

**MASJID DARUL QURAN  
MUSLIM CENTER OF LONG ISLAND**

1514 East 3<sup>rd</sup> Avenue, Bay Shore, NY 11706  
Phone: 631-665-9462; Fax: 631-665-0233

**Rules and Regulations for the use of Community Hall**

The community Hall of MDQ (Muslim Center of Long Island) is available on a first-come, first serve basis.

Full payment at the time of reservation with a completed and signed form. No refund if cancelled less than two weeks before the event. The contents of seminars, meetings and symposiums shall be reviewed by the Executive Committee prior to scheduling such an event at the center.

The applicant and their guests must observe the Islamic code of conduct and dress code while conducting their programs in the Hall and on the premises. Non Muslim guests must be advised in advance about the proper dress code. At no time should any part of this building be used for any un-Islamic activities. No smoking and no liquor is allowed on the premises or its parking lot area.

Music, Songs and Dancing or other events against the Islamic code are strictly prohibited in the hall and on the premises at all times. Only Halal food must be served.

MDQ is open to public during all Salah times. Adhan and Salah timings remain in effect as fixed by the administration of the center.

The Center shall not be responsible for any kind of loss to the person, property or the personal items of the renters and their guests.

The applicant to obtain prior permission if they desire to bring in any furniture or fixtures to be used for program. All items of this nature will be brought in and taken away after the program at the risk of the renters.

There is a separate charge for using the kitchen. If kitchen facility is used for serving food it should be thoroughly cleaned after the program. Left over food and other garbage must be placed in the garbage bags provided for this purpose and placed in the designated area for pickup.

It will be the total responsibility of the user to leave the Hall and the Kitchen (if used) after the program as neat and clean as they had found before their program.

The applicant must see the center's caretaker before they leave the premises after their program.

In case of any breakage or damage to the premises, furniture or fixtures of the center, the applicant will be solely responsible for its repair or replacement. The applicant may not be able to rent the Hall in the future in case there has been a breach of the contract.

**Agreement: I have read he above rules and regulations and InshaAllah, I will abide by them.**

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

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

**FOR THE USE OF MDQ - MUSLIM CENTER OF LONG ISLAND**

Approved by: \_\_\_\_\_

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

Donation: \$ \_\_\_\_\_

Reservation: \$1,000

Cleaning \$ 100

Reservation Confirmed [ ] Yes [ ] No

In The Name of Allah, The Most Beneficent, The Most Merciful  
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**COMMUNITY HALL RESERVATION FORM**

**Requester Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Residence Phone #** \_\_\_\_\_

**Work Phone #** \_\_\_\_\_

**Cell Phone #** \_\_\_\_\_

**Reservation Date:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Estimated Number of Guests for the Event:** \_\_\_\_\_

**Reservation for**  **Community Hall**  **Kitchen**  **Both** **(Other)**

**Please specify the Event:** \_\_\_\_\_

**Any Special Requirements:** \_\_\_\_\_

\_\_\_\_\_

Enter the names and phone numbers of all individuals or businesses that will provide catering or other services in this event.

**Name:** \_\_\_\_\_ **Phone (\_\_\_\_)** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone (\_\_\_\_)** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone (\_\_\_\_)** \_\_\_\_\_