



Greater Lynchburg Islamic Association

A Non-Profit IRS 501(c)(3) Tax-Exempt Organization

GLIA Mosque Key Request

(Note: The GLIA Mosque key can be issued only to registered GLIA members)

<i>First Name</i>	<i>Middle Name or M.I.</i>	<i>Last Name</i>	
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>E-mail Address</i>	<i>Home Phone</i>	<i>Cell Phone</i>	

I would like to request a key to the GLIA Mosque.
I plan to use the Mosque facility for the following purpose(s):

<input type="checkbox"/> Offer Daily Prayers
<input type="checkbox"/> Other (specify) _____

I have read and agree to abide by the GLIA guidelines specified overleaf.

Signature

____/____/_____
Date

<i>GLIA Office Use Only</i>	
Approved by: _____	_____
Signature: _____	Date: ____/____/____
Key Received by: _____	Date: ____/____/____
Notes:	

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(a copy of this sheet is to be given to the Key Owner)

Rules & Responsibilities: Mosque Key Owner

- 1) The Key Owners shall only use the Mosque for religious purposes (i.e., prayers, reading Quran, etc.).
- 2) No duplication of the keys is allowed.**
- 3) The key can only be used by the member signing on this form and his immediate family (i.e., spouse and adult children). The member is responsible for explaining the rules and responsibilities to their family member using the key.
- 4) The member opening the Mosque with their key shall be the first to enter and last to leave the Mosque. **The member shall not leave the Mosque with non-key holders inside.**
- 5) The member is expected to leave the Mosque in the same order as it was when entering (i.e., the members shall clean the Mosque after they use it, **set both thermostats down to 55° in winter and turn air-condition off in summer appropriately, shall turn the lights off, shall lock both exit doors , etc.**).
- 6) The member shall not add, alter or remove any items/literature from the Mosque.**
- 7) Key holders shall never use the Mosque premises for any improper or illegal activities.
- 8) Ensure posted Mosque Code of Conduct (see below) is observed.
- 9) In the event of any damage or unusual incident contact one of the Directors of the GLIA Board immediately (contact numbers provided below).

Mosque Code of Conduct

- 1) Observe modest Islamic clothing.
- 2) Parents shall maintain control of their children (i.e., parents are responsible for their children's safety and are responsible for keeping their children from disrupting prayers or other religious activities).
- 3) Unauthorized solicitations, collecting money, posting or passing out flyers on the Mosque property is prohibited.**
- 4) All programs, lectures, social and religious activities must be approved by the GLIA Board of Directors.**
- 5) Removal and altering of items or setup inside or outside from the premises is strictly prohibited.**
- 6) Persons in violations of the rules may be restricted from the Mosque premises.**

GLIA Board of Directors Contact Info

GLIA Board Member	Phone
Maqsud Ahmad	434-841-6829
Rauf Chaudhry	732-371-1150
Zeeshan R. Chaudhry	434-258-7697
A.F.M. Obaidullah	434-509-2281
Firas Alqublan	434-258-5125