



Islamic Center of Baton Rouge

285 East Airport Avenue – Baton Rouge, LA 70806 (225-924-0070)- Masjid Al-Rahman

820 West Chimes Street – Baton Rouge, LA 70802 (225-387-3617) – Masjid Al-Noor

“Establishing a Muslim Community in Louisiana”

BUILDING USE POLICY

Part A: Permission for Building Use

- An “Application for Use of Facility form” must be submitted to the ICBR Vice president or Executive director fourteen days prior to the schedule of the event. It will include information about the nature of the group and event, the name and contact information of responsible party, the dates, times, and space requested for the function.
- Individual and group members of ICBR may request the use of the ICBR buildings for personal use, subject to guidelines and fees.
Non-profit service organizations in the community may apply to the ICBR for the use of our facilities, subject to availability. The usage may not conflict with purpose or policies of the congregation. The Board of Directors must approve any request.
- Other organizations or groups (besides non-profit service organizations) may apply to the ICBR for the use of our facilities, subject to availability. Normally, such requests will only be granted when the group includes a member in good standing of ICBR, and the usage will not conflict with the purpose or policies of the congregation. The Board of Directors must approve all requests.
- All ongoing or regularly scheduled use of the facility by outside groups will require approval of the ICBR board of directors.



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Part B: Guidelines for Building Use

- A Facility Use Form is to be completed by a representative of the requesting organization/individual after the function has been approved and added to the Master Calendar. The completed form will include a drawing of the desired setup of the needed space.
- Requests for set-ups of tables and chairs, the use of audio equipment, etc. must be stated completely on the Facility Use Form and reviewed with the ICBR custodian.
- Set-up and takedown of furniture and equipment will only be done by the ICBR staff. Building users are not to move furniture or equipment.
- User of our facilities should conform to the general ICBR policy and guidelines for use of Masjid facilities presented in Part D of this application package.
- When minors will be present in the ICBR facility, the group must provide the ICBR with a written plan on how they will be supervised. All supervision must be consistent with the ICBR Policy. Depending on the circumstances, the group may be asked to supply additional information, such as permission letters from parents/guardians, medical and insurance information, etc.
- Groups using the facilities may use the kitchen to make coffee. Cooking is not allowed. All groups must provide their own supplies such as cups, silver ware, serving bowls, etc.



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Part C: Schedule of Fees

Room/Hall	Non-members fees (\$ / day)	Members fees (\$ / day)
Deposit	300	300
Banquet Hall/Kitchen	400	200
Board room	100	70
Conference Room	80	60
Nursery/ baby sitting room	80	60

- The Board of Directors may waive or modify the above listed fees at their discretion.
- Deposit will be returned only if the facility was returned in the same condition received.
- Deposit is paid no more than one day after approval of the application.
- ICBR Committees can use the ICBR facilities without fee after the application is submitted to the ED.



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IN THE NAME OF ALLAH, MOST GRACIOUS, MOST MERCIFUL

Policy and Guidelines for Use of Masjid Facilities

1. When entering the Musallah (prayer area) shoes will be removed & put on pre-assigned shelves.
2. All individuals are expected to be observant of the Islamic etiquette while on the premises..
3. No food or drinks are allowed in any area other than the dining hall & the kitchen.
4. No smoking is allowed in the Masjid (Mosque).
5. Cell phone are to be turned off in the Musaallahs (Prayer Halls)
6. Alcohol & Illegal drugs are prohibited.
7. Kitchen equipment, tables, chairs or other Masjid property are not to be removed from the Masjid premises without permission of the board of directors.
8. Lights and A/C are to be turned off when not using a specific area or the Masjid.
9. If decorations are to be attached to walls and fixtures, non-marking masking tape must be utilized.
10. Nursery facilities may be contracted subject to availability. Rate would include time commencing 1 hour prior to the event and 1 hour after event ends.
11. Persons are to behave in a Muslim-like manner and to remind others of this expectation as may be necessary. No roughhousing or other loud or rude behavior will be allowed.
12. Absolutely no one is allowed to climb railing on the second floor.
13. Only specifically designated persons may adjust heating, air conditioning and sound system controls or use other equipment. Report problems to the Masjid office.
14. Security is the responsibility of anyone using the facilities. Activities are to be restricted to the areas assigned and care shall be taken to ensure that those areas and access to the Masjid facilities are properly secured when leaving. Care shall be taken to safeguard keys so that only authorized persons use them and no copies are made.
15. Telephones are primarily for Masjid business. Other use should be of short duration so as to not tie up the lines.
16. **DAMAGE AGREEMENT: It is understood that financial responsibility for any damage to building or facilities resulting from the use rests with the User of the facility. It is expected that the User will use diligent care to prevent such damage.**
17. Board of director’s names & contact information is posted in this facility as well as published on the web at www.icbrsite.org.
18. Cars are to be parked in proper parking places.
19. Cars left overnight can be towed at owners cost.
20. At least 14 days notice is necessary to schedule use of the facilities through the Board of Directors.
21. Keys to the Masjid facility will be given out to the board of directors, Imam & maintenance staff only.
22. Fundraising is only allowed thru approval of the board of directors.
23. If you are not sure about something, ask a member of the board of directors.



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APPLICATION FOR USE OF FACILITY

Applicant’s Particular:

A. Name of Applicant: _____

B. Address: _____

C. Home phone: _____ Work phone: _____

D. Cell phone: _____ Email: _____

Event Detail:

E. Date of the event: _____ Arrival time: _____ Departure time: _____

F. Name of the organization or group: _____

G. Total hours of rental: _____ Estimated attendees: _____

H. Purpose of meeting or event: _____

- Event open to the community members or the general public.
- Event is private or personal event.

I. Is there any admission fee? Yes No If yes, how much? \$_____

J. Will there be any fundraising? Yes No {Note: Fundraising requires pre-approval}

K. Event type: ICBR Event -- This is an ICBR event
 Current member private event, ICBR co-sponsored &/or non-profit organization event
 Other event (non-members, for non-profit organizations, business, etc...)

L. Who will be attending?

- Community members People of other faiths Federal, State, City officials
- Media Other –Please specify _____

M. Facilities required (Check all that apply)

- Dining hall Prayer hall Board room Baby sitting room Women’s’ prayer room
- Class rooms Basketball court Others _____

N. Equipment required:

- Speaker system LCD projector other: _____

O. Food will be served? No Yes If yes, Lunch Dinner

P. Snacks/Refreshment will be served? Yes No

****Please do not advertise the event until rental is approved by ICBR officer. ****

By signing this application, I certify that I have read and understand the guidelines for the use of the facility and will abide by all the conditions set forth therein. I agree to leave the facility in the same condition as found before use. I am responsible for payments of any damage to the rental space and all rented equipments during the usages.

Applicant Signature: _____ Date: _____

ICBR Officer Signature: _____ Date: _____