

Date: July 12, 2010

## MCMC Policy Regarding

### Announcements, Advertisements, Solicitations and Programs

Requests for announcements, advertisements, solicitations, and programs at MCMC or MCMC owned properties need prior approval from MCMC administration, without exception.

In general all announcements, advertisements, solicitations, and programs must conform to Islamic guidelines. For example, music is not allowed within MCMC premises.

**All advertisements** (including, but not limited to, flyers, posters, brochures, one page advertisements) to be placed in MCMC premises or to be included in MCMC publications or MCMC website or MCMC mass emails need to be submitted to the MCMC administration for approval. Anything left on MCMC premises or displayed on the announcement board without approval will be immediately removed. **No solicitation** of any kind (passing out of flyers, posters, brochures, or handouts in the parking lot, setting up a display table, leaving announcements on car windshields) is permitted without prior approval.

**All requests for announcements** at MCMC or utilizing MCMC communication channels must be submitted to MCMC administration at least 1 week prior to the proposed announcement date with the only exception for announcements to be made on Jumuaah. Upon approval, MCMC will make the announcement as appropriate (during Jummah, after salaah, through the MCMC email list, etc.) Use of the microphone in the Musallah is restricted to MCMC authorized personnel.

**All requests for programs, seminars, informational sessions and other activities** to be held at MCMC or MCMC owned premises need to be submitted at least one month in advance to MCMC administration. All applicants for such events must submit an agenda, with time allotments, as well as detailed plans for set-up, supervision, food, audio/visual requirements and clean-up. MCMC will review the request and, if approved, will schedule a meeting with the applicant to go over the logistics of the event and clarify expectations. MCMC will decide on the appropriate location (Musalla, ground floor, basement, etc.) for the event as well as parameters around advertising and promotion of the event before, during and after the event. Programs which are not directly related to 'Ibaadah such as financial seminars are not allowed in Musallah area.

Individuals or organizations found violating this policy may be barred from using MCMC for future announcements, advertisements, solicitations, and programs.

Note: This policy was approved by MCMC Majlis-e-Shura on July 11, 2010. It replaces all such previous policies.

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