

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)      Taburruk / Food Service  
 1<sup>st</sup> Floor       Served  
 2<sup>nd</sup> Floor       Distributed (To-go)  
 Basement  
      Media Hall  
      Library

Logistical Components (select ALL applicable)      Advertisement  
 Microphone / PA System       MASOM Notice Board  
 Projector / Presentation Equipment

**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 \_\_\_\_\_