



The Islamic Center of Morgantown (ICM)

Rules, Regulations and Policies ♦

A) General

1. Anyone who enters the Islamic Center of Morgantown (ICM) building agrees that the premises shall be used in accordance with the rules and regulations of the ICM and in lieu with the ICM constitution.
2. The ICM is open to all Muslims for holding worship - according to the authentic sources of Islamic teachings: the *Qur'an and the Sunnah*- and activities approved by the Islamic Center of Morgantown Executive Committee (ICM EC).
3. All ICM visitors should abide by the 'Visitor's Policy' posted on the bulletin board.
4. The use of the name of the ICM in any literature or publicity of any organization is not permitted without a prior written approval from the ICM EC.
5. All arranged activities in the ICM require written approval by from the ICM EC.
6. The ICM premises and equipment should be handled with all due care. Any damage to equipment resulting from their use and/or handling shall render the person liable for damages.
7. The ICM EC assumes no liability or responsibility for damages or losses while at the ICM premises.
8. All persons using the ICM premises shall observe proper decorum and a reasonable standard of behavior.

♦ The ICM board of trustees and executive committee on Sep. 09, 2005, jointly approved these Rules. Any amendments or modifications to these rules have to be approved by the ICM executive committee and the board of trustees.

9. The ICM is not responsible for unattended children. Parents or other adults accompanying children should remain in the ICM during scheduled ICM-sponsored programs.
10. Any agreement between the ICM EC and any entity is not transferable.
11. Points of view expressed by any mode of communication (written, spoken, or otherwise) at any place in the ICM do not necessarily represent the standpoints of the ICM.
12. Interaction with the speaker during the Friday sermon is strictly forbidden.
13. No person or organization shall disturb the peace and quietness in the ICM facility by any means.
14. No one should give any speech or make any announcement in the ICM without a prior permission from the ICM EC or their designee(s).
15. No one should unreasonably interfere with the worship or comfort of others, by the creation of undue noise, physical violence or by any other unreasonable means whatsoever.
16. No foul language should be used by any member of the ICM when addressing a speaker, other members, or visitors. No yelling, cursing and/or ill accusations are allowed inside the ICM.
17. No one other than the designated persons by the ICM EC should make changes to the lighting system, the

temperature gauge or the various clocks and prayer schedules at the ICM.

18. No photography, motion pictures, or audio/video recording may be taken of in any place in the building without a written permission from the ICM EC.
19. Selling or solicitation of any kind at the ICM property for any purpose is prohibited, including leafleting and campaigning.
20. While at prayer halls one must be dressed appropriately with regard to the Islamic dress code as follows:
 - a. Women must modestly be dressed; e.g. a dress covering the arms and legs, and a scarf covering the head and neck.
 - b. Men must properly be dressed (a top with pants or shorts covering past the knees).
21. During the course of prayers in the prayer hall located on the second floor of the ICM, men must occupy the front rows, women must not be in front of any men's rows. Absolutely no mixed gender rows are allowed.
22. The prayer hall located on the third floor of the ICM is only to be used by women.
23. Cell phones are to be placed on the vibrate mode or turned off when in the prayer halls. If calls must be made, then members must do so outside of the prayer halls where they do not disturb others. Personal electronic devices - other than medical aid equipment- may not be used in the prayer hall.

24. No food or drinks are allowed in the prayer halls or in the library.
25. No shoes are allowed in the prayer halls. Parents are responsible for ensuring that children remove their shoes when entering the prayer halls.
26. Members who have and want access to door keys must register their names, addresses, and provide a photo ID to the ICM EC. Key duplication is strictly forbidden.
27. No one is allowed to stay at the Islamic Center overnight unless granted a written permission from the ICM EC.
28. ICM visitors intending to stay in the premises overnight must request permission. The request shall include: (i) the name, address, telephone number, and e-mail of the group leader, (ii) the number of the members of the group, and (iii) the date of arrival and period of stay. If permission is granted, all individuals staying in ICM must, on arrival, register with the ICM and provide an official photo ID.
29. All persons or organizations and their caterers, where applicable, having use of the whole or any portion of the building or grounds or of the kitchen and/or facilities shall leave the same, including all kitchen equipment, utensils, and other physical property, in a CLEAN AND UNDAMAGED condition, and see to the removal of all surface garbage from the premises immediately following the conclusion of the meeting or reception, and before the caterer (where applicable) leaves the premises, and shall indemnify the ICM EC

for all loss, cost and damage resulting from failure to do so.

30. No person may move chairs, furniture, microphones or any equipment into or out of the ICM premises except with a written authorization from the ICM EC.
31. No decorations requiring attachment by tacks, nails, staples or otherwise, so as to mar or damage the walls, ceilings, posts, or other finished surfaces may be used under any conditions without a written permission from the ICM EC.
32. No person may bring a weapon, as defined in Title 61-7-2 of West Virginia state code, into or possess a weapon in the ICM unless there is a lawful permit for it. This prohibition does not apply to police officers carrying service weapons in accordance with their department's policies.
33. The following acts are strictly prohibited in the entire ICM facility: gambling, adultery, fornication, smoking, and any other acts that do not conform to the Islamic code of conduct.
34. Possession or use of the following is not permitted at any part of the ICM facility: weapons, alcoholic beverages, illegal drugs, cigarettes, matches, lighters, tobacco, toxic or hazardous materials, and other materials prohibited by the Islamic code of conduct.
35. No person may ride a skateboard, bring or ride a bicycle, wear or use roller blades or roller skates, or jeopardize the safety of anyone in the ICM facility.

36. ICM members and visitors are to observe parking regulations in the neighborhood of the ICM facility.
37. No one is allowed to store or dispose any items or materials at the ICM facility, including furniture, toys, publications, personal effects and appliances.
38. Eating is restricted to the kitchen, the activities area, and the back deck of the ICM.
39. Washrooms assigned to ladies are to be used only by ladies and those assigned to men are to be used only by men.
40. Animals or pets are prohibited in the ICM facility.
41. The ICM EC reserves the right to exclude or dismiss all objectionable visitors from the premises without legal liability on its part for so doing.
42. The ICM EC reserves the right to cancel any event it finds to be of a nature not in conformance with the Islamic norms.
43. ICM members who knowingly violate the rules and regulations of the ICM will be subject to correctional procedures administered by the ICM EC.

B) The Activities Area:

1. All activities carried out in this area must comply with the consensus of mainstream Islamic norms.
2. Reservations must be approved by one of the designated ICM EC members.

3. All activities are open door unless otherwise requested. Closed door activities must be justified in the reservation request and have to be explicitly approved by the ICM EC.
4. Reservations are made on fair basis of first come first serve. Existing reservations may not be overtaken except with the consent of the person who made the reservation.
5. Activities that involve food consumption will be subject to a refundable \$100 cleaning deposit. Failure to clean the area immediately after the activity is over automatically makes the deposit non-refundable.
6. In activities not organized by the ICM, supplies like foam plates and cups are not for public use.

C) The Library:

1. Sleeping at the library is prohibited.
2. No person shall unreasonably interfere with the work or comfort of another person in the library, by the creation of undue noise, physical violence or by any other unreasonable means whatsoever.
3. No person may intentionally misplace, misuse, damage or attempt to damage any book or other item, or any Library furniture whatsoever. Without limiting the generality of the foregoing, the removal of pages, erasure of recordings, the making of marks or writing in any library book or other item constitutes a breach of this rule.
4. No person may bring, remove, misfile any item or otherwise alter a record in a catalogue, file or list of the library except for the librarian in the course of his or her library duties.

5. A child under the age of 10 years should be under the supervision of a person who assumes responsibility for him or her. Parents or adult caregivers should monitor all activities and behavior of their children while they are in the library.
 6. Unless marked as “reserve”, any book, audio or video material may be borrowed. Borrowed items must be updated in the library logbook and borrower contacts must be filled. Loan period for:
 - a. Books: up to 14 days, renewable for one loan period,
 - b. Audio and Video material: up to 7 days, renewable for one loan period.
 7. Recalled items must be returned to the library within 72 hours of recall time. The librarian ONLY is allowed to reshel returned items.
 7. A visitor may NOT check out more than 3 items in total. Overdue items are subject to fines according to:
 - a. Books: \$5 per book,
 - b. Audio and Video material: \$20 per item.
 8. Failure to return a borrowed item as well as returning items in unusable conditions renders the borrower subject to fine determined by the librarian.
 9. Library hours will be posted at the library door.
2. Kitchen equipment –including cookware– are not to be removed from the ICM building. And if used outside the kitchen, during the course of a dining activity, all cookware should be cleaned and returned to their proper kitchen closets.
 3. Use of the stove, the oven or the microwave oven requires fulltime attendance of an adult. Any mishap resulting from reckless use of these equipments will render their user liable.
 4. Children are NOT allowed in the kitchen except if fulltime accompanied by an adult. Any mishap caused by a child will render her/his parent liable.
 5. It is the responsibility of anyone who uses the kitchen to clean all cookware that they use. The kitchen’s sink should be clear of any cookware and food immediately after the activity is over.
 6. It is mandatory to keep the kitchen floor clean; any stain caused by a person who uses the kitchen must be cleaned by that person or his/her guardian.

D) The Kitchen:

1. Kitchen utensils, dishes, silverware, and supplies may only sensibly be used, and in strict accordance with Islamic dietary laws.