

- One Time Daily Monthly
 Weekly Yearly Other: _____

Start Date: _____ End Date: _____

Program Title: _____ Program Timings: _____

Summary:

Speaker: _____ (estimated) # of Attendees: _____

Congregation Area(s) (select ALL applicable)

- 1st Floor
 2nd Floor
 Basement
 Media Hall
 Library

Taburruk / Food Service

- Served
 Distributed (To-go)

Logistical Components (select ALL applicable)

- Microphone / PA System
 Projector / Presentation Equipment

Advertisement

- MASOM Notice Board

Guidelines:

1. MASOM Rules and Regulations must be followed at all times.
2. The programs shall start and finish on time.
3. Only areas listed in this form will be used. If a venue needs to be changed, it shall be communicated to the Secretary at least two days before the program's scheduled date.
4. ALL programs shall be recorded as per MASOM Audio Video Archival policy.
5. Web Transmission of the program is not permitted.
6. PhoneTree messaging service shall not be used to advertise this program.
7. There shall be no statements, or acts against the Shariat-e-Muhammadi (saww).
8. There shall be no resolutions or statements made against the United States of America.
9. There shall be no resolutions or statements condoning violence.
10. The sponsors of the programs are required to deposit \$100, as deposit, to cover cleaning, logistical components, and other misc. expenses. This deposit shall be returned back to the sponsor(s) after at least ONE Executive Committee member clears the facility against any of the above violations. Any damage/abuse as a result of the program, not covered by the deposit, shall be billed to the sponsor(s).
11. Before leaving the MASOM premises, the sponsor must ensure that there are no open flames, or any other kind of fire hazards present (candles, agarbatti etc.).
12. All lights shall be turned off.
13. MASOM reserves the right to change these guidelines without prior notice.

I/we hereby agree to abide by the rules above. I/we also agree that failure to adhere to these rules shall result in the immediate termination of this contract with MASOM. I/we also understand that MASOM reserves the right to terminate this contract at any time without prior notice.

Received with Thanks:
 \$ _____
 Deposit (see #10)
 \$ _____
 Donation (per program)
 \$ _____
 TOTAL
 Receipt # _____

Name(s) (Print) _____ Signature(s) _____ Date _____

Phone _____ Email _____

Secretary, MASOM _____ Date _____