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## **MCNJ FACILITY POLICY AND RULES & REGULATIONS**

- 1. Imam or Leading Salah:** MCNJ has a full time Imam, please do not take upon yourself to lead the Salah.
- 2. Photo or Video Recording:** NO voice or video recording of any form is allowed without prior permission from the MCNJ Shura.
- 3. Announcements:**
  - MCNJ has designated members to make announcements, use of the microphone in the Musallah is restricted to MCNJ authorized personnel ONLY.
  - Announcements that need community attention should be given to the designated member as early as possible. Upon approval, MCNJ will make the announcement as appropriate (during Jumma, after Salah, email etc.)
  - MCNJ will not announce any program or event which is not approved by the Shura.
- 4. Events, programs, seminars and or activities:**
  - ONLY preapproved events can be conducted in the Masjid or Multi-Purpose building.
  - Approval should be obtained from the Event Committee before commencing of the event.
  - A separate MCNJ Event Request Form for Masjid and or Multi-purpose building event must be submitted 2 weeks in advance for approval.
- 5. Notice Board:**
  - ONLY articles/flyers/posters approved by the Shura are allowed on the Masjid notice board.
  - Anything left on MCNJ premises or displayed on the announcement board without approval will be removed immediately.
  - No solicitation of any kind (passing out flyers, posters, handout in parking lot, setting up display table) is permitted without prior approval.
- 6. Overnight Stay:**
  - NO overnight stay is allowed on MCNJ premises without prior approval.
  - Approval for an overnight stay should be obtained from the Event committee before commencing of the stay.
  - A MCNJ Overnight Stay Request Form should be submitted 2 weeks in advance for approval.
- 7. Parking:** NO long-term parking is allowed in the MCNJ parking lot.
- 8. Lending MCNJ belongings:** DO NOT take furniture, books or anything that belongs to MCNJ without submitting a MCNJ Lending Form.
- 9. General guidelines and policy:**
  - All forms (Event Request, Overnight Stay and Rental) can be found online. Please download, print and submit the COMPLETED form for approval.
  - The MCNJ Shura has the right to approve or reject any request for an announcement, activity/event, overnight stay or rental.
  - Please help us keep the MCNJ facility clean. Don't litter and place your trash in one of the trash bins.
  - Please notify the MCNJ Shura of any issue or problem with the Masjid or facility.
  - Any individual or organization found violating this policy may be barred from using MCNJ for future announcements, advertisements, solicitation and programs.

**NOTE:** Policy approved by MCNJ Shura on December 18<sup>th</sup> 2017. These policies, rules and regulations will be reviewed periodically and amended as necessary.