



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Guidelines on Conducting Programs at AAIC

IN THE NAME OF ALLAH, THE MOST MERCIFUL, THE BENEFICENT

The following guidelines relate to conducting programs at AAIC.

AAIC may provide venues to conduct programs and activities at its premises. Those interested in conducting programs and activities at AAIC should make a written request to the AAIC management team via email at aaic@abuubakar.org, at least six weeks prior to the proposed start date. The following documents shall be submitted, preferably via email, in support of the request.

- Details of the program or activity, such as Purpose, Target audience, Frequency (one-time or ongoing), Program days; Time slot; Syllabus or topics to be covered; and/or volunteers' information, Fees (if applicable); Facility requirements, etc. If ongoing program, provide the start and end dates as well.

Upon receipt of the necessary documentation, AAIC will respond within two weeks of its decision. AAIC reserves the right to cancel or reschedule any programs/activities due to last minute commitments and/or unpredicted circumstances. In such situations, the concerned parties will be notified as soon as possible.

When using AAIC premises, the following rules shall be followed. Repeated violations might result in revocation of the permission to use AAIC facilities.

Any fees collected shall be submitted to the AAIC reception every month.

At the end of each event or program:

- Fans and lights must be switched off at the end of the program.
- A/C units must be set back to the initial settings.
- Carpets must be vacuumed.
- Chairs and tables must be folded and stored in the proper area.
- Kitchen area must be properly cleaned, all utensils washed, and no food leftover in the refrigerator.
- All waste must be dumped in the trash bins.
- All doors must be locked.
- Partitions, blinds, projectors, projector screen, etc. must be returned to the original location.

Access to Wireless Internet (Wi-Fi) is for the program related use only. Please download any presentations, videos, and large files to your laptop at your home before coming to AAIC. When consuming food or drinks inside the Masjid, please use extra care to protect the carpeted areas.

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**AAIC IS A CHARITABLE
NON-PROFIT 501 (C)(3)
ORGANIZATION**



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