



2023-2024

## Event Request Policy

### **Purpose**

The Event Request Policy of the Muslim Community Center of Charlotte (MCC) aims to establish guidelines for organizing and hosting events within the MCC premises. This policy ensures that events align with the mission and values of MCC, promote balanced and virtuous lifestyles, and contribute positively to society.

### **Event Approval Process**

2.1 All events, including those hosted by MCC and events hosted by third-party organizations on MCC premises, must be pre-approved by the Executive Director of MCC.

2.2 Event organizers should submit a formal event request to the Executive Director and Facilities Manager that provides detailed information about the event, including its purpose, date, time, expected attendance, and any associated costs or fees.

2.3 The Executive Director and/or Facilities Manager will review the event request and make a determination based on the event's alignment with MCC's mission and values, available resources, scheduling considerations, and potential impact on the community.

2.4 Event organizers will receive written notification from the Executive Director or Facilities Manager regarding the approval or denial of their event request.

### **Event Proceeds**

3.1 All event proceeds, regardless of whether the event is hosted by MCC or a third-party organization, should be collected by MCC.

3.2 The specific payment method for collecting event proceeds will be determined by the Executive Director and/or Facilities Manager.



**2023-2024**

3.3 Once collected, the event proceeds will be distributed according to the contractual or verbal agreement between MCC and the event organizer.

3.4 Distributions of event proceeds will be made via check or electronic payment, as determined by MCC's finance department.

3.5 MCC reserves the right to deduct any applicable fees, expenses, or contributions as agreed upon in the event agreement.

#### **Permits and Licenses:**

4.1 Event organizers are responsible for obtaining any necessary permits or licenses required by North Carolina and Mecklenburg County authorities for hosting the event.

4.2 MCC may require event organizers to provide proof of permits or licenses prior to the event taking place.

#### **Safety and Emergency Procedures:**

5.1 Event organizers must adhere to all applicable safety regulations and guidelines outlined by North Carolina and Mecklenburg County authorities.

5.2 It is the responsibility of the event organizer to develop and implement appropriate safety and emergency procedures, including evacuation plans, first aid arrangements, and any necessary security measures.

5.3 MCC reserves the right to request a copy of the event's safety and emergency plan for review and approval.

#### **Accessibility and Accommodations:**

6.1 Event organizers must ensure that events are accessible to individuals with disabilities in compliance with the Americans with Disabilities Act (ADA) and any other relevant accessibility laws.

6.2 Reasonable accommodations should be made upon request to ensure full participation of individuals with disabilities.

6.3 MCC will provide guidance and support to event organizers in facilitating accessibility and accommodations, as needed.



2023-2024

### **Food Handling and Licensing:**

7.1 If the event involves the handling, preparation, or serving of food, event organizers must comply with North Carolina and Mecklenburg County regulations governing food safety and licensing.

7.2 It is the responsibility of the event organizer to obtain the necessary food permits or licenses, if applicable, and to ensure proper food handling practices are followed during the event. MCC may assist with food handling if requested at least 7 days prior to the event.

### **Alcohol, Drugs, Weapons and Tobacco:**

8.1 Illicit and/or prohibited substances or practices include Alcohol, Intoxicants, Pork, Extremely Graphic content or Nudity, Gambling and live lethal weapons demonstrations.

8.2 No event making use or sale of any illicit or prohibited substances or practices will be allowed on the premises. No exceptions will be made.

### **Compliance with Noise and Nuisance Regulations:**

9.1 Events held at MCC premises must comply with North Carolina and Mecklenburg County noise ordinances and regulations.

9.2 Event organizers should be mindful of the impact their event may have on the surrounding community and take necessary measures to mitigate excessive noise or disturbances.

### **Compliance with COVID-19 Regulations:**

10.1 Event organizers must adhere to all applicable COVID-19 regulations and guidelines set forth by North Carolina and Mecklenburg County health authorities.

10.2 This includes, but is not limited to, compliance with capacity restrictions, social distancing requirements, mask mandates, and other health and safety protocols.

If you have any questions or concerns about this policy, please contact us at [ED@charlottemcc.org](mailto:ED@charlottemcc.org).