



ISLAMIC COMMUNITY CULTURAL CENTER

Islamic Community Cultural Center

Code of Conduct

2021

879 S Beverwyck Rd, Parsippany, NJ

DOCUMENT CHANGE SUMMARY

Date	Change Summary	Submitter
2021/07/24	Initial Release	Waqar Khokhar

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Masjid Regulations

Please read these regulations carefully and observe them at all times. All attendees are held responsible for the observance of these regulations. The Islamic Community Cultural Center (ICCC) adopts a low tolerance stance to individuals who “plead unawareness.” Thank you for your cooperation!

In order to maximize the spiritual and educational experiences of all attendees, ICCC has set forth these regulations:

Facilities

There are two prayer halls with designated entrances. The main prayer hall is primarily for brothers with accommodation for the sisters to pray at the back. The other smaller prayer hall located downstairs is exclusively for sisters, specifically for sisters with children liable to make noise and disrupt the congregation. Please respect the worship practices of the ICCC.

- Do not tamper with the lights, the air-condition system or sound system.
- Do not block the hallways leading to the prayer halls, doorways, or the access ramps.
- There is a designated Imam for each salat. Should the Imam be tardy, a grace period of five (5) minutes is requested.
- Backup Imams are designated by the Masjid Administration.

Etiquette

- Please dress modestly, sensitively and according to Islamic etiquette.
- Remove shoes before entering the prayer halls and place them on the shoe racks.
- Please do not eat or drink in the prayer halls.
- Please be mindful of attendees and worshipers.
- Minimize all conversations in the prayer halls.
- Keep your children close to you at all times.

Improper Behavior

Improper behavior encompasses a broad range of physical, written, or verbal behavior, including but not limited to:

1. Physical or mental abuse.
2. Improper, rude, profane or abusive language.
3. Heated argumentation or quarrel or any other disruptive behavior.
4. Physical assault.
5. Racial insults.
6. Derogatory ethnic slurs.
7. Unwelcome sexual advances, comments, insinuations or jokes.
8. Display of offensive or un-Islamic materials.
9. Humiliation, ridicule, threat, or degradation of children and/or youth. Use of any discipline that frightens or humiliates children and/or youth. Use of profanity in the presence of children and/or youth.

10. Physical damage to ICCC property; removal of ICCC property from the facility without prior approval from the Masjid Administration; removal or tampering of security systems, door hardware (locks), cameras, or intentional rendering of the property in an insecure manner.

Improper behavior can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating environment.

Allegations of improper behavior will be taken seriously and should be reported immediately to the Masjid Administration. When it appears that an Invitee has violated this Code of Conduct, fellow Invitees should report the issue to the Masjid Administration. The Administration will investigate and decide on the proper course of action against the individual who committed these violations.

Technology Etiquette

- Please observe cell phone etiquette in the prayer halls. Cell phones and electronics should be placed on "SILENT." Cell phone conversations are not permitted in the prayer halls.
- For event filming and photography, please contact the ICCC administration for an appointment.
- All internet browsing on the masjid wireless networks should be appropriate for children and adults at all times. Individuals who view unacceptable materials online will be asked to leave and will have technology privileges revoked.

Public Services

- Jum'ah Prayer services start at 12:45 pm sharp. The 5 daily prayers' times change weekly and are announced ahead of time by the management. The full calendar of salat iqamah times is available on the masjid website to view. The call to prayer (Adhan) will be given by a designated Muezzin for salatul Jum'ah and any of the daily salat situated adjacent to a major masjid event. For all other salat, a member of the congregation may give the adhan.
- The Masjid Administration must pre-approve all announcements, educational programs, short talks, speeches, Khatirahs, announcements related to fundraising efforts, and other forms of public address. Only pre-approved individuals are allowed to give announcements.
- No community member may use the microphone system without prior express approval from the Masjid Administration.
- Any announcement requests for salatul Jum'ah must be submitted to the Masjid Administration by the prior Thursday's Maghreb salat.
- Please do not remove any Qur'ans or books from the sanctuary. Return all Qur'an, books, and other educational materials to its designated locations. ICCC declines donations of all written materials, except with express written approval from the ICCC Administration. If a personal copy of the Quran is needed, contact one of the Masjid Administration members.
- For lost and found, please contact a member of ICCC Administration. ICCC is not liable for any personal losses or damages.
- Report all suspicious activities to the management. ICCC appreciates anonymous tips on any infringements of the aforementioned regulations. ICCC reserves the right to take all necessary steps against individuals who infringe upon these regulations.

Guest Sermons/Programs

ICCC board and administration shall approve any guest speakers for Khutbah, lectures or classes. ICCC board shall consult with the Imam and/or the Religious Director to help making suitable decisions in favor of the community's benefit.

Visitation and Safety Policies

The legal name of the institution is officially: **Parsippany Islamic Center**. The community center arm of the institution is officially: **Islamic Community Cultural Center**, a DBA of **Islamic Burial Services Association**.

This facility includes:

- The main prayer hall
- The main community hall
- Kitchen
- Three lobby areas
- Classroom(s)
- Multipurpose areas
- Parking lot
- Administrative Offices
- Front Lawn
- Other facilities that are under renovation and to be added to this list in future

The above facilities operate under ICCC management. ICCC aims to provide the community with prayer facilities, quality education programs, and a safe zone for attendees to meet and network. ICCC is open to attendees Muslims and non-Muslim, as well as their respective families.

General Guidelines

Parking

Vehicles should be parked between the two white lines of a parking space and not double-parked. All visitors and attendees should not park in spaces designated for:

- People with special needs (Handicap)
- Fire lanes
- All other reserved or prohibited areas as noted by ICCC.

Overnight parking requires approval of the management. Vehicles parked illegally or parked overnight without prior approval will be towed at owner's expense and may be reported to local police.

In the event of the parking lot filling to capacity, attendees are warned to not park in the driveway or turn lanes of the parking lot. Instead, overflow parking is available on Preston Lane (across the street from the facility). Additional overflow parking is available in the church adjacent to the facility.

Please be especially respectful to our neighbors if parking in these designated overflow areas.

Attire and Cleanliness

When visiting ICCC attendees are required to wear modest Islamic clothing. For volunteers and staff, the minimum attire is long sleeved tops and long pants. ICCC requires that all attendees wear attire that reflects sensitivity and respect for Masjid. ICCC reserves the right to interpret the appropriateness of all attire.

Children

ICCC welcomes families to experience the Masjid facilities. Parents at all times must supervise their children. All disruptive activities are prohibited. ICCC does not assume any liability of you or your family while attending Masjid. All cell phones, toys, game consoles, and gaming paraphernalia are not allowed in the prayer halls. Children must be kept quiet at all times. Failure to do so will result in ICCC removing the child and the parent from the event or the prayer hall. If your child requires assistance, please exit the lecture and prayer halls immediately.

Please supervise your kids at all times and do not put the management in the difficult position of enforcing disciplinary measures against disruptive children. ICCC reserves the right to prosecute and charge families whose children have broken or damaged anything belonging to Masjid. ICCC also reserves the right to prevent families or individuals from bringing disruptive children to Masjid.

Behavior and Courtesy

All attendees are held to the highest standards of respectful conduct. Physical or verbal abuse of any attendee at ICCC is strictly forbidden. Attendees found in violation of this will be asked by ICCC to comply with the code of "respectful conduct."

If the attendee refuses to comply, ICCC shall ask the disruptive attendee to leave the premises. Repeating violators of this code are subject to being banned from ICCC.

Conversations

All "meeting and greeting" should be done outside of the prayer halls. Please keep conversations to a minimum inside the prayer halls. All electronics and cell phones must be placed on silent in ICCC at all times. Repeated violation of this rule is not only a flagrant disrespect for ICCC, but will incur disciplinary measures.

The prayer halls are designated for prayers, supplication, lectures and ICCC-sponsored events. At no time shall the prayer halls be the locus for religious debate and argumentation. ICCC adopts a zero-tolerance

towards the desecration of the prayer halls with debate and argumentation on religious, personal, or political topics.

Equipment & Facilities

Exercise care when you use any equipment, facility, or items belonging to Masjid. All properties and items belonging to ICCC should not be moved or removed from ICCC. Destruction or malfunction of items and equipment is the responsibility of the user.

The management has a right to demand payment to replace the item and will contact local authorities if necessary. Do not tamper with any equipment of ICCC. This includes, but is not limited to the lighting facilities, microphone equipment, locks, doors, setup of furniture etc.

Distributing, Selling, or Donation collection

No individual is allowed to distribute or sell on the premises of ICCC which includes the parking lot, unless approved by the ICCC Administration. ICCC does not allow individuals to distribute anything without the express permission of the management. This includes, but is not limited to the selling or the distribution of paraphernalia, literature, pamphlets, flyers, books, brochures, advertisement ads, goods, food, etc.

All donation collection efforts on the Masjid premises must be pre-authorized by the ICCC Administration. Any unauthorized donation collection boxes will be promptly removed. All funds collected in the Masjid premises must be processed through ICCC accounting.

Overnight Stay

Other than the yearly Ramadan Itikaf, ICCC does not allow any individual or group to stay overnight inside or outside of ICCC without the explicit approval of the ICCC Administration for groups like Tableeghi Jammah. All relevant rules and regulations apply.

Food and beverages

ICCC does not allow food and beverages to be brought from the outside without prior arrangements and approval of the Management. No food is allowed to be brought into the prayer halls.

Smoking

This is a no smoking facility.

Technology Ethics

At no time shall attendees bring TVs, DVD players, streaming devices, laptops, media players, game consoles, or any entertainment equipment into ICCC except with express permission from the

management. Attendees are not allowed to browse the Internet or utilize the wireless Internet for leisure purposes in the prayer halls. The use of electronics is allowed outside of the prayer halls with the following conditions:

- The internet shall be reserved for educational purposes.
- Kids should not be allowed to use the wireless Internet unless supervised by a parent in line with observance of all technology related ethics. The parent is responsible for any technology or internet usage by their children.
- All internet usage must be used for appropriate, halal and educational purposes. Visitations of music or inappropriate websites are not tolerated. ICCC reserves the right to interpret the nature of “appropriate halal and educational purposes.”
- Individuals who wish to use their laptops or audio playback devices must use headphones at all times. The volume of the headphones must not exceed a 5-inch level where other attendees can hear.

Safety Standards

ICCC meets all fire codes and other safety standards approved by the Fire Marshal, city and state regulations. All events held at Masjid must align with the city and fire department regulations, as well as reflect the policies hereby stated in this document.

1. Weapons Policy

Weapons and ammunition are safety hazards. No weapons are permitted at any time. All violations of this will be reported to the police immediately without exception.

2. Illegal Activity

Any illegal activity by any individual or group will be reported immediately to the Police. Any unknown or unattended packages will be removed from ICCC or turned over to law enforcement if necessary. No personal items should be left outside or inside ICCC.

3. Food Safety

While Masjid does provide refreshments to attendees from time to time, all individuals are requested to be responsible and aware of the food content offered in ICCC. If you are allergic to any food or chemicals, please notify ICCC. ICCC will make sure that your safety is first addressed. ICCC is not responsible for any medical related allergies or accidents resulting from the negligence of attendees.

In the event where food is offered or sold at ICCC, vendors must furnish adequate information to prevent food allergies. Failure to do so will result in the revoking of the vendor’s license. ICCC is not liable for the food sold by any vendors.

Comments and Feedback

ICCC management welcomes any questions, feedback, comments, and suggestions. Feedback and questions may be directed to contact@ic3nj.com or visit ICCC website at www.ic3nj.com. Please submit these comments/questions in writing to the ICCC Administration making sure to include your contact information (name, email, and phone number).