



Islamic Direction & Enhancement Association (IDEA)

# Garland Makkah Masjid

3301 W. Buckingham Road Garand, TX 75042

Ph. 972 675 4000 Fax. 972 530 4004 [www.makkahmasjid.net](http://www.makkahmasjid.net)

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## Form for Private Event at Makkah Masjid

**Please return this completed form prior to your event to Makkah Masjid management, preferably to Anis Gaziani (by phone: 469.939.5719 or email: [anis.gaz@gmail.com](mailto:anis.gaz@gmail.com)). Someone will contact you to further coordinate and confirm your event.**

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event Purpose:

\_\_\_\_\_

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Approximate Count: Men: \_\_\_\_\_ Women: \_\_\_\_\_ Children: \_\_\_\_\_

Will Food be Served: YES: \_\_\_\_\_ NO: \_\_\_\_\_ (Please provide your own supplies and utensils).

If yes, please provide the following:

Food Prepared by: \_\_\_\_\_ Number of Tables Required: \_\_\_\_\_

Sound Equipment Utilization: YES \_\_\_\_\_ NO: \_\_\_\_\_

Fees: \$100 per hour (minimum 2 hours), and cleaning charge of \$100 (Refundable)

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Payment Type: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Decision: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ On: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

Deposit Refunded On: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \$ \_\_\_\_\_ Organizer's Initials: \_\_\_\_\_

## Rules & Guidelines for Events Occurring at Makkah Masjid

1. To ensure the safety of our young people, children less than 7 years old must be supervised by an adult.
2. Keeping the hall clean is the responsibility of those using it. Before leaving the premises, the organizer must ensure the hall is left clean.
3. Screaming, fighting or horseplay is NOT allowed in any part of the facility.
4. Tampering with equipment or abusing the hall and its facilities will not be allowed or tolerated.
5. Disciplinary action will be taken against those who disregard these rules of usage and conduct.
6. No alteration to the walls or doors is permitted. This includes the use of nails, staples and tape to hang fliers or banners.
7. If your event is being created, you will be responsible for disposing of any trash and returning the hall to its prior state or risk forfeiture of security deposit.
8. You will be held monetarily responsible for any damage that may occur to any property during your event.

By signing below, you attest that you have read and agree to adhere to the above listed policies and will make every attempt to be sure anyone attending your event conducts themselves in a manner adherent to the above policies. Additionally, you understand that your signature serves as an agreement that you will be held monetarily liable for any damage that may occur to the premises during that time you have reserved it for.

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

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_