

GENERAL RULES & REGULATIONS

The Islamic Center of Baton Rouge (ICBR) and Masjid Ar-Rahman welcomes all members and guests of our community to benefit from the facilities and services it provides. In order for all members to enjoy their experience, we kindly request every person and/or organization to abide with the following guidelines while using the facility. This applies equally to everybody.

1. The masjid and its facilities are for the benefit of all Muslims. It is to be used for religious, educational and social activities. All activities in the masjid shall comply with the Islamic principles of Ahl-UI-Sunnah-Wal-Jama'a and guidelines set by the ICBR Board.
2. No activity held in the masjid shall contradict with the Islamic principles and/or violate the sanctity of the masjid.
3. All activities conducted in the center require approval of ICBR management. All approved activities will be displayed on the display boards and screens in the masjid.
4. No material, such as posters, flyers, brochures, books, CDs, DVDs, etc., can be posted or distributed on ICBR's premises without specific approval of the ICBR Board.
5. Guests and visitors should have read 'Guests & Visitors Policy' prior to entering the center. Speak to someone from ICBR management to obtain policy.
6. All must abide with modest, non-revealing dress code at all times.
7. Shoes must be placed in the shoe racks. Do not place your shoes at the entrance of the prayer area.
8. Please keep the masjid and center clean at all times. Don't litter, and place your trash in the trash bins.
9. Food and drink are strictly prohibited in the prayer hall and its outside entryways at all times. Only water bottles are allowed during masjid functions or during Ramadan prayers. Kitchen area is restricted to only the Social Committee and its volunteers.
10. Any non-perishable personal items left in the masjid will be stored in the lost and found box for two weeks, if not claimed, after which will be disposed of as seen fit by ICBR management.
11. Any unlabelled perishable items (e.g. food items) will be discarded immediately.
12. No personal items can be left in the masjid or center unless permission is given in writing by ICBR management.

13. Children under the age of 5 must be attended at all times by their parents or any delegated babysitter. Crayons, pens, and pencils should only be used in the designated play room.
14. Diapers should be changed in the bathrooms and removed from the masjid upon leaving the masjid.
15. Parents are held financially responsible for any broken or damaged items caused by their children.
16. Vandalism is a sin and a crime. Stealing, destroying, and/or abusing the property in any way (including, but not limited to, the use of graffiti) will not be tolerated, and will be reported to the appropriate authorities.
17. Inappropriate attitude and language should not be used, and will not be tolerated, at the center premises. This includes fighting, use of foul language, cursing, and/or discussing inappropriate topics.
18. Smoking and tobacco is strictly prohibited anywhere in the masjid and its outside entryways. Smoking is only allowed in the designated smoking area. As a reminder, smoking is harmful for smokers and those around them.
19. No classes or meetings are to be held in the center except with the written approval of ICBR's board.
20. The use of any ICBR property items, such as appliances, furniture, books, tools and equipment outside the center for private use is strictly prohibited. Do not move or remove ICBR property items from their places.
21. Vehicles parked at ICBR premises for more than 24 hours will be towed away at owner's expense.
22. Fire doors should be kept closed at all times. Doors shall only be used during emergencies.
23. Do not enter any restricted area(s).
24. For safety and security reasons, the center premises are monitored by security cameras.
25. Renting the facilities or spaces must be filled out and approved by the Board.
 - The application must be filled out at least 1 week before the desired start date.
 - Price for renting the cafeteria for 4 hours is \$150 for ICBR members.
 - It is the responsibility of the renter to clean up after the event, in the case of the needing extra cleaning, the masjid will hire professionals and the renter will be billed.
 - Food is not allowed in the prayer hall at all.

- The Sound System (including Audio-Visual system) are available upon request and approval by the board.
- Only members are allowed to rent the chairs and tables and take it outside the masjid. A “chair renting” form needs to be filled out at least 48 hours before the event.
- Price per chair is \$2, per table is \$4 a day.
- The renter is responsible for removing the items and putting them back to the masjid.

PLEASE REPORT VIOLATORS TO THE BOARD AT ICBR2285@COX.NET. IT IS EVERYONE’S RESPONSIBILITY.

A COMPLETE LIST OF CENTER POLICIES AND PROCEDURES ARE AVAILABLE WITH THE FACILITY CENTER MANAGER.

**THANK YOU,
ICBR**