must provide a set up plan to the Center's Administrator when the reservations are made and provide all their own supplies (linens, catering equipment, decoration, etc.).
3. Set-up and cleanup time must be included in the per hour rental cost. We are unable to open the building prior to our set operational hours or stay open later than our set hours for a rental.
4. The person/s in charge of an activity must be instructed on building security, the use of the heating and air conditioning, kitchen equipment, garbage disposal(s), lights, fire alarm system, and know how to operate the fire suppression equipment.

5. The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event. Those responsible for an activity in the Center will ensure inside and outside trash is to be bagged, tied, and disposed in the rear dumpsters for pickup. All spills are to be wiped up immediately. A report of spillage or damage shall be made to the Masjid Administrator as soon as possible.

6. Supervision / Safety:

1. When children are in attendance they must be under the control of their parents or adults at all time and are not permitted to roam freely on ICCNC property. A ratio of 1 adult per 8 children shall supervise all children's or youth activities at all times.
2. Running, playing or any physical sport activity inside the building is strictly prohibited.
3. **The following items are not allowed in or on Center's property:**
 - **Weapons**
 - **Alcoholic beverages**
 - **Tobacco products**
 - **Controlled substances/drugs**
 - **Pets**
 - **Chewing gum, birdseed, confetti, candles, glitter and any other damaging debris**
 - **Anything that would distract from an Islamic atmosphere**

7. Furniture / Equipment / Storage:

1. Center's office equipment is restricted and is for ICCNC's use only. The equipment is to be used only by staff or with approval.
2. Center's furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the Center will be used exclusively for ICCNC functions and may not be removed from the premises. No equipment or furnishings in the ICCNC are to be removed from the building for personal use. If equipment or furnishings are needed off-site for ICCNC-related activities, approval must be obtained from the Center's Administrator and the items signed out of the ICCNC Office.

3. No clothes, towels, sports equipment, shoes, or other personal items shall be stored in the Center's facilities. If items are left in the building, they will be disposed of immediately after the event. ICCNC is not responsible for damaged, lost, or stolen personal items.
4. The Center is not required to provide storage for the property of community groups using its facilities, and is not responsible for equipment, supplies, or property belonging to such groups or their members, or items left behind by participants. Catering equipment and event supplies must be delivered on the day of the event, and removed immediately at the conclusion of the event. We ask to know in advance when equipment will be delivered to the Center.
5. If furniture or equipment is to be moved, it must be done with the permission of the Center's Administrator to maintain the quality of the building's furniture and equipment, and prevent damage. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement. All ICCNC's equipment will be returned to designated locations at the end of each activity.
6. Use of rollerblades, roller skates, skateboards, and sports equipment inside RCM facilities is prohibited. This includes but is not limited to basketballs, soccer balls, footballs, and any other outdoor recreation equipment. Exceptions include Ping-Pong, foosball and air hockey balls.

8. Conduct / Decorum:

1. All people using ICCNC facilities must follow the ICCNC Code of Conducts Policy, Attachment A.

9. Food & Beverage:

1. Food and beverages may be consumed only in the dining rooms and by approval of the Center's Administrator. No Pork or Pork products are allowed within the facilities. Foods served at the Center must be Halal. No footwear, food or drinks are permitted in the Prayer Hall.
2. Cooking at the Center is only permitted by an authorization from the Center's Representative. Small freezer and refrigerator space is available. All food left over after an activity must either be removed upon the completion of the event. With the exception of water bottles, any food left overnight at ICCNC will be disposed of in a manner deemed appropriate by the ICCNC administration. There is no ice available.

10. Parking:

1. The rental group is responsible for their guests parking requirements when the existing parking is not sufficient. The group is responsible for making arrangements for additional parking.

11. Inspection / Cancellations / Security Deposit:

1. The user will have the opportunity to inspect the physical condition of the facility, and will be made fully aware of the physical condition of facility, and accepts the use of the facility in an "as is" condition, and agrees to comply with all terms and conditions of the Rental Agreement, including the "Indemnification provision, knowing the physical condition of the facility."
2. The individual who signed the reservation request shall be responsible for compliance with all building usage policies and for the cleanliness and orderliness of that space at the conclusion of the activity. Failure to comply will result in loss of the damage deposit and/or loss of the use of facilities. Any damage to the Center's facility or property resulting from misuse by persons or groups will be the responsibility of the person signing the Rental Agreement.
3. All community groups, private organizations or individuals belonging to Group 2 and 3 require a signed Rental Agreement form and a set-up/impact fee and security deposit according to the approved fee schedule to use ICCNC's facilities. Deposit will be refunded to user if no damage or cleaning is required. If damage exceeds deposit, user will be billed the full cost of the repair.
4. A 10% administrative fee will be charged for cancellations more than 60 days before the event. A 20% administrative fee will be charged for cancellations less than 30 days before the event. The entire rental fee will be retained if the event is cancelled less than 14 days prior to the event.
5. Any refundable deposits and any must be picked up during regular business hours within 2 weeks of the event. Uncollected deposits will be considered a donation to the Center. Uncollected lost property will be donated to any charitable cause.

POLICIES AND GUIDELINES GOVERNING THE USE OF FACILITIES

Our Mission at ICCNC is to celebrate Islam through art, culture and education and our vision is to achieve a more compassionate and just society by giving a contemporary voice to diverse perspectives of Islam. Our values include:

1. Promote the Islamic core values of social responsibility, conscientiousness and spirituality.
2. Provide a welcoming environment for all to learn about Islam.
3. Follow the Shi'a Isna-Ashari School of Islamic thought.
4. Believe in a compassionate and inclusive interpretation of Islam and respect other Islamic Schools of thought.
5. Presents Islam in contemporary language that honors Islamic traditions.
6. Believe, based on Islamic tenets, that all humans are created equal and have inalienable human rights.

ICCNC has been blessed with a wonderful facility to carry out its mission. Therefore, proper oversight must be given to these facilities to ensure that:

1. Adequate facilities exist to effectively carry out the Center's objectives and goals
2. Users exercise proper care and safety
3. Such facilities are properly protected against loss or misuse
4. Wise stewardship is being expressed through energy conservation, cost reductions and safety measures
5. The life of the facilities is extended through a proper maintenance program.

GENERAL POLICIES

The policy of ICCNC is to allow its facilities to be used by individuals and community organizations so far as this does not interfere with the organization of the Center and is not in conflict with the fundamental practices and teachings of Islam. The fact that a group is permitted to meet in the Center does not constitute an endorsement by Center of the group's policies or beliefs.

We do not judge or classify Muslims. We ask Allah for guidance and acceptance. Political discussions and awareness can be a part of the Islamic activities. However, they should be geared towards the interest of Islam and Muslims in USA.

1. Alcoholic beverages are strictly prohibited on ICCNC property.

2. Smoking and the use of tobacco products are prohibited inside buildings—including outside within 10 feet of doorways.
3. Children or youth under age 18 may not use the building and grounds unless they have adequate adult supervision.
4. Meetings, parties, and activities that result in private financial gain will only be allowed where deemed appropriate by the Board and will be charged at a rate to be determined by the Center depending on the type of activity.
5. The sound system at ICCNC has been professionally designed and installed. No additions or changes to the sound system shall be made under any circumstances.
6. Center's equipment is not to be loaned outside the ICCNC's facility and grounds (except for equipment used for Center-sponsored activities) unless approved by the Center's Administrator.
7. Political parties may not attach or display political advertising on any part of the Center's property.

ADVERTISING, PUBLICITY, PROMOTION AND ENVIRONMENTAL PRINT

1. Any outside group using publicity material and/or making public service announcements in which the ICCNC name is used must have prior approval by the Board.
2. Authorization for use of ICCNC facilities shall not be considered as endorsement of or approval of the activity group or organization nor for the purposes it represents. All uses will be by written contract. Any advertising or announcement by the user must include the following statement: "This program is sponsored by (name of user). Use of ICCNC facilities does not constitute support of or endorsement by the Center." In a print advertisement or announcement, the disclaimer must be the same size as the font used to announce the location of the program. The remedy for failure to comply with this provision will be to immediately rescind the facility use contract. The user with the approval of the ICCNC's Administrator must handle the sale of admission tickets to the event.
3. Postings that appear on the Center's walls, bulletin boards or any other posting device must have the ICCNC insignia stamp, otherwise they are subject to immediate removal.
4. To insure the preservation of our walls, any approved postings must be affixed by the Center's Administrator and/or designee. The use of decorations, the changing of furniture,

attachment of materials to walls, and items of a similar nature shall be done only with the advice and consent of the Center's Administrator and/or Board.

LEADING CONGREGATIONAL PRAYERS (SALAH), FRIDAY SERMON (JUMMAH KHUTBA, AND PUBLIC SPEAKING

ICCNC assigns different Imam's for different prayers based on the program and event. In absence of such an Imam, any of the present Board members will assign a brother to lead the prayers. In their absence, any of the committee heads shall take that task and if they are absent then the brothers present to pray will choose from among themselves one to lead. All Jummah Khutbahs (Friday Sermons) are to be delivered by brothers from a Board approved list. Public speakers (brothers or sisters) should also be on a Board approved list as well.

SALAH TIMING

The ICCNC BOD will be responsible for the development and circulation of the Salah schedule.

MOON SIGHTING

The ICCNC BOD will be responsible for establishing all moon sighting pronouncements.

OVERNIGHT PROGRAMS AND SLEEPING IN THE CENTER

Overnight stays are not permitted at this time. Exceptions to this policy are at the discretion of the ICCNC BOD.

SELLING, SOLICITATION AND FUNDRAISING

1. An approved ICCNC's Permit for Selling on ICCNC's Property is required in order to sell or solicit funds on ICCNC's property.
2. Vendors must comply with all state and local health laws.
3. No selling will take place from the time of Adhan until the end of Salah.
4. The Center's Board reserves the right to revoke this permit at any time without explanation.
5. The vendor's donation is \$50 per event.
6. The permit must be obtained 48 hours in advance.

7. The Center's BOD is under no obligation to inform the vendor if someone will be providing the same service for free that day.
8. No Center's property (tables, chairs, etc.) will be borrowed, moved, or re-arranged.
9. All items for sale are subject to approval by ICCNC's Governing Board.
10. The vendor is responsible for cleaning the area before he/she moves.
11. Tables and goods must not block the free flow of traffic.
12. This permit must be posted by the vendor at all times.
13. Center's facility, social media or email services CAN NOT be used for the purpose of fundraising or soliciting money from the community for any groups or organizations other than ICCNC. Exceptions can be made by resolution from the Board of Directors

FOOD SERVICE AND COOKING

1. Use of the kitchen and its equipment must be made with prior arrangement of the Center's Administration.
2. There is NO food allowed in the prayer area and classrooms. Exceptions to this policy may be granted under special consideration by the Center's Administrator to serve dry snacks for extended programs such as the weekend school, all day seminars and workshops, etc.
3. Soda, juice and any other non-clear beverages may not be consumed on carpeted area without the express written consent of the Center's Administration.
4. Spills must be cleaned immediately.

DRESS

1. Modest attire is required at all times.
2. Shoes are to be removed and stored in the shoe racks or neatly placed in a minimal traffic area along the side of the walls prior to entering the Prayer Hall.

ENTERTAINMENT

Public dancing is strictly prohibited.

ACCEPTABLE USE FOR LAN AND INTERNET ACCESS, COMPUTER, INTERNET, E-MAIL AND ELECTRONIC NETWORKS

Instructional Media Services and Programs Use of Use of computers, LAN, internet access, e-mail, electronic networks, instructional media services/materials/programs is a privilege granted by the center and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

1. Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate organization purposes.
2. Misrepresenting oneself or the organization.
3. Violating the laws and regulations of the United States or any other nation or any state, city, Province, or other local jurisdiction in any way.
4. Engaging in unlawful or malicious activities.
5. Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other Code or file designed to disrupt, disable, impair, or otherwise harm either the organizations or other networks/systems.
6. Using abusive, profane, threatening, racist, offensive, or otherwise objectionable language in either public or private messages.
7. Sending, receiving, or accessing pornographic materials.
8. Becoming involved in partisan politics.
9. Causing congestion, disruption, disablement, alteration, or impairment of the organization's networks or systems.
10. Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned.
11. Defeating or attempting to defeat security restrictions on company systems and applications.
12. Visiting any inappropriate websites as defined by the organization, which will have the right to define as such and block access to using a firewall that monitors and logs system activity.
13. Using any inappropriate instructional media services/materials/programs as defined by the organization.

MAINTENANCE

Any maintenance items in the center including repairs, additions, or modifications for example must be done with the Building Team's proposal/recommendation and the Board's approval.

ENVIRONMENTAL CONSERVATION PRACTICES

ICCNC actively promotes environmental awareness and conservation practices. The center encourages saving and discourages waste to the maximum extent possible. To that effect attendees are asked to conserve by using reasonable amounts of water and paper towels (if available) during and after Wudu' (ablution) and to adhere to the following policies:

1. Recycling – RCM recycles cardboard, mixed paper, bottles, cans, plastics, cell phones, batteries, and toner cartridges. Recycling of paper and of bottles and cans as feasible is part of every RCM classroom, staff room and administration area. Recycling of bottles, cans and paper if feasible, in break areas and classrooms, is expected. All construction and demolition materials shall be reused or recycled in the appropriate manner, to the greatest extent possible. Each classroom is responsible for recycling. All items must be rinsed out before placing in the recycling bins. An adult will be supervising the recycling at an announced time and children will be asked to help at the station in leadership and responsibility roles.
2. Reuse and Reduction – ICCNC community promotes our use of source reduction and recycled products whenever feasible.
3. Procurement – We purchase source reduction products and/or recycled products containing the highest amount of post-consumer material practicable, or when post-consumer material is impracticable for a specific type of product, containing substantial amounts of recovered material. Such products must meet reasonable performance standards, be available at a reasonable price and be available within a reasonable time. All equipment, leased or rented, shall be compatible with the use of source reduction and recycled products.
4. “Pack it in, pack it out” - Students are asked to take home the food waste and paper trash sent from home to create a feedback loop about food waste and packaging for parents. At ICCNC- sponsored social gatherings and camping events, it is recommended that those participating practice “pack-in and pack-out”, i.e. bring dishes and utensils for their own use and take them home for cleaning.
5. Composting – ICCNC works to uphold the Sunnah and to divert solid waste from the landfill by minimizing food waste at all community functions and composting whenever possible.
6. Paper Products and Disposables - Vendors providing food are asked not to use Styrofoam containers and to avoid over-packaging. It is understood that there are times when, having considered all best environmental practices, paper products must be used. Styrofoam should be

avoided at all times, as it does not decompose. Whenever possible, ICCNC will provide reusable cups, dishes, flatware and napkins for Center's-sponsored functions.

Conservation practices by recycling, reusing, and reducing are our Islamic duty and good for the environment by saving natural resources. They decrease pollution, decrease landfill space, and decrease energy from trips to the store. Most of all, they send a powerful message to our children and families: that we feel responsible to be good role models to them and our community as "Responsible for Mother Earth".

BUILDING ACCESS - KEYS, ACCESS CODES AND CLOSURE

1. To secure the building and prevent misuse, the Building Access Policy is necessary for controlling the number of keys and access codes given out. Everyone receiving a key or code must sign for it, and the approved key/code holders list will be reviewed and re-approved every year, or as deemed necessary by the ICCNC Board. When a key/code holder no longer needs access to the building, he/she should return the key promptly. (If a key is lost, a replacement key will be issued at a cost of \$5). If a key/code holder moves away, he/she will return the ICCNC key(s) to the Center's Administrator prior to the move.

2. Individuals directly involved with the Teams of the ICCNC who need access to the Center will, upon their request, be issued a key/code to the outside door and, if appropriate, a key to the inside rooms. ICCNC's Governing Board and/or administration must approve requests for keys to ICCNC by all other individuals.

3. The person responsible for an activity (or a designated key/code holder) will unlock the Center for a scheduled event and immediately following the event complete the Facility Checklist, shut off all lights, and lock and check all outside doors to ensure the buildings are secure.

4. The person responsible for an activity (or a designated key/code holder) must immediately report any spills, maintenance problems and damages to the Masjid Administrator.

5. After building use, the person responsible for an activity must clean up all the areas used, turn out lights, close windows and return remove all trash to the exterior dumpster. The area should be returned to the same condition as before use.

APPENDIX

- Attachment A – ICCNC Code of Conduct Policy
- Attachment B - Reservation Request Form
- Attachment C - Room Set-Up Request
- Attachment D - Key/Code Issuance Form
- Attachment E - Facility Checklist
- Attachment G- Overnight Activities Request Form
- Attachment F - Permit for Selling on ICCNC Property
- Attachment H - Special Event Reservation Form
- Attachment I - Facility Rental Agreement Form
- Attachment J- Facility Fee Form
- Attachment K – Terms of Agreement and Insurance Form
- Attachment L - Sketches of the Facility

Attachment A

Islamic Cultural Center of Northern California

CODE OF CONDUCT POLICY

It is the policy of Islamic Culture Center of Northern California to require its board members, staff, volunteers, teachers, artists, performers, visitors, and all those who use its facilities to follow a code of conduct based on Quranic values and teachings of Prophet Muhammad (pbuh) and his family that includes mutual respect, compassion, inclusivity, cooperation, equality, and hospitality.

Purpose

The purpose of this policy is to define and clarify the code of conduct that is expected from all those who work/volunteer at ICCNC or and use its facilities.

Scope

This policy covers the code of conducts that are expected from:

- Members of ICCNC Board of Directors
- ICCNC paid staff and teachers
- ICCNC volunteers
- Artists and performers that use ICCNC space in any shape and form
- All those who rent and utilize ICCNC facilities

Code of Conduct

All those who work/ volunteer at the Center or use its facilities are expected to follow the below code of conduct:

- Treat everyone with utmost respect and compassion
- Be hospitable and inclusive in dealing with others, especially the new visitors
- Follow and respect ICCNC general dress code of exercising modesty. Both men and women to wear dress/attire that covers all their body. Wearing headscarf (Hijab) is not mandatory for the women at the Center, with the exception of the Prayer Room.
- Cooperate with staff, BOD, and those that responsible for the events
- Keep ICCNC premises clean
- Protect ICCNC facilities from any physical damage
- Follow ICCNC safety rules and guidelines

All those who work/volunteer at the Center or use its facilities shall refrain from any of following conducts and behaviors:

- Use of improper, rude, profane or abusive language
- Engage in any physical altercation or assault
- Use of any racial insults or derogatory slurs
- Make any sexual comments, insinuations, or jokes
- Humiliate, ridicule, threaten, or degrade others

- Damage or improper use of the ICCNC facilities

The following items are not allowed in or on Center's property:

- **Weapons**
- **Alcoholic beverages**
- **Tobacco products**
- **Controlled substances/drugs**
- **Pets**

Responsibilities

ICCNC BOD has the overall responsibility to make sure the policies of ICCNC are implemented by all. BOD Executive Committee responsible to answer questions and clarify issues covered by this policy.

Team Members are responsible to makes sure that all volunteers and participants of the Center adhere to this policy.

Office Manager, staff, and teachers are responsible to makes sure that all volunteers, participants, and students follow this policy this policy and adhere to it throughout their activities.

Attachment B
Islamic Cultural Center of Northern California
Room Reservation Request Form

Name of Committee/Group:

Name of Contact Person:

If a Non-profit organization, ID# _____

Ph. # Email: _____

Description of the Event or Program _____

Is a fee charged? ___Yes ___No If yes, what is the amount _____

What does the fee cover?

Is your event/program recurring? ___Yes ___No

If no, what is the date: _____, start time: _____, and end time: _____?

If yes, please list the following:

Date your event/program begins:

_____ Day of the
week/dates: _____

Start time: _____ End time: _____

Which room(s) do you wish to use?

I understand and agree to the following:

- ICCNC's programs take precedence in building use.
- The space must be left as it was found (see Facility Use Policy for details).
- Your group is responsible to open the building and lock it after use and for security while you are using the building.
- Persons and property will be respected while your group is using the building.
- Your group is responsible for making monetary restitution for all damages to the building.
- All rules defined in the Facility Use Policy must be followed.

Signature: Date: _____

**Attachment C
Islamic Cultural Center of Northern California
Room Setup Request (Private Functions)**

Submitted By: _____

Date: _____

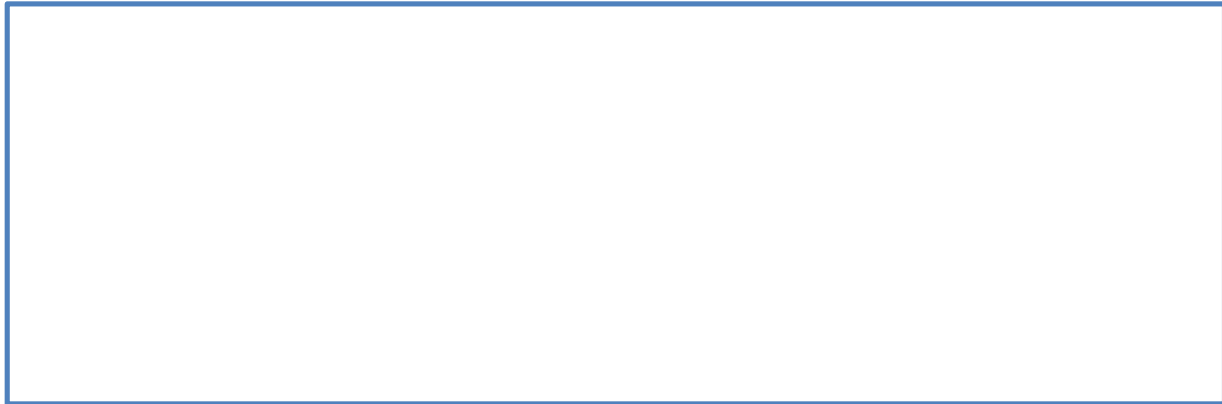
Program/Event Title: _____

Event Timing - From: _____ To: _____

Room(s) Needed: _____

DIAGRAM OF ROOM SETUP

Draw diagram showing location and number of chairs, tables, and other special equipment



needs)

OTHER SPECIAL EQUIPMENT NEEDS

- White Board Easel TV/DVD
- LCD Projector
- Extension Cord=
- AV Equipment (microphone, LCD screen) Other

FOR OFFICE USE ONLY

Approved and Scheduled Assigned: _____

Not Approved Reason(s): _____

Authorized Signature _____

Date _____

Attachment D
Islamic Cultural Center of Northern California
Key/Code Issuance Form

Name of Organization/Group Program: _____

Name of Contact Person: _____

Ph. #: _____ Email: _____

Reason for key/code: _____

Date key/code issued: _____

Date key/code returned: _____

Which key(s) issued? _____

Person issuing key(s)/code: _____

I understand and agree to the following:

- ✓ No copies of this key may be made.
- ✓ Distribution of any access code is strictly prohibited.
- ✓ If it is necessary to transfer the key/code to another person, another key/code issuance form must be filled out.
- ✓ The key/code is to be used for the above stated use only.
- ✓ Acceptance of the key/code deems you responsible for making sure the Facility Use Policy is followed while you or your organization are using the building.
- ✓ Key(s) must be surrendered upon request.
- ✓ ICCNC reserves the right to revoke building access privileges at any time.

Signature: Date: _____

**Attachment E
Islamic Cultural Center of Northern California
Facility Checklist**

Purpose: To ensure that all users of the ICCNC leave it in a clean, presentable manner following their activity, the persons responsible for the activity are required to fill out the maintenance checklist below, sign it, and drop it in the Center's "Operations" box.

User Checklist for Maintaining ICCNC

1. All tables and chairs wiped clean and returned to designated positions []
2. Dishes, pots and pans, and utensils washed, dried, and returned to storage locations []
3. Countertops and sink wiped clean. []
4. Microwave washed clean of spills and spatters []
5. All tiled floors swept and carpeted floors vacuumed. []
6. Bathroom and kitchen floors mopped and counters wiped clean. []
7. Leftover supplies removed from the Center (do not leave anything in the Kitchen or it WILL be disposed of). []
8. Inside trash can bags (including bathrooms) tied and taken to the dumpster to prevent foul odors (If the dumpster is full, please place tied bags in garbage cans behind the dumpster.). Uncontaminated paper, plastic, metal and cardboard recyclables stored in their proper containers []
9. Trash cans relined with proper size bags (which are kept in kitchen closet) []
10. Storage closets left clean and in order []
11. All interior doors and windows are closed and locked []
12. Carpet inspected and any spills wiped up immediately []
13. Supplies, furniture and equipment returned to their proper place []
14. Sound system turned off and computers shut down []
15. Heating or air conditioning adjusted or turned off at the thermostats and lights turned off in all rooms (including bathrooms). []
16. All lights turned off, exterior doors locked and security system engaged []

*Please call the ICCNC's Administrator to arrange to leave any items on the premises (permission must be granted to leave supplies, equipment, packaged foods, etc.).

NAME OF GROUP/INDIVIDUAL USING ICCNC FACILITY: _____

AREAS USED: _____

SIGNATURE: DATE: _____

**Attachment F
Islamic Cultural Center of Northern California
Overnight Stay Request Form**

Name of Committee/Group: _____

Name of Contact Person: _____

Ph. # _____ Email: _____

Description of event or program: _____

Is there a fee charged? ___ Yes ___ No If yes, what is the amount? _____

What does the fee cover? _____.

Is your event/program recurring? ___ Yes ___ No

If no, what is the date: _____, start time: _____, and end time: _____ ?

If yes, please list the following:

Date your event begins: _____ Day of the

week/dates: _____ Start time: _____

End time: _____

Which room(s) would you like to use? _____

I understand and agree to the following:

1. The youth and his guardian will be responsible for paying the cost of any damage he/she causes to ICCNC's property.
2. Overnight stays are permitted for children 10 years and older.
3. There must be at least 1 adult present for every 8 youth with a minimum of 2 adults spending the night.
4. Youth may spend the night only for ICCNC sponsored activity.
5. All overnight guests must clean the facility in accordance with the Facility Checklist.
6. The youth will follow the program arranged by the youth committee leaders.
7. Legal guardian will be called and the youth will be sent home if he/she causes a disruption in the Center.
8. Legal guardians must pick up their youth at the pre-determined time established by the youth committee. I agree to abide by the policy stated above.

Signature: _____ Date: _____

Attachment G
Islamic Cultural Center of Northern California
Permit for Selling on ICCN's Property

1. All vendors must comply with all state and local health laws.
2. No selling will take place from the time of Adhan until the end of Salah.
3. ICCNC reserves the right to revoke this permit at any time without explanation.
4. The vendor's donation is \$X per event (payable in advance of the date of sale).
5. The permit must be obtained 48 hours in advance.
6. The Center is not responsible for informing the vendor if someone will be providing the same service for free that day.
7. No ICCNC property (tables, chairs, etc.) will be borrowed, moved, or re-arranged.
8. All items for sale must in accordance with ICCN's guidelines
9. Food and drinks may not be sold inside ICCNC facility (exceptions may be made if using the outdoors parking area or sidewalk).
10. The vendor is responsible for cleaning the area before he/she moves.
11. Tables and goods must not block the free flow of traffic.
12. This permit must be posted by vendor at all times. (He/She may want to laminate the permit for long-term use).

I agree to abide by the policy stated above.

What is the purpose of your sale?: _____

What items will be sold?: _____

Date your sale begins: _____

Day of the week/dates: _____.

Start time: _____

End time: _____

Which room(s) or location will you be using? _____

Vendor's Name: _____

Vendor's Signature: _____

Date: _____

Signature of ICCNC Board Representative: _____

**Attachment H
Islamic Cultural Center of Northern California
Special Event Reservation Form**

Name of Contact Person Responsible For the Event: _____

Ph. # : _____ Email: _____

Date of Event: _____ Start Time: _____ End Time: _____

How Many Guests Are Your Expecting?: _____

Nature of Event? Wedding [] Recital [] Educational Seminar [] Others _____

What Areas/Rooms Would You Like to Use?

Main Auditorium [] Multi Purpose Lecture Hall [] Dining Room [] Kitchen []

Cafe [] Others _____

Need Access to Kitchen? Yes [] No [] If yes, for what purposes? _____

Are You Serving Food?: None [] Refreshments [] Tea/Coffee [] Light Meal [] Full Meal []

List all dates/times when you will need access to the building: _____

- I understand and agree to the following:
- The space must be left as it was found (see Facility Use Guidelines for details).
- Persons and property will be respected while your group is using the building.
- Your group is responsible for making monetary restitution for all damages to the building.
- All rules defined in the Facility Use Policy must be followed.
- All fees must be paid in full 30 days prior the event.

Signature: Date: _____

**Attachment I
Islamic Cultural Center of Northern California
Facility Rental Agreement Form**

Date of Application: ____/____/____

Name(s) of contracting individual(s): _____

Address: _____ City: _____ Zip: _____ Cell Phone #: _____

Organization: _____

Email Address (required): _____

Nature of Event? Wedding [] Recital [] Educational Seminar [] Others _____

What Areas/Rooms Would You Like to Use?

Main Auditorium [] Multi Purpose Lecture Hall [] Dining Room [] Kitchen []

Cafe [] Others _____

Need Access to Kitchen? Yes [] No [] If yes, for what purposes? _____

Are You Serving Food?: None [] Refreshments [] Tea/Coffee [] Light Meal [] Full Meal []

For what activities? _____

Date(s) of use: From: _____ AM/PM To: _____ AM/PM No. of Guests: _____

INDEMNIFICATION/HOLD HARMLESS CLAUSE: The above contracting individual(s) does each personally contract to indemnify and hold ICCNC harmless from and against any damages, claim, or demand arising out of the use of ICCNC premises by any person participating in, or present because of, the scheduled activity and agree to reimburse ICCNC for any expenses incurred defending such claim or demand.

*****OVER*****

CONTRACTING INDIVIDUALS promise to closely supervise all activities on ICCNC premises, protect the property of ICCNC, and strictly observe the following rules:

1. Using individual or organization is required to obtain any necessary insurance.
2. This facility is weapon, controlled substance and smoke-free.
3. No alcoholic beverages will be possessed or consumed on ICCNC property.
6. No commercial activity shall be conducted without prior approval.
7. Contracting individual(s) will pay for all damage and cleaning expenses beyond normal and customary use.
8. There must be a minimum of one responsible adult supervisor present at all times for every ten participants or fraction thereof.
9. All rules for the facilities must be observed.
10. This form must be completed, signed by the contracting individual(s) and ICCNC representative, and rental payment and deposit must be made before the event will be scheduled.
11. Inappropriate behavior or use of the facilities will be cause for immediate termination of the Rental Agreement.

Agreed Fees: \$_____ Per: _____

Date Deposit Received: _____ By: _____

CONTRACTING INDIVIDUAL (S) SIGNATURE

Date Signed

ICCNC SIGNATURE

Date Signed

**Attachment J
Islamic Cultural Center of Northern California Facility
Rental Fee Schedule**

Date of Event: ___/___/___

NAME OF ORGANIZATION / GROUP: _____

EQUIPMENT REQUEST:

Audio () LCD Projector () Projection Screen () Easel (#) _____ Chairs (#) _____

Tables (#) _____ Teapots (#) _____ Others (Please specify) _____

____ SET-UP / IMPACT / STAFFING FEES:

Minimal Set-Up - \$35 (1-20 people)

Substantial Set-Up - \$50 (1-20 people)

Minimal Set-Up - \$70 (21-99 people)

Substantial Set-Up - \$100 (21-99 people)

Minimal Set-Up - \$100 (100+ people)

Substantial Set-Up - \$150 (100+ people)

Audio Visual Technician - \$20 x _____ hours = \$ _____

ÿ Childcare Attendant - \$20x _____ hours = \$ _____

ÿ Kitchen Attendant - \$20 x _____ hours = \$ _____

ÿ Event Attendant / Host / Hostess- \$20 x _____ hours = \$ _____ ÿ Custodial Attendant - \$15 x
_____ hours = \$ _____

Total Set-Up / Impact / Staffing Fees: \$ _____

****OVER****

ROOM RENTAL FEE Table

Room	Group 2. (Direct Cost)	Group (Fair Market Cost)	Security Deposit	Total Fees
Main Auditorium	[] \$300 – 4 hours (minimum) \$30 x ____ additional hours [].	[] \$500 – 4 hours (minimum) \$50 x ____ additional hours [].		
Lecture Hall	[] \$200 – 4 hours (minimum) \$20 x ____ additional hours [].	[] \$300 – 2 hours (minimum) \$30 x ____ additional hours [].		
Dining Room	* \$350 – 4 hours (minimum) * \$35 x ____ additional hours	[] \$600 – 4 hours (minimum) \$60 x ____ additional hours [].		
Kitchen	[] \$200 – 4 hours (minimum) \$20 x ____ additional hours [].	[] \$350 – 4 hours (minimum) \$35 x ____ additional hours [].		
Cafe	[] \$150 – 4 hours (minimum) \$65 x ____ additional hours [].	[] \$250 – 4 hours (minimum) \$25 x ____ additional hours [].		

Total Set-Up / Impact / Staffing Fees (front page): \$ _____ Total Deposit: \$ _____
 Total Room Rental Fees: \$ _____ Total Fees Paid to ICCNC \$ _____

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Payment Received [] Check [] # _____ Cash [] _____ Credit Card [] _____

Payment Not Received []. Reason(s) _____

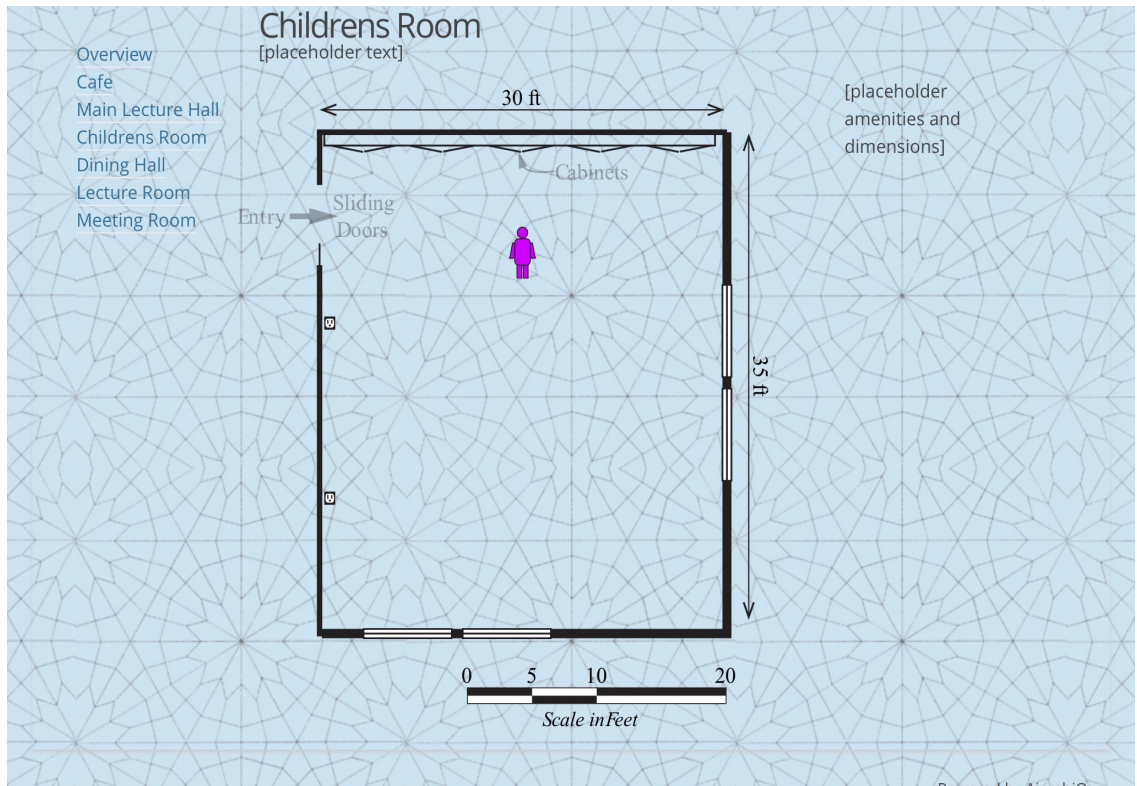
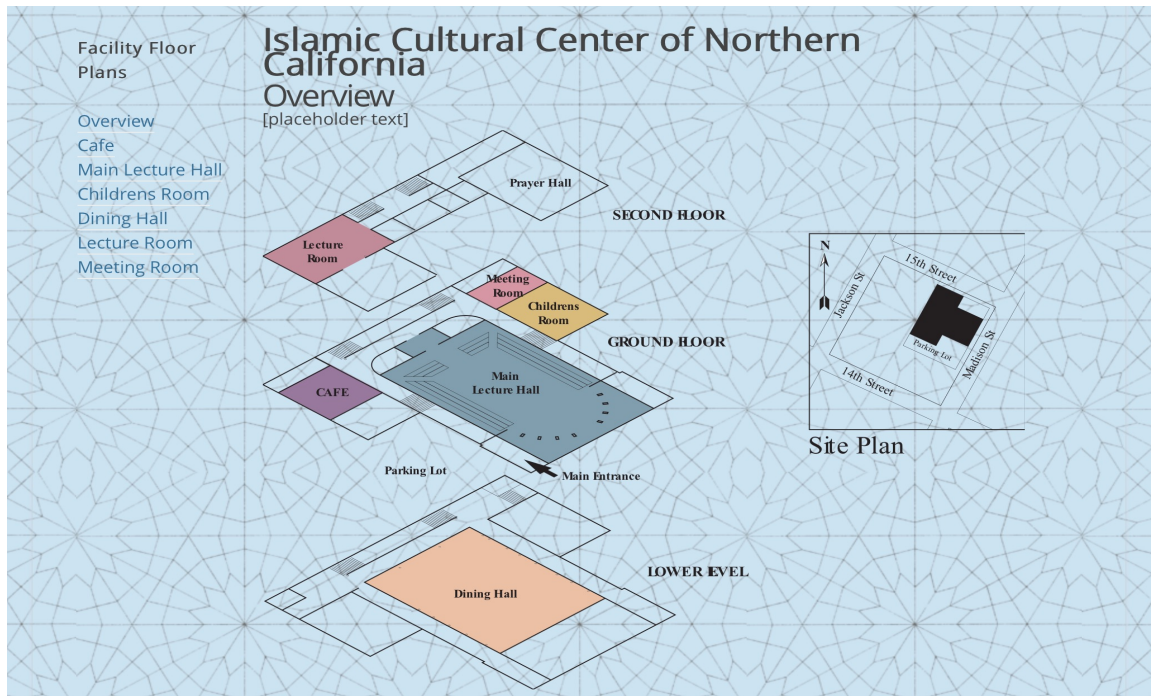
Authorized Signature: _____ Date: _____

Attachment K
Islamic Cultural Center of Northern California
Terms of Agreement and Insurance

TERMS OF AGREEMENT AND INSURANCE

1. A signed Rental Agreement is required before any use of the facilities. The activity shall not be considered scheduled until all deposits and fees have been received. The Rental Agreement must be signed by one or more responsible contracting individuals who will be legally responsible to ICCNC for supervision of use of the facilities, as well as any damage or misuse.
2. The contracting individual(s) will be required to indemnify and to hold ICCNC harmless from and against any damages, claim, or demand arising out of the use of Church premises by any persons participating in, or present at, the event. The contracting individual(s) will be responsible to assure compliance with the rules as contained in the Agreement and any rules posted on the premises.
3. All Multi-Use Agreements shall be on an annual basis. "Multi-Use" is defined as situations in which ICCNC facilities will be used on an on-going, regular basis. To facilitate record keeping, all arrangements shall begin on January 1st and end on December 31st.
4. Multi-Use Agreements are subject to change based upon ICCNC needs.
5. As a condition for use of the facility, the person signing the Rental Agreement shall procure Comprehensive General Liability (CGL) Insurance naming ICCNC as a Name Insured or Additional Insured having the same coverage and coverage limits as the "Named Insured". The CGL policy shall have bodily and personal injury coverage limits of no less the \$1 million and property damage coverage limits of no less than \$500,000. The CGL policy must include effective dates covering the time period user has contracted to use the facility. At least 48 hours before user commences use of the facility, it shall provide written proof of its procurement of the CGL policy required by this provision, including an acknowledgement by the insurance carrier providing the CGL policy that if the CGL policy is cancelled for any reason prior to the effective dates identified in the policy, it will immediately notify, in writing, ICCNC of the cancellation.

Attachment L - Sketches of the Facility



Facility Floor Plans

Islamic Cultural Center of Northern California

Main Lecture Hall

[placeholder text]

Overview

Cafe

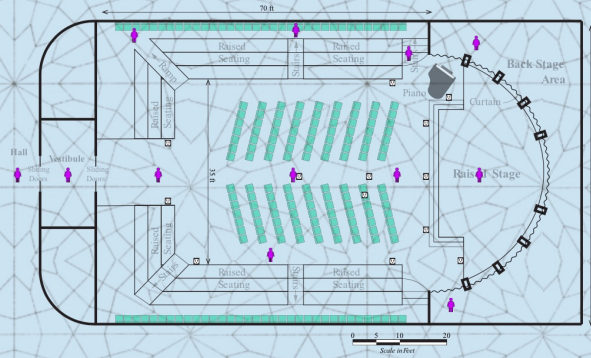
Main Lecture Hall

Childrens Room

Dining Hall

Lecture Room

Meeting Room



[placeholder amenities and dimensions]



ISLAMIC CULTURAL CENTER OF NORTHERN CALIFORNIA

Contact: Facility rentals: Ms. Azita Sayyah
azita@iccnc.org
+1 510-832-7600

Facility Floor Plans

Islamic Cultural Center of Northern California

Cafe

[placeholder text]

Overview

Cafe

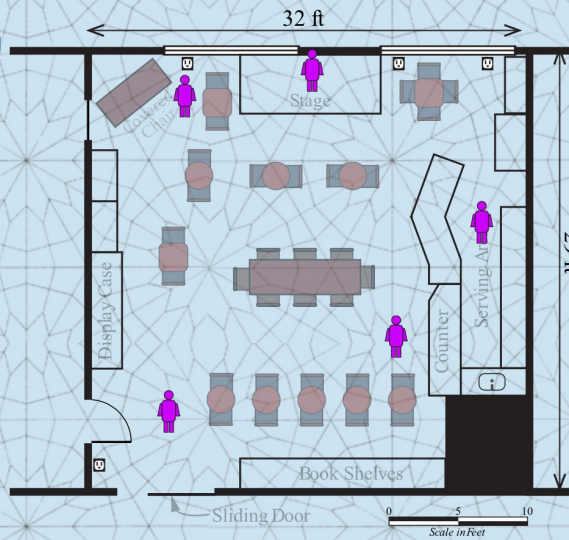
Main Lecture Hall

Childrens Room

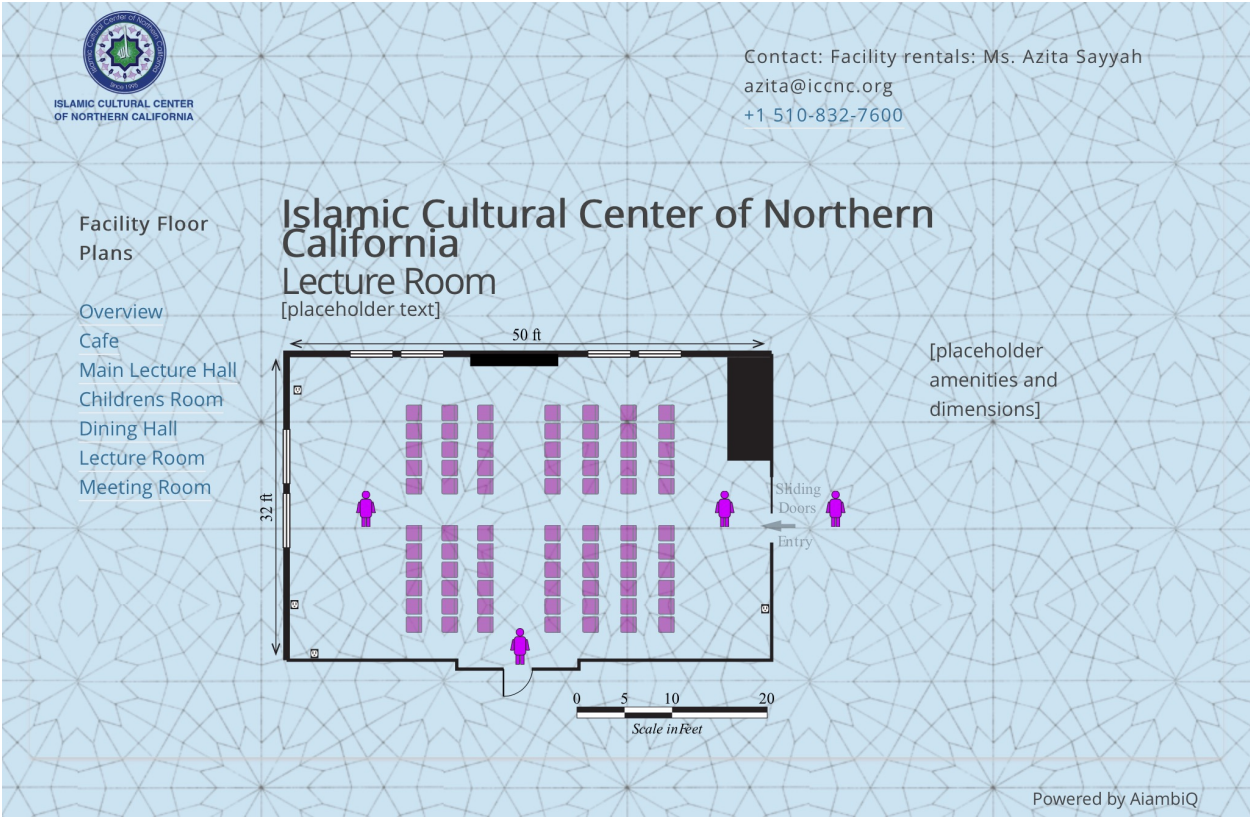
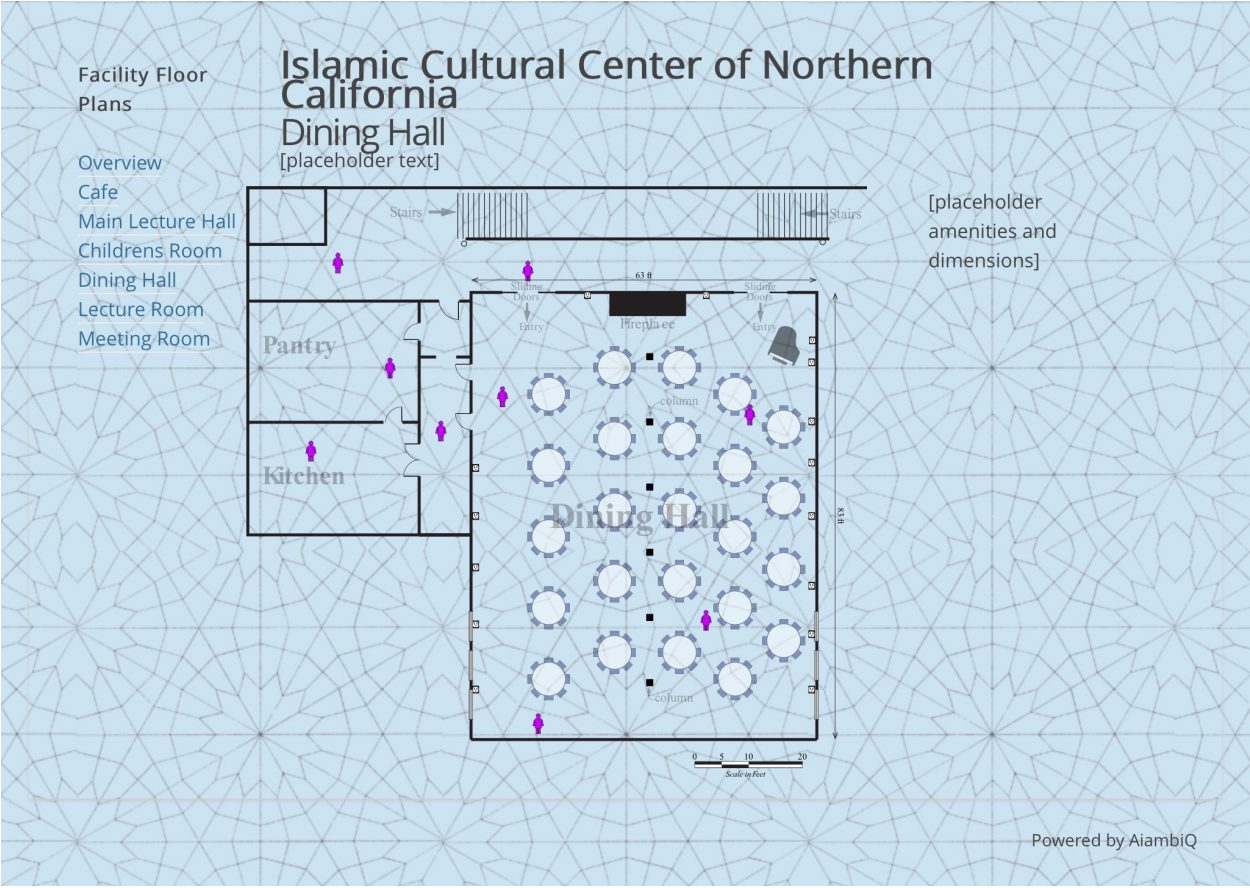
Dining Hall

Lecture Room

Meeting Room



[placeholder amenities and dimensions]





ISLAMIC CULTURAL CENTER
OF NORTHERN CALIFORNIA

Contact: Facility rentals: Ms. Azita Sayyah
azita@iccnc.org
+1 510-832-7600

Facility Floor
Plans

Overview

Cafe

Main Lecture Hall

Childrens Room

Dining Hall

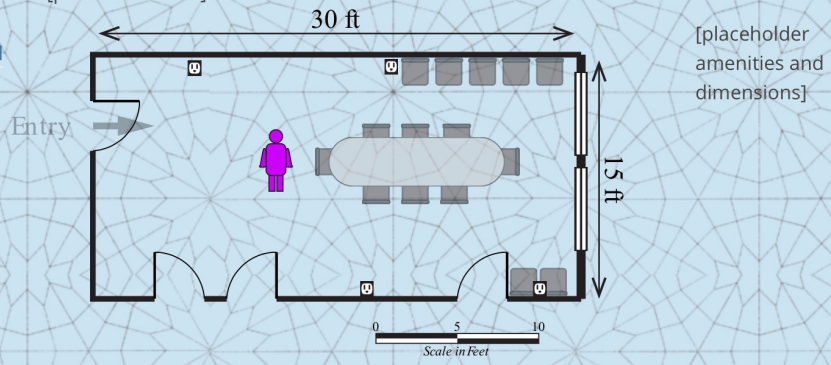
Lecture Room

Meeting Room

Islamic Cultural Center of Northern California

Meeting Room

[placeholder text]



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