



In the Name of God, the Beneficent, the Merciful.

# ISLAMIC EDUCATION CENTER

HUSAINI ASSOCIATION OF GREATER CHICAGO, INC.

1269 GOODRICH AVENUE ❖ GLENDALE HEIGHTS ❖ IL 60139-3371

Phone: (630) 469-5533

Web Site: [www.iechusaini.org](http://www.iechusaini.org)

## FACILITY RESERVATION FORM

### SECTION 1. NAME, CONTACT AND RESERVATION INFORMATION

*(please print legibly)*

Name (*Reserving Individual*): \_\_\_\_\_ Date of Application: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Name of Alternate Contact: \_\_\_\_\_ Cell Phone Alternate Contact: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Date of Program (Julian and prospective Islamic date): \_\_\_\_\_

Expected Headcount: \_\_\_\_\_ \*Time program begins: \_\_\_\_\_ \*Time program Ends: \_\_\_\_\_

\*This time duration includes time needed for set-up, decorating and clean-up. The time program ends is the time facility will close/lock. The facility can be reserved for a maximum of (6) six hours at one-time. *Refer to attachment A, Item 4.*

Will the entire old facility (both levels) and new facility (both levels) be utilized? (circle) Y N

Please list below which sections of the facility you intend to use.

1) Is this program a Majlis or Jashn? (circle) Y N

2) If other program type, please specify (i.e. Nikkah) \_\_\_\_\_

3) Will the program be conducted on a Tuesday or Thursday? (circle) Y N

1. A reservation donation of \$350.00 is required to reserve IEC Husaini's **old building** for a private Jashn, Majlis or other religious program(s). Private Religious programs conducted in the **new building** will require a reservation donation of \$500.

2. Private Ladies Majlis programs require a reservation donation of \$175.00 for the **old building** or \$300 for the **new building** plus any additional optional donation that may be offered.

3. For all other (non-Majlis & Jashn) programs, a facility reservation donation of \$500 is required for the **old building** or \$750 for the **new building**. Other programs include, but are not limited to, Nikkah/Marriage, Engagement, Birthdays, Aqeeqa, Baby Showers, etc.

4) Is this program for Men, Women or Both? (circle) Men Women Both

5) Is this program an open invitation to the Community? (circle) Y N

If yes, will you be requesting IEC to send an email announcement? (circle) Y N

-PhoneTree automated announcements are not sent for private programs per IEC Husaini policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bu signing this form, I have read and will fully adhere to the facility reservation rules, regulations and stipulations stated in Section 2. I agree to conduct my program with adherence to Islamic laws and etiquette.



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## SECTION 2. FACILITY RULES, GUIDELINES AND STIPULATIONS FOR PRIVATE PROGRAMS

Adherence to the following rules, regulations and stipulations is required:

1. Private programs must be conducted with absolute adherence to Islamic laws (Shari'a) and etiquette. Gathering and activities in a private program must be strictly in accordance with Islamic laws (Shari'a).
2. IEC Husaini programs take priority over any private programs. It is the responsibility of the *Reserving Individual* to work with the Programs Director/Coordinator to assure their private program does not conflict with currently scheduled IEC program or future prospective IEC programs. Majlis and Jashn programs are typically scheduled on the eve or day of the Islamic date of significance.
3. Reservations will not be made without the appropriate completion of this application, signature of the Programs Director or Coordinator and reservation donation. *Reserving Individual* must be at least 25 years of age. IEC reserves the right to outright deny the use of its facility with justification provided to applicant.
4. A reservation donation of **\$350.00** is required to reserve IEC Husaini's **old building** for a private Jashn, Majlis or other religious program(s). Private Religious programs conducted in the **new building** will require a reservation donation of **\$500**.
5. Private Ladies Majlis programs require a reservation donation of **\$175.00** for the **old building** or **\$300** for the **new building** plus any additional optional donation that may be offered.
6. For all other (non-Majlis & Jashn) programs, a facility reservation donation of **\$500** is required for the **old building** or **\$750** for the **new building**. Other programs include, but are not limited to, Nikkah/Marriage, Engagement, Birthdays, Aqeeqa, Baby Showers, etc.
7. The facility can be reserved in (6) six hour increments. Reservations greater than 8 hours will double the reservation donation (fee). IEC does not require a reservation donation for Majlis-e-Soyem directly following a demise of a family member. Reservation donation is non-negotiable.
8. *Baramad-e-Ta'boot and Shabeeh* will be offered only at IEC Husaini designated majlis programs that are organized and conducted by IEC Husaini. *Baramad-e-Ta'boot and Shabeeh* will **NOT** be permitted at private majlis programs conducted at IEC Husaini.
9. *Reserving Individual* must stay until their entire party has departed. *Reserving Individual* is responsible for the conduct of all attendees and for any damage and negligent breakage of property, if it occurs during the private program.
10. *Reserving Individual* is responsible for cleaning the facility, including the kitchen. The facility must be left in the same condition as it was found.
11. *Reserving Individual* must bring their own supplies, including, but not limited to; paper cups, plates, bowls, napkins; plastic knives, forks spoons; and serving trays, utensils, table cloths and table skirts.
12. Use of any equipment, other than that furnished within the facility must have prior approval, and under no circumstance may IEC's furniture, assets, equipment be removed from the facility. If there is damage to the facility/property (interior or exterior), or the facility/property is not left in the same condition in which it was found, additional fees may be applied to repair the damage or restore the facility to its original condition.
13. Changes made to your reservation application within 48 hours prior to your reservation date may be denied or unfulfilled. Changes include but are not limited to; date, time and facility and/or space requests.
14. Youth activities require a 1:10 adult to youth chaperone ratio. Youth is defined as any person under the age of 18 years.
15. Smoking is NOT permitted in the building. Smokers must use the designated area for smoking outside.
16. No lighting effects employing actual fire are to be used. This prohibits the use of candles, lighted lanterns, or torches, etc.
17. No wax, abrasive materials confetti, glitter, silly string are allowed in the facility
18. IEC Husaini is not responsible for damage to or loss of personal property or for any injuries that may occur to the *Reserving Individual* or attendees.
19. No items or services shall be sold, given, exhibited, or displayed without permission.
20. *Reserving Individual* must notify IEC Management immediately if law enforcement, medical emergency services or fire emergency vehicles are summoned to IEC to aid or assist anyone attending the private program.
21. IEC Husaini reserves the right to cancel, void or stop any private program, *before and/or during*, with notice, due to a person's misconduct, misdemeanor, un-Islamic behavior and unsafe acts. Program may be stopped or canceled due to unforeseen damage to property as a result of natural or structural causes *before and/or during a private program*. The program must end immediately if any of these issues arise.
22. It is the responsibility of the Reserving Individual to conduct programs in adherence to city, state and federal laws. The conduct of the private program is the sole responsibility of the *Reserving Individual*.



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## SECTION 3. FOR COMPLETION BY IEC HUSAINI MANAGEMENT—RESERVATION DONATION INFORMATION

Is the IEC facility reservation accepted or denied? (circle) **Accepted** **Denied**

Reservation Donation: Total Donation: \_\_\_\_\_

Check #: \_\_\_\_\_ Total Required Amount: \_\_\_\_\_ Additional Donation Amount (optional) : \_\_\_\_\_  
(Checks are preferred. Checks should be made payable to **IEC Husaini**. Please note in memo: **Private Program Reservation**)

**IEC will provide 100% refund for cancelled reservations.** Application is considered final when this form is appropriately completed, Programs Director or Coordinator have signed and reservation donation is received by IEC Husaini.

## SECTION 4. FOR COMPLETION BY IEC MANAGEMENT—PROGRAMS DIRECTOR OR COORDINATOR SIGNATURE

**Programs Director/Coordinator please answer the following questions:**

Will H.I. Saiyed Mehboob Mehdi Abidi al-Najafi address this private program? (circle) **Y** **N**

Who contacted H.I. Saiyed Mehboob Mehdi Abidi al-Najafi to confirm his availability and commitment?

(circle) **Programs Director/Coordinator** **Reserving Individual**

Did you verify that this private program reservation will not conflict with any currently scheduled or future IEC programs?

(circle) **Y** **N**

Is this private programs reservation form appropriately completed and all questions answered (circle) **Y** **N**

Did you ask the reserving party if they have any questions regarding the rules, guidelines and stipulations? (circle) **Y** **N**

Did you inform the reserving party that the IEC Treasurer will directly mail their reservation donation receipt at the address listed on their personal check? (circle) **Y** **N**

Did you provide the reserving party with a contact phone number should they need to contact IEC before their program?

(circle) **Y** **N**

**Please provide name(s) of IEC Director(s) and/or Coordinator(s) who will supervise this event on behalf of IEC Husaini Management?** (If not confirmed when reservation request is submitted, please leave blank)

In the space below, please provide any notes that may be helpful to support this private program, if applicable.

Application is considered final when this form is appropriately completed, Programs Director or Coordinator have signed and reservation donation is received by IEC Husaini.

(circle) **PROGRAMS DIRECTOR**

**PROGRAMS COORDINATOR**

Print, Sign and Date: \_\_\_\_\_

IEC Husaini — Original

Reserving Individual — Copy