



Islamic Society of East Bay

33330 Peace Terrace, Fremont, CA 94555
Telephone: 510-429-4732, Fax: 510-429-4786

ISEB Policy and Procedures for event/meeting

1. The ISEB event/meetings approval form must be filled out and submitted to the secretary in hard copy format or faxed to 510-429-4786.
2. The board will review the application and consult the religious committee to decide whether to permit the event/meeting, deny, discuss it further or request additional information from the organizers.
3. The chairperson of the religious committee should be informed in person, by email or by telephone. The religious committee will inform the board of its recommendations regarding the event.
4. It is the responsibility of the organizers to take the approval of the board and religious committee and to provide the necessary information.
5. ISEB, its employees, board of directors, and volunteers will not be liable for damages whether incidental or consequential arising out of the use of its facilities. It is the responsibility of the organizers to obtain insurance coverage including liability coverage and mention ISEB as the additional covered for the event.
6. The facilities are rented, leased for event or meeting as is without any warranty or assurance of any kind.
7. Clean up: The organizers will be responsible for clean up and disposal of garbage and will bear the responsibility to see that ISEB's facilities are not damaged during the use.
8. If any food or refreshment is served during the event, ISEB will charge a minimum of US \$ 50 per event as fees.
9. Any material borrowed from ISEB should be returned in exact same condition and an acknowledgment receipt obtained to show the same.
10. Failure to clean the place, to rectify damages or to return any borrowed material will result in ISEB charging the organizers all the relevant costs in addition to any recovery charges and legal fees.
11. ISEB reserves the right to amend any of its policies and procedures at any time.
12. The organizer will comply with all laws and restrictions including federal, state, county and city ordinances in holding the events.
13. All events and meeting have to comply with the Shariah and Islamic Etiquette. The religious committee of ISEB has the final authority on deciding what constitutes acceptable compliance in this matter.



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- 14. All events and meeting have to comply with ISEB policies and procedures and follow the guidelines published.
- 15. All forms have to be submitted to the Secretary of ISEB either in person or via Courier/US Mail or handed over to the Imam to be turned over to the Secretary at least 14 days before the event.
- 16. Submission of the form does not guarantee approval.

Application for Event or Meeting

Name of the Organization: _____

Key Contact Person: _____ Phone: (Day) _____
Phone: (Evening/Mobile) _____ Email: _____

Alternate Contact: _____ Phone: (Day) _____
Phone: (Evening/Mobile) _____ Email: _____

Nature of Event: _____

Topic of discussion: _____

Name(s) of invited Speaker(s): _____

Date of Event: _____ One time Recurring
If recurring specify frequency: Weekly Monthly Other: _____

Will you be serving food or refreshments: _____

Will you be needing any Audio/Visual Equipment from ISEB: _____
(Yes/No. If yes specify what you need)

Do you want this event promoted by ISEB: Yes No

I have read and agree to all the terms and conditions mentioned above and will comply with all ISEB policies, procedures and guidelines.

Signature Date _____

----- ISEB Office Use only: -----

Approved Not Approved Request further Information

Authorized ISEB board representative: _____ Name: _____
(Signature)