**Code of conduct & regulations**

**In order to maximize the spiritual and educational experiences of all attendees, SABA has set forth these regulations. Please read these regulations carefully and observe them at all times. All attendees are held responsible to the observance of these regulations.**

**Thank you for your cooperation!**

**1. General**

The prayer and congregation halls are divided into men’s and women’s sections with designated entrances. Please respect the privacy of the genders and abide by the religious practices of SABA.

* Do not block the hallways leading to the prayer halls, doorways, or the access ramps.
* In order to maintain the sanctity of SABA, please keep the noise level to the minimum,
* Please have your children with you at all times or take them to their designated programs
* Please dress modestly, sensitively and according to Islamic etiquette.
* Remove shoes before entering the prayer halls and place them on the shoe racks.
* Do not tamper with the lights, the air-condition system or sound system.
* Please do not eat or drink in the prayer halls – except during the peak attendance days when food is served in the prayer halls.
* Please be mindful of attendees and worshipers.
* Minimize all conversations in the prayer halls.
* Please observe cell phone etiquette in the prayer halls. Cell phones and electronics should be placed on **“SILENT.”** Cell phone conversations are not permitted in the prayer halls.
* For event filming and photography, please contact SABA Board for approval.
* All internet browsing on SABA wireless should be appropriate for children and adults at all times. Individuals who view unacceptable materials online will be asked to leave.
* SABA Board must pre-approve all announcements, handouts and other forms of public address. Only Approved individuals are allowed to make announcements.
* Please do not remove any Qur’ans or books from the designated places. Return all Qur’an, books, and other educational materials to its designated locations.
* For lost and found, please contact SABA Board. **SABA is not liable for any personal losses or damages.**
* Report all suspicious activities to the SABA Board. SABA appreciates anonymous tips on any infringements of the aforementioned regulations.
* **SABA reserves the right to take all necessary steps against individuals who infringe upon these regulations.**

**2. Parking**

* Vehicles should be parked between the two white lines of a parking space and not double-parked. All visitors and attendees should not park in spaces designated for:
	+ People with special needs (Handicap)
	+ Fire lanes
	+ All other reserved or prohibited areas as noted by the SABA.
* Overnight parking requires approval of the Board.  Vehicles parked illegally or parked overnight without prior approval will be towed at owner’s expense and may be reported to local police.

**3. Attire and Cleanliness**

* When coming to SABA attendees are required to wear modest Islamic clothing. For volunteers and staff, the minimum attire is long sleeved tops and long pants. SABA requires that all attendees wear attire that reflects sensitivity and respect of SABA.
* Please clean up after yourself especially after you are done eating.
* SABA reserves the right to interpret the appropriateness of all attire.

**4. Children**

* SABA welcomes families to experience the facilities of this center.
* **Parents at all times must supervise their children. All disruptive activities are prohibited.**
* **SABA does not assume any liability of you or your family while on premises.**
* All Electronic games, toys, game consoles, ipods etc.. are not allowed in the prayer halls.
* **Children must be kept quiet at all times. Failure to do so will result in SABA removing the child and the parent from the event or the prayer hall. If your child requires assistance, please exit the lecture and prayer halls immediately.**
* Please watch your kids at all times and do not put the Board in the difficult position of enforcing disciplinary measures against disruptive children.
* **SABA reserves the right to prosecute and charge families whose children have broken or damaged anything belonging to the SABA.**
* SABA also reserves the right to prevent families or individuals from bringing disruptive children to the SABA.

**5. Behavior and Courtesy**

* All attendees are held to the highest standards of respectful conduct. **Physical or verbal abuse of any attendee at SABA is strictly forbidden. Attendees found in violation of this will be asked by the board to comply with the code of “respectful conduct.” If the attendee refuses to comply, SABA board shall ask the disruptive attendee to the leave the premises.**
* Repeating violators of this code are subject to being banned from the SABA.

**6. Conversations**

* All “meeting and greeting” should be done outside of the prayers halls. Please keep conversations to a minimum inside the prayer halls. **All electronics and cell phones must be placed on silent in the premises at all times.**

**7. Equipment & Facilities**

* Exercise care when you use any equipment, facility or items belonging to SABA. All properties and items belonging to SABA should not be moved or removed from SABA.
* Destruction or malfunction of items and equipment while in user’s position is the responsibility of the user.
* The Board has a right to demand payment to replace the item and will contact local authorities if necessary.
* Do not tamper with any equipment belonging to SABA. This includes, but is not limited to the lighting facilities, microphone equipment, locks, doors, setup of furniture etc.

**8. Distributing or Selling**

* No individual is allowed to distribute or sell on the SABA premises, which includes the parking lot, unless approved by the Board.
* SABA does not allow individuals to distribute anything without the express permission of the Board. This includes, but is not limited to the selling or the distribution of paraphernalia, literature, pamphlets, flyers, books, brochures, advertisement ads, goods, food, etc.

**9. Overnight Stay**

* Other than on special occasions and by permission of the Board, SABA does not allow any individual or group to stay overnight inside or outside of SABA. All relevant rules and regulations apply.

**10. Food and beverages**

* SABA does not allow food and beverages to be brought from the outside without prior arrangements and approval of the Board. No food is allowed to brought into the prayers halls except on special occasions by the permission of the board.

**11. Smoking**

* This is a no smoking facility.  Smoking is not permitted inside the building and outside within 50 feet from the building and entrances. If you have any questions about complying please contact the SABA Board for clarification.

**12. Technology Ethics**

* At no time shall attendees bring TVs, VCRS, DVD players, game consoles, or any entertainment equipment into SABA except with express permission from the Board. Attendees are not allowed to browse the Internet or utilize the wireless Internet for leisure purposes in the prayer halls. The use of electronics is allowed outside of the prayer halls with the following conditions:
	+ All internet usage must be used for appropriate, halal and educational purposes only.
	+ Kids should not be allowed to use the wireless Internet unless supervised by a parent in line with observance of all technology related ethics. **All parents are responsible for any technology or internet usage by their children while on SABA premises.**

**Safety Standards**

* SABA meets all fire codes and other safety standards approved by the Fire Marshal, city and state regulations. All events held at SABA must be in line with the city and fire department regulations, as well as reflect the policies hereby stated in this document.

**Weapons Policy**

* Weapons and ammunition are safety hazards. No weapons are permitted at any time. All violations of this will be reported to the police immediately without exceptions.

**Illegal Activity**

* Any illegal activity by any individual or group will be reported immediately to the Police.  Any unknown or unattended packages will be removed from the premises or turned over to law enforcement if necessary.  No personal items should be left outside or inside SABA.

**Food Safety**

* While SABA does provide refreshments to attendees from time to time, all individuals are requested to be responsible and aware of the food content offered in SABA. If you are allergic to any food or chemicals, please notify the Board and refrain from consuming any food detrimental to your health.
* **SABA is not responsible for any medical related allergies or accidents resulting from the negligence of attendees.**
* Please exercise caution when consuming any food at SABA note that SABA is not liable for the food sold by any of the vendors or the volunteers.

**Please contact SABA board with all comments and feedback.**