



**Tracy Islamic Center**  
11970 W. Larch Road, Tracy, CA 95304 USA  
[www.tracyislamiccenter.org](http://www.tracyislamiccenter.org)  
email: [info@tracyislamiccenter.org](mailto:info@tracyislamiccenter.org)  
Call: (209) 830-6286

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## **RULES GOVERNING THE USE OF THE MASJID FACILITIES**

To ensure smooth operation of Tracy Islamic Center and to better serve the community, the following rules have been formulated and will be implemented effective from the date approved by Management Team. Masjids are the houses of Allah and all actions done in the masjid should be for the sake of Allah, and according to Quran and Sunnah. As a house of Allah, the masjid should be respected and not used in a way that displeases Allah. The following rules are for all users of the Tracy Islamic Center.

Tracy Islamic Center is a non-profit organization, and therefore it relies on its members to support its continual operation through donations of money, time, and any help possible. Masjid properties include the building, fixtures, furniture, books, equipment, electronics devices such as cameras, computers, printers, copiers, fax machines and any other items of value inside the building or stored outside its premises are for benefit of the masjid. Nobody is allowed to take, borrow, use, relocate, store, donate, replace, rent, sublease, salvage masjid properties, or make any decision pertaining to masjid properties without the prior approval from the Management Team. Such infringements against masjid properties temporary or otherwise will be considered as an act of transgression against the masjid and its members and appropriate measures will be taken including legal actions. Items removed from the Masjid facilities temporarily or otherwise will be considered as taken without authorization and appropriate measures will be taken. Furthermore, any damage to facilities, whether purposely or otherwise will be considered as an act of vandalism unless appropriate remedies are discussed and approved by the Management Team. (The Tracy Islamic Center reserves the right to persecute any person/group for improper usage of facilities for damage to facilities, loss of items, trespassing, etc.).

No member or guest shall engage in any behavior that causes a disturbance to the peaceful enjoyment of the mosque for other members or guests in the premises of Tracy Islamic Center. This includes, but is not limited to, loud noises, rowdiness, or any other behavior that may be deemed disruptive or offensive, including, but not limited to, physical and verbal attacks or abuse against other members, guests, or volunteers. Any member or guest found to be in violation of these rules of conduct may be subject to disciplinary action, including fines, suspension of membership privileges, and if necessary, the issuance of a restraining order, as determined by the Board of Directors/Management team.

## **GENERAL RULES FOR USING THE MASJID:**

It is the policy of Tracy Islamic Center to make its facilities available to its members when possible and in accordance of the following rules and regulations. Your cooperation is appreciated and will enable us to share our resources within our community members.

- I. Always place your shoes on the shoe rack. Please avoid cluttering the entrance of the masjid with shoes.
- II. Please keep the masjid always clean. Avoid littering, and place your trash in the trash bins.
- III. For safety and security reason in and outside of the masjid is monitored by security cameras.
- IV. Vandalism is a sin and a crime. Stealing, destroying, and/or abusing the property in any way (Including the use of graffiti) will not be tolerated, and will be reported to the appropriate authorities.
- V. Removal of Masjid property (chairs, tables, tarps, cleaning materials etc.) without permission from Management Team is prohibited.
- VI. No individual or group is allowed to distribute, sell, loitering, or panhandling on the premises of masjid without prior approval from the Management Team.
- VII. No individual or group is allowed to distribute on masjid proprieties any leaflets, books, flyers, brochures, and pamphlets etc., religious or otherwise without the prior approval of the Management Team.
- VIII. Smoking is not allowed on Tracy Islamic Center premises; this includes the entire property within the fenced area. Smoking is harmful for smokers and those around them.
- IX. If you're the last person to leave the masjid after a prayer, please be sure to turn off lights, fans and the doors are securely closed.
- X. Iqama time schedules are posted at the entrance of main door (men) and side door (women) for your convenience.
- XI. Specific approval from the President of the Management Team is required in advance for any media involvement and the scope of their presence for any event. Any outside media pictures taken on the Masjid premises are subject to approval. A designated person must always accompany the media to control their access.

## **MUSALLAH (PRAYER AREA) ETIQUETTES:**

- I. All individuals should keep quiet and avoid unnecessary talk in the musallah (prayer area) to avoid disturbing other individuals who are praying or listening to a speaker.
- II. Conversations should be conducted outside the musallah.
- III. Please do not text during Khutbah.
- IV. Muslims are reminded to pay particular attention to avoid talking during the Friday khutba. Remember that talking during the khutba may void the reward of the Friday prayer.
- V. Individuals must always turn their cell phone to vibrate, silent, or off while in the musallah.
- VI. Children must be always kept under parents' control and supervision.
- VII. Abstain from everything that may soil the masjid or induce bad smells in the Masjid or cause pain to anyone.
- VIII. When you see anyone doing something wrong, ask him/her not to do so, quietly and softly. Totally avoid insulting him/her openly, or rebuking him/her, or quarrelling with him/her.
- IX. Members who disagree with Friday Khateeb "speaker" may express their opinions, views or comments in writing and forward it to the Management Team. Who will consult with the speaker and get back to the member. Member(s) who don't adhere to these rules will be considered as "harassers" or "bullies" and appropriate measures will be taken by Management Team.
- X. Sleeping overnight in the masjid is not allowed except I'tikaaf during the month of Ramadan, unless for special circumstance approved by the Management Team.

**LANGUAGE:**

Inappropriate language should not be used, and will not be tolerated, in the masjid, inside the prayer area or outside. This includes the use of foul language, cussing, cursing, or discussing inappropriate topics.

**DRESS CODE:**

- I. Muslims are highly encouraged to be dressed properly according to what the shariah requires, particularly when they are in the masjid. Inappropriate dress is not acceptable on Masjid premises.
- II. Volunteers are especially required to adhere to the Islamic dress code.
- III. People of other faiths are welcome in the masjid for daa'wa or other legitimate purposes. However, they are expected to adhere to the masjid rules and regulations that apply to members of the masjid and they are expected to dress conservatively or modestly.

**CHILDREN:**

- I. Children under age 18 should not be left in the masjid premises without an adult supervision or a designated coordinator.
- II. Parents are expected to control their children in the masjid, particularly during salah, lectures, and Friday khutba (sermon). Parents should keep their children under their supervision at all times.
- III. Children should not use their toys inside the musallah (prayer area). Parents will be responsible for any damage of the masjid property or any personal injuries caused to their child/children or others.

**RESTROOM USAGE:**

- I. Islamic etiquette should be observed in the restroom.
- II. Always use the toilet while seated, standing will cause spraying "najasa" all over the seat and in the floor.

- III. Individuals should avoid talking in the restroom.
- IV. Individuals should avoid soiling the restroom, particularly the toilet seats and floors. If soiling occurs, please clean the area to avoid causing “najasa” to other users of the restroom.
- V. Individuals should dry the toilet seat before leaving the restroom.
- VI. Always place the slippers/sandals on the shoe rack after you use the restrooms. Please avoid cluttering the entrance of the restroom with shoes.
- VII. Parents should teach their children the Islamic etiquettes of using the restroom.
- VIII. When making Wu’du “Ablution”, please clean after yourself; water splashed on mirrors, counter-tops, and floor must be whipped dry. Impurities left in the sink must also be rinsed, and if needed clean with a paper towel and detergents. Wet floors will create slippage hazards to you and others.
- IX. As a Member of TRACY ISLAMIC CENTER and/or a Muslim you are aware of the etiquettes of using the Masjid, and that includes making Wu’du “Ablution”, the risk of slipping and falling while making Wu’du is possible, and therefore it is preferable to make Wu’du before coming to Masjid. The Masjid does not accept any liability for injuries incurred due to slipping or falling while in restroom, since restroom floors are always prone to having wet floors due to other members having Wu’du.
- X. If you’re the last person to leave the restroom, please be sure to turn off lights, fans and no water running from faucets.

Masjid Usage Disclaimer: By entering the Masjid you have accepted to hold TRACY ISLAMIC CENTER, Management Team, Board of trustees, and members harmless and to indemnify TRACY ISLAMIC CENTER, Management Team, Board of trustees, and members from any suit, claim, and liability that may arise due to loss, damage or injuries incurred by you while in the Masjid or attending a Masjid function/activities.

## **ADVERTISING/POSTINGS:**

- I. No advertisement should be displayed in the masjid premises without the written permission or stamp from the designated Management Team member.
- II. No postings should have any promotion of forbidden/haram items/ideas. This includes any postings of un-covered women, or immodest postures. Images of objects with a soul (human, animals, birds, insects, and fish) should not be posted in the musallah, except when absolutely necessary.
- III. These images can be posted in classrooms when necessary for educational purposes. They should be removed when there is no need for them.

## **Parking:**

- I. The Masjid has limited parking spaces, and priorities of use are limited to elderly and those with special needs, in addition, the speakers and members of those have permission from Management Team while assisting the masjid.
- II. Members can park, once space is available during prayers times (except Friday), given that the vehicle is parked properly within the marked lines and at least 24 inches away from building, and most importantly is not blocking other vehicles.
- III. Vehicles parked at Masjid improperly, or parked extended period of time without permission, or outside the praying times on a regular basis will be considered in violation of TRACY ISLAMIC CENTER parking regulations and such vehicle will be towed away at owner's expense.

## **Friday Announcements:**

- I. All announcement requests must be received in writing by Wednesday 5.00pm in order to make it to that week's Friday announcement.
- II. Friday announcements maybe made by the designated member of the Management Team.

## **Other Announcements:**

- I. Emergency announcements like newborn, hospitalization, accident, death, and request for du'a can be made only with the permission of a member of the Management Team.
- II. Other announcements apart from those stated above require prior approval from the Management Team.
- III. Approved announcements will be made by Management Team member.

## **Fundraising:**

All fund-raising requests should be submitted at least month prior to the event.

The following documents need to be submitted at the time of request:

- IRS tax exemption certificate.
  - Certificate of incorporation in home state.
  - Signed letter of intent for fund raising on organization's letter head.
- I. Receipt of funds collected with exact dollar amount should be signed and mailed promptly after fund raising event.
  - II. Failure to comply with one or all, these regulations may result in consequences up to and including forfeiture of funds collected.

**Note these rules and regulations cannot be altered, modified, amended or updated without the vote of approval from the Management Team.**