

The Foundation for Islamic Education

1860 Montgomery Avenue
Villanova, PA 19085
610-520-9624

Facilities Usage Form

The following organization, department or committee not affiliated with the FIE (Foundation for Islamic Education) 1860 Montgomery Avenue would like to use the facilities and grounds of the FIE for an upcoming event.

Please fill out and send back to the Facilities Manager. Email to: facilities-management@fiesite.org

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- Name: _____
 - Address: _____
 - Phone Number: _____ E-mail: _____
 - Contact Person: _____ Cell: _____
 - Which Committee of the FIE are you coordinating this event with? _____

The above organization, person would like to hold an event at the FIE:

1. Date of Event: _____
2. Time of Event _____
3. Approximately number of people who will be attending the event _____
4. Places to be utilized during the event _____
5. Equipment needed _____
6. Staff needed and why _____

If the maintenance staff is utilized outside their assigned normal working hours, then the above organization will be held responsible to compensate the staff according to the FIE employment policy and the Fair Labor Standards Act of 1938 (FLSA), as amended (29 USC §201 et seq.; 29 CFR 510-794).

Please fill out this form and send it back to us ASAP. When we receive this form we can inform you of the cost for this event and if we can accommodate your needs.

The above organization is:

- Approved to hold the event Fees to be charged _____ Payable to FIE
 Disapproved to hold the event. Why? _____

Facilities Manager

Date

- Did you receive from the organization a flyer for the event? Did you collect overtime pay for staff if applicable
 Did you check the events calendar for overlap usage of facilities Did you receive deposit or full amount for event.

ATTACHMENT 1

Facilities Usage Form

General Rules

- Attendees are expect to obey signs on all doors
- Proper attire is expected at all times
- Proper Islamic character is expected
- No foul language
- Keep noise control at a minimum (due to respect of neighbors)
- Respect all properties (FIE facilities and neighbors)
- Respect Elders and Foundation representatives
- No smoking or drugs usage at any time.
- No guns, knives, fireworks
- No food or drink in mosque (Masjid) area.
- No candles or hot burners will be permitted in any building
- Furniture cannot be moved from designated areas.
- All garbage must be disposed of properly and in receptacles provided.
- No bull horn or sound system to be used outside
- **WE MUST RECEIVE A BROCHURE ABOUT YOUR ORGANIZATION AND ALL MATERIAL THAT YOU WILL PASS BEFORE WE APPROVE YOUR APPLICATION.**

Please fill out these forms and send it back to us ASAP. When we receive these forms we can inform you of the cost for this event and if we can accommodate your needs.

Keep all facilities clean. You must leave the facilities as you found them. Any and all damages or necessary cleaning beyond what is normally expected will be charged to your account. Legal action will be taken if this account is not settled prior to your departure.

I have read the above rules and accept responsibility for my group during the specified period of time as indicated on these forms. I am authorized on behalf of my group to commit to pay for any damages resulting from misuse of property or neglect in following the above mentioned rules. I agree to cooperate with all FIE staff.

PERSON IN CHARGE OF EVENT

DATE

FOUNDATION REPRESENTATIVE

DATE