



ISLAMIC CENTER  
OF LONG ISLAND



## BUILDING USE APPLICATION

Required Date: \_\_\_\_\_ From time: \_\_\_\_\_ To time: \_\_\_\_\_

Requester's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

ICLI Member? \_\_\_\_\_

Will the requester be the point of contact the day of the event? If no, please enter point person's info:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Specify the event and number of guests expected: \_\_\_\_\_

If having a Nikah, please specify the name and phone number of Imam who is officiating:

\_\_\_\_\_

Enter the names and phone numbers of all individuals and/or businesses that will provide services in the above mentioned event:

Name	Phone
_____	_____

Is the event for a non-profit organization? \_\_\_\_\_

If yes, enter the name and address of the organization:

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

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

Will food or refreshments be served in the event? \_\_\_\_\_

Mark the required areas:

Masjid/lower level	_____	Basketball Court	_____	Kitchen	_____
Masjid/prayer area	_____	Courtyard	_____		

Phone: (516) 333-3495

Fax: (516)342-3703

Email: info@icliny.org

**RULES AND REGULATIONS FOR BUILDING USE**

1. MASJID/LOWER LEVEL - There will be a charge of \$700 and an additional fee of \$200 for a security deposit in a form of a separate check or cash only. Two ICLI care takers will be present during and after the event and requester will pay the sum of \$200 cash for two care takers. The space fits a maximum of 175 people. (For Quran Khani charge will be \$500)
2. COURTYARD - There will be a charge of \$1000 and an additional fee of \$300 for a security deposit in a form of a separate check or cash only. Three ICLI care takers will be present during and after the event and requester will pay the sum of \$300 cash for three care takers. The space fits a maximum of 200 people. Dimensions of Tent has to be 60ft X 40 ft.
3. BASKETBALL COURT - There will be a charge of \$1500 and an additional fee of \$1000 for a security deposit in a form of a separate check or cash only. Four ICLI care takers will be present during and after the event and requester will pay the sum of \$400 cash for four care takers. The space fits a maximum of 250 people.
4. NIKAH – There will be a \$200 charge for all the Nikahs’ in the Masjid area and an additional \$200 Hadiya for the Imam at ICLI. (If you have your own imam to perform Nikah, then only masjid area charge applies)
5. **If you are booking an Event, Building Rental Fee is required within 3 days of reservation. IF NOT, reservation is cancelled and is open for others.**
6. **The Security Deposit and Care Taker Fee should be given to the office before the event.**
7. For non-profit organizations, fee will be reduced by 50% for events on Monday to Thursday and 25% for events on Friday to Sunday. Caretaker fee will remain the same.
8. Security deposit is refundable, provided no damage to the property is incurred.
9. The price above includes the rental of the tables and chairs.
10. If decoration is to be done, only painters tape is allowed and no nails or screws are to be drilled in the walls.
11. Decorations of any kind will be disassembled and taken away by noon the next day, otherwise fee of \$250 will apply.
12. No food is to be left overnight and no leftovers are to be given to the masjid.
13. No cooking is to be done on premises (ie: frying samosas, making naan, tandoori kabob).
14. Rectangle tables (70”x30”) will be offered for use of masjid/lower level and courtyard. Round tables (60”) will be offered for use of the basketball court.
15. Music is not allowed to be played during any private event.
16. Events may not exceed past midnight.
17. Management strongly suggests parties refrain from political conversations at the masjid.
18. Requester is responsible for informing guests of modest dress code to be held at the center at all times.
19. Masjid is open to public at all Salah times. Salah and adhan times set by the ICLI Administration will not be altered to suit a private event held at the Center.
20. Requester is responsible for all personal and/or property damages done to himself or his guests in this event.
21. Responsibility for and care of the children attending the event lies solely with the parents.
22. **Cancellations received within 3 days of scheduled event will require 50% of building use fee.**
23. **Cancellations received within 7 days of scheduled event will require 25% of building use fee.**

Agreement:

I have read the above rules and I will abide by these rules:

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

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

**FOR OFFICE USE ONLY:**

Application received by \_\_\_\_\_ Date \_\_\_\_\_

Received \$ \_\_\_\_\_ Bldg. use fee    Via: Paypal / Ckeck / Cash, Receipt # \_\_\_\_\_

Received \$ \_\_\_\_\_ Security Deposit    Check # \_\_\_\_\_ / Cash Received \_\_\_\_\_

Imam’s Hadiya (\$200) paid? Yes \_\_\_\_\_ No \_\_\_\_\_ Care Takers Fee (\$200 / \$400)? Yes \_\_\_\_\_ No \_\_\_\_\_

Deposit returned by \_\_\_\_\_ Date \_\_\_\_\_ Check / Cash. Signature \_\_\_\_\_