

Islamic Directions & Enhancement Association (IDEA)
Garland Makkah Masjid
3301 W. Buckingham Road, Garland, TX, 75042
Phone: 972.675.4000 | Fax: 972.530.4004 | www.makkahmasjid.net

Form for Private Event at Makkah Masjid

Please return this completed form prior to your event to Makkah Masjid management, preferably Anis Gaziani (by phone: 469.939.5719 or email: anis.gaz@gmail.com). Someone will contact you to further coordinate and confirm your event.

Today's Date: _____/_____/_____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Event Purpose: _____

Event Date: _____/_____/_____ Event Start Time: _____ Event End Time: _____

Approximate Count: Men: _____ Women: _____ Children: _____

Will Food be Served: YES: _____ NO: _____ Please provide your own supplies and utensils

If yes, please provide the following:

Food Prepared by: _____ Number of Tables Required: _____

Use of Sound Equipment: YES: _____ NO: _____

\$50 Refundable Security Deposit Required and \$100 Non-Refundable for Makkah Masjid

Received By: _____ Date: _____/_____/_____ Payment Type: _____

FOR OFFICE USE ONLY

Decision: Approved: _____ Denied: _____ On: _____/_____/_____ By: _____

Deposit Refunded On: _____/_____/_____ Amount: \$_____ Organizer's Initials: _____

Rules & Guidelines for Events Occurring at Makkah Masjid

1. To ensure the safety of our young people, children less than 7 years old must be supervised by an adult.
2. Keeping the hall clean is the responsibility of those using it. Before leaving the premises, the organizer must ensure the hall is left clean.
3. Screaming, fighting or horseplay is NOT allowed in any part of the facility.
4. Tampering with equipment of abusing the hall and its facilities will not be allowed or tolerated.
5. Disciplinary action will be taken against those who disregard these rules of usage and conduct.
6. No alteration to the walls or doors is permitted. This includes the use of nails, staples and tape to hang fliers or banners
7. If your event is being catered, you will be responsible for disposing of any trash and returning the hall to its prior state or risk forfeiture of security deposit
8. You will be held monetarily responsible for any damage that may occur to any property during your event

By signing below, you attest that you have read and agree to adhere to the above listed policies and will make every attempt to be sure anyone attending your event conducts themselves in a manner adherent to the above policies. Additionally, you understand that your signature serves as an agreement that you will be held monetarily liable for any damage that may occur to the premises during that time you have reserved it for.

Signature

_____/_____/_____
Date

Witness

_____/_____/_____
Date