

Overnight Stay Policy

Article I

Purpose

The purpose of the policy is to safeguard this organization's (American Muslim Diversity Association - AMDA) and its member's interest when a request is received for overnight stay in the building. This policy is intended to supplement but not replace any article of the AMDA Constitution or its By-laws.

Article II

Definition

1. Overnight Stay

This is defined as staying inside the building after Isha prayer or this organizations program and prior to Fajr prayer.

Article III

Procedures

1. Stay request

Overnight stay request has to be done in writing to any of the Representative Boards (Board of Trustees, Board of Representatives or Standing Committee) at a reasonable time in advance.

2. Request write-up

Request should be in writing and following information should be provided. a) Name of the person requesting overnight stay; b) Purpose of Stay; c) Contact information of the requester; d) Requested date; e) Date of the request; f) Signature of the requester; g) Membership Status of the requester; h) Background check consent.

3. Method of Consideration

Request shall be reviewed in the representative body meeting that is schedule to be held immediately after the date of receiving it. Requestor has to be a member in good standing for at least one year. Requestor has to give consent to AMDA for it to run a background check.

4. Stay without approval

Any stay without approval will not be permitted.

5. Evacuating the building

Members are required to empty the building within fifteen minutes of end of Isha prayer or this organizations program unless accompanied by the Imam or member of Representative Boards. If accompanied by Imam or member of Representative Boards, members have to evacuate within a reasonable amount of time.