



Event/New Program Request Form

This form must be completed by all committees to request an Event/Program at ICCSC and be approved by the Administrative Team. If **minors under the age of 18** are involved in a new program, they **MUST** register with ICCSC prior to attending.

Name of the Event/Program:		Date/Time:
Event/Program Details:		
If ongoing, list start/end dates:		Will fees be charged? <input type="checkbox"/> N <input type="checkbox"/> Y (Amount:_____)
# of participants attending (approx.):	Items required: <input type="checkbox"/> Security <input type="checkbox"/> Kitchen <input type="checkbox"/> Main hall <input type="checkbox"/> Classroom <input type="checkbox"/> Sound <input type="checkbox"/> Projector	
Person in charge:		
Contact Telephone No:		Email:
Emergency Contact Name/Phone:		
Person in charge signature:		Date:
Admin Team signature:	Title:	Date:

Conditions of Acceptance

1. **Masjid Rules** – all participants must adhere to all ICCSC rules and etiquette.
2. **Responsibility** – you agree to take on all reasonable precautions to ensure the safety and well-being of attendees; neither ICCSC nor members of the Shurah/Admin Team can accept legal responsibility for any accident, illness, theft or loss of attendees’ personal items.
3. **Emergencies** - I understand ICCSC will contact me in case of accident or emergency and that if I am not available, may contact my emergency contact as appropriate.