

# Parking Lot Policy and Procedures

Islamic Center of America Inc.

**Form:** P2 Daily/Nightly Parking Form

**Policy Statement:** The Islamic Center of America Inc. is responsible for facilitating the use of the Parking Lot to serve all who come to Masjid Ahlis Sunnah or Madrasatu Ahlis Sunnah for worship, school, community activities, etc.

**Who Should Know This Policy?** The Trustees and the general Muslim population.

**Who is Responsible for this Policy?** The Trustees

## **Parking Lot Procedures:**

- The parking lot must be open for the daily Salaah and Jumu'ah.
- The parking lot should be closed during the school hours of Madrasatu Ahlis Sunnah, specifically from 7:30 am to 3:30 pm, when school is in session.
- Special events must provide at least 15 days' notice.
- Parking, except during School hours and Jumu'ah, is Fifty Dollars (\$50.00) per month to be paid at the beginning of each month. Parking on the day of Jumu'ah is an additional ten dollars (\$10.00) per Jumu'ah.
- Parking is Fifteen Dollars (\$15.00) per week for other than monthly parking or Jumu'ah.
  - All cars parked in the lot must have an Islamic Center of America Parking Permit on the dashboard.
  - A copy of the vehicle's registration, insurance card, and the owner's driver's license must be submitted to the Islamic Center of America to have parking privileges.
- All Unauthorized vehicles parked in the parking lot for more than 24 Hours will be towed at the owner's expense.

**Contacts:** Masjid Office: 973-672-6690 or Madrasah Office: 973-672-4124

## **Policy History:**

- Issue Date: Shawwaal 1426 / August 2025
- Reviewed: Rajab 1440 / March 2019
- Updated: Safar 1445/ March 2023

**Reviewed and approved by:**

**Title:** Imam      **Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Disclaimer:** The Islamic Center of America, Inc. will not be responsible for property damage or loss by any cause, including theft. All vehicles are left at their owners' risk. **DO NOT LEAVE WINDOWS OPEN!**