

In the Name of Allah, The Most Gracious, The Most Merciful

ISLAMIC CENTER OF BOISE

3077 Christine St., Boise, Idaho 83704, (208) 429-1866

Allah Subhanahu wa Taala commands “All together hold fast the rope of Allah (Faith of Islam) and be not divided among yourselves. Remember Allah's favors upon you when you were enemies; He united your hearts, so by His favor you became brethren; you were at the brink of the fiery pit and He saved you from it. Thus Allah makes His revelations clear to you, so that you may be rightly guided (3:103)”

ICB CODE OF CONDUCT

We all must respect the sanctity of the Islamic Center of Boise.

- 1. It is incumbent upon all of us to Treat Everyone with Dignity and Respect. Any behavior otherwise will be in violation of ICB code of conduct.**
- 2. ICB has zero tolerance policy for Physical, Psychological, Written, or Verbal abuse of ICB members, Volunteers, and Office bearers. It will result in immediate revocation of privileges and/or suspension pending final investigation. Board of Trustee (BOT) decision will be final.**
3. All dispute/disagreement between members must be resolved through the Executive Committee (EC). Members must submit their complaints/grievances in writing to the EC. Members must not be disruptive or argumentative.
4. All disagreement and concerns regarding ICB operational process/policies must be resolved through the Executive Committee and Board of Trustee (BOT). Members must submit their complaints/grievances in writing to the EC and/or to the BOT. Members must not be disruptive or argumentative.
5. Violations of the ICB code of conducts and failure to cooperate with the ICB’s review of a suspected violation may constitute grounds for disciplinary action, including the termination of any relationship between the violator and the Islamic Center of Boise.
6. ICB welcomes any questions, feedback, comments, and suggestions. Feedback and questions may be directed to ---

Prayer Area Etiquettes

- 1. Please do not change posted prayer times.** Only individuals authorized by EC can make prayer time changes.
- 2. Only listed individuals have been authorized by EC to lead prayers.** If individuals listed are not present, those assembled will choose.
3. The EC, in conjunction with other members of the ICB, will identify individuals who will give Adhan, Lead Prayers and Deliver Friday Khutba (sermon) and these lists will be posted in the ICB.

- ❖ EC will follow the ICB guidelines for selecting individual to Lead Prayers and Deliver khutba.
- 4. Please verify if Adhan has been given before doing so.
- 5. All announcements during Khutba can only be made with the written approval of the EC.
- 6. **Eating or drinking in the prayer area is strictly forbidden.**
- 7. Please switch your mobile phone to **vibration mode** to avoid distraction.
- 8. No sitting and praying in the hallway.
- 9. Do not leave personal or unapproved items in the prayer area.

Library and Books

1. All library books must be approved by the appropriate EC Director and have the ICB authorization stamp.
2. Unapproved / unstamped books in the library will be removed.
3. Books in the prayer area:
 - a. Only Quran and the Hadith of the Prophet (PBUH) can be kept permanently in the prayer area.
 - b. Other EC approved books can be used in the prayer area while praying, reading, teaching, and during meetings. Library books must be returned to the ICB library and cannot be left in the prayer area.
 - c. Any book other than the Quran or Hadith (see 3a) will be removed from the prayer area.

Postings of bulletin boards and Marketing material

1. All items on the ICB bulletin boards must be approved by the Secretary of the EC and will have a stamp indicating its approval for posting.
2. Items that have not been approved and/or do not have the proper stamp will be removed and discarded.
3. Any literature in the ICB's facility must be approved by the EC prior to the display.
4. Solicitation is strictly prohibited.
5. Business advertising must be approved by EC.
6. Solicitations, announcements, and postings can only be made with the written approval of the EC

Entrance/Lobby and Shoe Area Etiquettes

1. Please do not crowd the lobby and shoe area. Please do not block doorway.
2. Please place your shoes on the racks. Shoe left on the floor in spite of the empty space on the shoe shelf will be placed in a special container.
3. Please close the door behind you and do not leave it open for any reason. Please contact EC member if the door lock needs to be disengaged.

4. Place your coat and jackets on the coat hangers. Do not leave any personal item in the lobby or in shoe area.
5. Eating or drinking is not permitted in the lobby or shoe area.

Bathroom Etiquettes

Live by the golden rule of public bathroom usage.

1. Clean up after yourself and this rule applies to everything in the bathroom
2. Please clean the bathrooms and ablution facility after yourself.
3. Do not use sink for ablution.
4. Don't urinate while standing.
5. Please use Seat covers in the toilet.
6. No paper towel permitted in the toilet area.
7. Toilet Shoes are only for toilet area. After use, put them back on the shoe rack. Do not bring these into the ablution area.

ICB Parking Guidelines

1. **Must not block neighbors' driveways, sidewalks, or another person's car.**
2. Any vehicles parked illegally will be towed at the owner's expense.
3. Parking area speed limit of 10 mph must be strictly observed.
4. Follow the directional signs to avoid any traffic congestion.
5. Cars left on the property without authorization will be towed away at owner's expense without warning.

General use of ICB Facility

1. **Responsibility and Liability:**
 - a. Please note that individual user will have full responsibility for and risk of any bodily injury and/or property damage (whether due to ordinary negligence or otherwise) arising in connection with the use of ICB facilities and equipments.
 - b. ICB and its members are hereby waived of any and all liability for loss or damage, and any claim or demands therefore on account of injury to the person.
2. Locked areas of the Center are restricted places that are inaccessible to general members. If you need to access these areas, please contact an EC member.
3. Multipurpose room, Recreation equipment and Electric Appliances:
 - a. Please take care of the mosque's equipment as a trust and avoid any abuse.
 - b. If you use a coffee or tea maker, please make sure it is turned off and cleaned before leaving.
 - c. The multipurpose room may be used for meals and other activities. The user will be responsible for cleaning the facility, including the removal of trash, leftovers and personal property.

4. **Food Safety:** All individuals are requested to be responsible and aware of the food content offered in the ICB. In case of any food allergy, individuals are responsible to verify before consumption of the food provided in ICB. ICB is not responsible for any medical related allergies or accidents resulting from the negligence of attendees.

5. **Overnight Stay:**

- a. As a rule ICB is not to be used as living quarters or for overnight stays. Except for the yearly Ramadan Itikaf, the ICB does not allow any individual or group to stay overnight inside or outside of the ICB without the explicit approval of the ICB-EC.
- b. Camping, the use of *tents* and other portable structures for *living purposes*, on the grounds of the Center are not permitted.

6. **Special Event Use:**

- a. Although the ICB facilities are not generally open to the public, it can be made available to approved non-members in the spirit of Islamic universal brotherhood. However, the applicant must be an ICB member in good standing.
- b. The facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the ICB's beliefs and moral teachings.
- c. Use of the ICB facilities for special events, e.g. meetings, celebrations, etc. by members of ICB or non-members will be subject to the adherence to the posted and published ICB Code of Conduct.
- d. It will require a fee and a refundable deposit (amounts to be determined by the ICB Executive Committee), as well as the presence of an ICB member in good standing.
- e. The application must be made by an ICB member in good standing at least seven (7) days in advance with appropriate fee.
- f. The director of operations will be the primary contact for the use of the ICB facility.
- g. If a scheduling conflict occurs the application with the earliest submittal date will have priority.
- h. Should a scheduling conflict occur between an ICB sponsored event (Religious or not) and an external event (member related or not) the ICB sponsored event shall have priority.

7. **Failure to abide by the above, rules and guidelines can result in disciplinary action.**

Violation of Established ICB Rules and the Code of Conduct

1. Violation of established ICB Rules and the Code of Conduct will result in disciplinary action to be administered by the Board of Trustee in consultation with the Executive Committee.
2. Disciplinary action shall be considered as constructive action for the express purpose of protecting the ICB community, ICB facility and improving well-being of the member concerned. Disciplinary action will be administered on a uniform basis. Each offense must be judged on its own seriousness, with consideration given to the individual's past record, as well as the severity of violations.
3. All violations will be investigated with each party given full chance to state their case before any penalties can be enforced. These penalties must be in accordance with the Islamic principles and Islamic law.
4. ICB has zero tolerance policy for Physical, Psychological, Written, or Verbal abuse of ICB members, volunteers, and office bearers. This will result in immediate revocation and/or suspension of the perpetrator's membership pending full investigation. These violations may include:
 - a. Physical or mental abuse, Improper, Rude, Profane or Abusive language
 - b. Physical assault
 - c. Racial insults and Derogatory ethnic slurs
 - d. Unwelcome sexual advances, comments, insinuations or jokes
 - e. Display of offensive or un-Islamic materials.
 - f. Humiliate, ridicule, threaten, or degrade children and/or youth. Use any discipline that frightens or humiliates children and/or youth.
 - g. Physical damage to the ICB property
5. ICB membership and use of the facility is a privilege and not a right. This privilege can be revoked at any time. The penalties listed below are **Authorized Penalties**, BOT and EC may, at their discretion, impose penalties more in line with the offense, which can be more or less severe than those listed.
 - a. On a first violation, the violator will be given a verbal or written notice, at the discretion of the EC.
 - b. After a second violation, the violator will be given a written notice and their membership may be revoked for a period not to exceed 30 days.
 - c. After a third day violation, the violator's privilege can be revoked for a period not to exceed 90 days.
 - d. After a fourth violation, the violator's membership privilege may be revoked indefinitely.
 - e. More severe penalties will be determined by the EC in accordance with the violation.