

# SALAM

Policies and Procedures  
Approved by the SALAM Board of Trustees

2003 – 2008

Created and updated by Anne Kjemtrup, Secretary SALAM BOT  
2006-2008

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# INTRODUCTION

Notes on numbering, nomenclature and notations:

- The date in the numbering system refers to the date of the Board of Trustee (BOT) meeting at which the policy or procedure was adopted by the board or when the board was informed of the policy or procedure adopted by a committee.
- Policies are noted as PO-mo-day-year-policy number in order presented at meeting. E.g. PO-08-12-2004-01 = first policy created at the BOT meeting held on August 12, 2004. A policy is considered a plan or course of action that will be carried out from the specified date.
- Procedures are noted as PRO-mo-day-year-policy number in order presented at meeting. E.g. PRO-08-12-2004-01 = first procedure created at the BOT meeting held on August 12, 2004. A procedure is considered those items that describe how a policy will be carried out.

Date last updated:

_____	_____
Date	Name, SALAM Position, and Initials
_____	_____
Date	Name, SALAM Position, and Initials
_____	_____
Date	Name, SALAM Position, and Initials
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Date	Name, SALAM Position, and Initials
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Date	Name, SALAM Position, and Initials

## ADMINISTRATIVE POLICIES AND PROCEDURES

PRO-02-05-2007-01: Both SALAM logos can be used for letterhead, fundraising efforts, and or brochures.

### *Community Center*

PO-03-03-2003-01: SALAM guarantees that no donor signs or plaques will be removed in the future. (“Aboobaker Plaque Agreement”)

PO-04-07-2003-01: ~~20% discount to active members of SALAM for hall rental~~ (Policy changed 09-12-2005)

PO-09-13-2004-01: The kitchen will not be rented by itself- only with the SALAM Community Hall.

PO-09-13-2004-02: The Committee made recommendations in the rental agreement with regards to entertainment, as shown on the first page of the Community Center Use Permit, which was submitted as an attachment (following page).

PO-12-07-2004-02: The Hall Renting Policy:

“Serving of alcohol or pork, dancing, or any nuisance to the neighborhood are not allowed on SALAM property and will be strictly enforced.”

PO-09-12-2005-01: As of January 1, 2006 the following rental changes in effect:

- a) \$120/hr for main hall with kitchen
- b) \$50/hr for conference room
- c) 10% discount for members
- d) Combined rental of main hall and conference room for a special rate of \$1000

PO-03-06-2006-02: The Administrative Committee prepared a policy for the “Free” and “Discount” uses of SALAM facilities. The policy lists each possible event category for the “Free” use of the facilities and the percent discount for each function organized by various parties. Br. Saeed Ahmed sent an email with suggested revisions for "Free" use of SALAM facilities. The Board approved the policy with revisions per changes that Br. Saeed Ahmed suggested (via email). May 8, 2006 reaffirmed: current rental policy to be continued (Muslim organizations such as MAS not given preferential pricing for renting the hall) (Hard Copy Available in Secretary Binder May 8, 2006)

# Rental Agreement Permit Rider

Amendments updated on 09/20/2005

The following amendments to SALAM Rental Agreement Permit take effect immediately:

1. The serving of alcohol or pork, dancing, or any nuisance to the neighborhood are not allowed on SALAM property and will be strictly enforced.  
Event must end at 12:00 midnight and all guests MUST leave the facility.  
Any violation of the above conditions would result in the loss of the hall deposit.
2. After 10:00 p.m. children of all ages will be asked to return indoors and all activities outside the hall MUST end in order eliminate any noise which disturbs the neighbors. A violation of this condition would result in the loss of the hall deposit.
3. Deposit for hall rental is \$250.00 and it must be paid once booking is confirmed on a signed contract. Rental fees are also due at the same time. If client cannot pay the entire amount at the time of signing the contract, arrangement may be made to collect the rental fees at a later date. ALL fees must be collected prior to event date.
4. Setup and clean up of the hall will be taken care of by SALAM at a flat fee of \$150.00. The fee is also due with the rent fees.
5. Client must make sure the caterer cleans up after using the kitchen. SALAM expects the kitchen to be kept in clean order; otherwise part of the deposit will be used to clean the kitchen.
6. Decorations MUST be taken down same night by renter/client. We advise the client to follow the guidelines regarding decorations: **DO NOT USE** scotch tapes, glitters, sparkles, glue, pushpins, thumbtacks, etc. Candles have caused damages to our tables and the facility floor; therefore open flames including candles are prohibited in the SALAM Community Center.
7. It is recommended that the client inform all persons in charge of the above conditions prior to the event to avoid violations of these rental rules and losing the hall deposit.

For more details, please read the rental agreement papers thoroughly to ensure that all rules and regulations are complied with.

*Client's initial:*

*SALAM Representative:*

**Sacramento Area League of Associated Muslims (SALAM)**

4541 College Oak Dr., Sacramento, CA, 95841

Telephone: 916 979-1933, Fax: 916 979-1002

**SALAM Community Center Rental Agreement**

Facility Requested (indicate room): \_\_\_\_\_ Hourly Rate: \_\_\_\_\_

Person / Organization Requesting Use: \_\_\_\_\_

Is this a non-profit organization  Yes  No. If yes, nonprofit Tax ID #: \_\_\_\_\_ If no, Soc. Sec. #: \_\_\_\_\_

Person in charge: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone (H): \_\_\_\_\_ (W): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Alternate person in charge: \_\_\_\_\_ Phone (H): \_\_\_\_\_ (W): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Person in charge of supervising the event \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ No. Participants Attending Event: \_\_\_\_\_

Are you going to use Tandoori Oven?  Yes  No, if yes, Name of the person experienced in its use \_\_\_\_\_

Is the event open to Public  Yes  No Will you be selling items  Yes  No, if yes, Temp business Permit \_\_\_\_\_

Set-up Time: Open \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. Event Time: Open \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. Close \_\_\_\_\_ A.M. \_\_\_\_\_ P.M

Equipment Needed: \_\_\_\_\_

Food Being Served?  No  Yes Security officers required?  No  Yes If Yes, Security firm used: \_\_\_\_\_

Insurance Company Used: \_\_\_\_\_ Certificate #: \_\_\_\_\_

	Receipt No.	Deposit Amount	Receipt No.	Rental Fee
Security Deposit/Rental Fee:	# _____	\$ _____	# _____	\$ _____
Equipment Deposit/Rental Fee:	# _____	\$ _____	# _____	\$ _____
Total Deposits Received:		\$ _____		
Total Deposits Withheld:		\$ _____		
Total Deposits Returned:		\$ _____		
Total Rental Fee Due by: _____			<u>TOTAL FEES</u>	\$ _____

Special Requirements: \_\_\_\_\_

**1) "The serving of alcohol or pork, dancing, or any nuisance to the neighborhood are not allowed on SALAM property and will be strictly enforced. After 10:00 pm children of all ages shall return indoors and ALL activities outside the hall must stop to prevent noise which disturbs the neighbors. Event shall end at 12:00 midnight and all guests shall leave the facility. Violation of these conditions would result in the loss of the hall deposit.**

**2) Read the attached policies and rental agreement. The attached rental agreement must be initialed and becomes part of the use permit.**

Rented By \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Approved By (SALAM representative) \_\_\_\_\_ Date \_\_\_\_\_

## Sacramento Area League of Associated Muslims

### Community Center

#### RENTAL AGREEMENT

#### RESERVATION POLICY

1. Reservations are taken at SALAM office, 4541 College Oak Dr., Sacramento, CA, 95841 or by calling (916) 979-1933 Monday through Friday. Telephone reservations are not considered confirmed and subject to cancellation until the agreement is signed and deposit paid.
2. Tours of the facility are available during the hours of operation by contacting SALAM at (916) 979-1933
3. Inquiries for uses that are consistent with the mission of SALAM will receive permission to reserve the facilities. SALAM may approve requests for other uses of the facilities.
4. If the inquiry for rental is approved, SALAM will contact the renter. At that point, the reservation may be secured by signing the SALAM Community Center Rental Agreement and paying deposit according to the rental schedule.
5. The rental fee and any additional fees are due thirty (30) days prior to the event. Payments may be made by check or VISA or cash. Certificate of insurance must also be received with the payment, listing SALAM as “**Additional insured**”. Failure to pay the entire required fee may result in cancellation of the reservation and forfeiture of deposit.
6. SALAM reserves the right to stop or modify the event if deemed necessary or if the information provided in the application is found to be false. In case of cancellation due to false information on the application may result in forfeiture of deposit and other fees paid and renter may be liable for additional fees incurred by SALAM.
7. Any non-SALAM member applicant, group, or organization wishing to reserve multiple dates for a series of events such as weekly or monthly meetings may reserve a maximum of twelve (12) dates per application. No reservations may be made more than one year in advance.
8. Reservations will be accepted on a first come, first served basis, with a maximum of one year in advance of the rental date. SALAM activities and SALAM members will have priority over other activities.
9. SALAM reserves the right to book additional events before and after the confirmed rental time without notice to the renter.
10. Rental permits will be issued only to adults (21 and over) who accept supervisory responsibility throughout the period covered by the rental contract.

#### *RENTAL BLOCK-OUT*

SALAM Center normally will be available for rental hours of 7AM - 12:00 midnight. SALAM Center is reserved for internal functions and is not available at the time of Weekend School (Sundays 10:00 AM – 2:00 PM) as well as other times for the use of SALAM functions and activities.

#### *DAMAGE/CLEANING DEPOSIT*

1. A facility inspection will be conducted immediately following the event by the facilities staff to determine the condition of the facility, including the main hall, kitchen, restrooms and outside grounds.
2. Damage/cleaning deposits will be refunded within four weeks of the event provided there was no damage to the facility or extra clean up required. Charges for damages or clean up will be withheld from the damage/cleaning deposit. If damages exceed the damage/cleaning deposit, the renting party will be billed for the balance.

#### *CANCELLATIONS*

Cancellations of confirmed reservations will be subject to the following conditions and fees

1. **All cancellations must be received by SALAM in writing.**

2. In excess of 2 months of the scheduled date, SALAM will refund the total deposit fee.
3. Within thirty (30) to sixty (60) days notice, SALAM will retain 50% of the total deposit fee.
4. With less than thirty (30) days notice, SALAM will retain 100% of the total deposit fee.

### ***SERVICES PROVIDED***

1. A Facilities Attendant will be on duty during the entire event. The Attendant will open the facility and provide information and direction. The attendant will not be available to serve, decorate, provide supplies, or be involved in the event.
2. The HVAC, Sound, and Lighting systems are centrally controlled. Do not attempt to change the settings. Please contact the facility Attendant if adjustments are needed.
3. Tables (60 inch round) and chairs (stackable with fabric seats and backs) are provided. Tables and chairs are not to be taken outside the Hall by the renting party.
4. The reserved facility will not be opened prior to the rental time for caterers, musicians, decorators, or deliveries.
5. The Facilities Attendant is authorized to enforce all facility-use rules and regulations.
6. It is expected that the renting party will have their cell phones for making and receiving calls during an event; a public phone is not available.
7. The parking lot available at SALAM is located around the Community Center. The renting party is expected to observe all parking restrictions and encourage all attendees to do so also.

### ***POLICIES AND CONDITIONS***

1. The serving of alcohol or pork, dancing, or any nuisance to the neighborhood are not allowed on SALAM property and will be strictly enforced.
2. Pork products, rice, birdseed, confetti, glitter, metallic confetti and hay/straw or similar items are not permitted on SALAM grounds.
3. Alcoholic beverages are not allowed in the facility or in the parking areas.
4. There is direct access from the back to the kitchen. Check with Attendant for entrance route.
5. A warming oven is available for heating food items already prepared. Storage is not available before or after an event.
6. Users must avoid food or drinks that can permanently stain the carpets. No red based punches are allowed.
7. In case of emergency, SALAM reserves the right to cancel a scheduled event without liability.
8. The renting party is responsible for securing all required permits ten days prior to the event and shall present evidence of such permits to SALAM.
9. Smoking is not permitted in the SALAM Center
10. Open flames including candles are prohibited in the SALAM Center.
11. SALAM will not be held responsible for any lost or stolen items
12. Under no circumstances shall the applicant/renter and/or organization sub-lease or allow any other organization or individual to use the facility during the time and on the date for which they have contracted.
13. Sitting or standing on tables or other misuse is not permitted and could result in serious injury if the table were to collapse. Any damage caused to the tables or chairs must be paid for by the renting party.
14. Any event that charges an admission fee or at which goods or services are sold must obtain a business license at least ten (10) days prior to the event. Reserved time should be chosen carefully; after rental fees are paid, there will be no refunds for a decrease of actual use time.
15. Portions of the building that are not covered by this agreement shall not be used by the organization, group, or other persons invited to visit the premises by the renter.
16. No advertising, promotion or tickets by Organization/Group shall state or imply that the program or meeting is sponsored by SALAM unless prior approval has been attained.
17. Renter shall assess their own security needs and provide the security personnel as needed at their own expense.
18. Event must end at 12:00 midnight and all guests MUST leave the facility. Renter is not to leave the facility unattended and shall notify the Attendant when the event is over. Children are not to be left unattended. They must be supervised at all times. They must go indoors after 10:00 pm to prevent noise which disturbs the neighbors. Also all activities outside the Hall must stop after 10:00 pm.
19. Renters should take orderly and respectful care of all SALAM premises. All groups must be properly supervised. The renters should also control noise inside and outside the main hall.
20. Arrangements should be made by the renting party or caterer to have all rental equipment picked up and removed from SALAM the same day as the event if possible. SALAM is not responsible for any damage or theft of items left by the renting party or caterer.

### **DECORATIONS**

All Decorations must be UL approved (Flame retardant). The use of nails, tacks, scotch tape, staples, pins, etc. is not permitted. Decorations, and any type of wire or cord, may not be hung, tied or draped on any light fixture inside or outside the facility. All decorations must be taken down and removed from the facility immediately after an event. The use of candles, glitter, metallic confetti, hay, straw, or similar items is not permitted. Decorations may be required to pass the fire marshal's approval.



## CATERER'S RESPONSIBILITIES

The kitchen must be returned to its pre-event condition. **If** additional clean up or repair is required by SALAM, the deposit, or portion thereof, will be retained to cover the cost of said clean up or repair.

## CLEANING RESPONSIBILITIES

### KITCHEN

1. **Tandoori oven shall be used only by the person experienced in its use. SALAM will not be liable for any personal or property injury due to the use of this oven.**
2. Remove all trash to outside dumpsters. Cardboard boxes must be flattened before they are placed in the dumpster. Set new liners in all the trash receptacles. Close the covers of the dumpsters at the end of the event after you put all trash in it.
3. Each piece of equipment used must be cleaned and shut down according to directions provided. ~ Surface-clean all appliances used; clean any spills in ovens and on oven racks.
4. All surfaces (work counters) must be washed with dish soap and hot water, sprayed with disinfectant, and dried with a clean soft cloth.
5. Remove all food particles from sinks. Wash the sinks with dish soap and hot water, spray with disinfectant and dry with a clean soft cloth.
6. Clean the inside of refrigerators, mop any spills and wipe off all racks with a damp cloth.
7. Remove all food particles from the stovetops, wash with dish soap and hot water, and dry with a clean, soft cloth. Clean all stainless steel surfaces behind and above cooking areas.
8. Empty all grease traps and spill pans and wash them with dish soap and hot water.

NOTE: Caterers/renters must be prepared to furnish all cooking and serving utensils. In addition, all clean up supplies must be furnished by the caterer or renting party. SALAM will provide a mop, bucket, broom and trash liners.

**CLEANING SUPPLIES NEEDED: All-purpose dish soap, Sanitizing solution, Germicidal detergent, Sponges, rags, drying cloths.**

### ***OTHER CLEAN-UP***

THE RENTING PARTY IS RESPONSIBLE FOR THE FOLLOWING CLEANING DUTIES:

1. All tables must be cleared of all items such as table linens, dishes, decorations, etc. and wiped clean.
2. All trash must be placed in the receptacles provided. SALAM will provide additional trash liners if they are needed. If any trash, such as boxes or other large items will not fit in the receptacles, it must be taken out to the trash dumpster located on the North side of the building. Boxes must be broken down before they are placed in the dumpster. At the end of the event and after all trash is put in the dumpsters, the covers of the dumpster must be closed to prevent water to go in if it rains.
3. All decorations must be taken down and removed from SALAM property. All items too large to be vacuumed from the floor are to be picked up and placed in the trash receptacles.
4. Kitchen areas must be thoroughly cleaned and returned to their original level of cleanliness. This includes all work areas, warming oven/ stove top, refrigerator, freezer, sinks and floors. It is the responsibility of the renting party to ensure that caterers fulfill this requirement. In addition, all food and equipment brought in by the caterer must be removed prior to leaving the facility. Supplies needed to clean the kitchen must be provided by the renting party or caterer with the exception of a mop, broom, and trash can liners.
5. At the end of the rental period, an inspection will be conducted by the designated staff member. Before leaving the building, the facilities Attendant must meet with the caterer or renter to go over the cleaning checklist and sign off on the condition of the kitchen in order for the cleaning damage deposit to be refunded. If the clean up requirements are not completed in a satisfactory manner, the damage/cleaning deposit or portion thereof will be retained to cover the cost of said cleanup, including materials and labor.

**Remember: The rental time must include all the time necessary for decoration and those clean-up duties required of the renter.**

## *INSURANCE*

Evidence of liability insurance covering both the renter and SALAM in the amount of \$1,000,000 per occurrence must be provided for all events. Individuals with home insurance policies, or organizations that have their own liability insurance can provide a policy certificate. Otherwise, liability insurance must be purchased. Certificates of insurance must include an endorsement naming SALAM as an additionally insured party and must be provided to SALAM thirty (30) days prior to facility use.

## **INDEMNITY AND HOLD HARMLESS CLAUSE**

User of SALAM facilities agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorneys' fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of SALAM's facilities. User agrees to defend, indemnify and hold harmless SALAM, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suites and expenses, arising out of or resulting from its use of SALAM's facilities. Acceptance by SALAM of the Insurance Certificate required under this agreement does not relieve the permit holder from liability under the *Indemnity and Hold Harmless Clause*.

## EQUIPMENT

The following equipment is available and included at no additional fee with the hall rental:

Tables: 40 (60" round) Seats 8 people each, 6 (30'X96") tables for serving

Chairs: 320 beige fabric covered chairs

## **KITCHEN EQUIPMENT INCLUDES:**

4 stock pot burners

1 range with four open burners, 48" grill and two ovens

1 Tandoori bread Oven (**Tandoori oven shall be used only by the person experienced in its use. SALAM will not be liable for any personal or property injury due to use of this oven**)

One Refrigerator

One warmer cabinet

Ice Maker

2 Coffee Makers

2 Hand Sink, 1 triple tub sink, 1 mop sink

3 Counter/work areas

One Hood

Various Storage Cabinets

## **Following equipments available at additional fees:**

1. Full Audio system with wireless microphones
2. Full video system with two projectors hooked to computer or VCR and two screens
3. Overhead projector

Sacramento Area League of Associated Muslims  
 4541 College Oak Drive, Sacramento, CA 95841-4515  
 Phone: (916) 979-1933, Fax: (916) 979-1002  
[www.salamcenter.org](http://www.salamcenter.org)

## Rental Fees

Facility	Assembly	Seated	Minimum	Rent	Deposit	# Hours to be rented	Event Rent	Event Deposit
Main Hall with kitchen (3,400 sq. ft.)	484	280	4 hrs	\$120/hr \$800/8 hr day	\$250			
Conference room (Approx 700 sq. ft) *	70	40	4 hrs	\$50/hr \$300/8 hr day	\$100			
Audio equipment (Only with main hall)	N/A	N/A	N/A	\$100/event	\$50			
Screen only per screen (Only with main hall)	N/A	N/A	N/A	\$40/event	\$40			
Video projector w/Screen per video (Only with Main Hall)	N/A	N/A	N/A	\$200/evnt	\$100			
Overhead projector	N/A	N/A	N/A	\$25/event	None			

### Total Rent

1. When both Hall & Conference Room are rented, the rent is \$ 1,000, instead of \$ 1,100.

2. 10 % discount for current members of SALAM on the total amount of rent.

Total Deposit

Set-up &

Cleaning fees

Total Fees

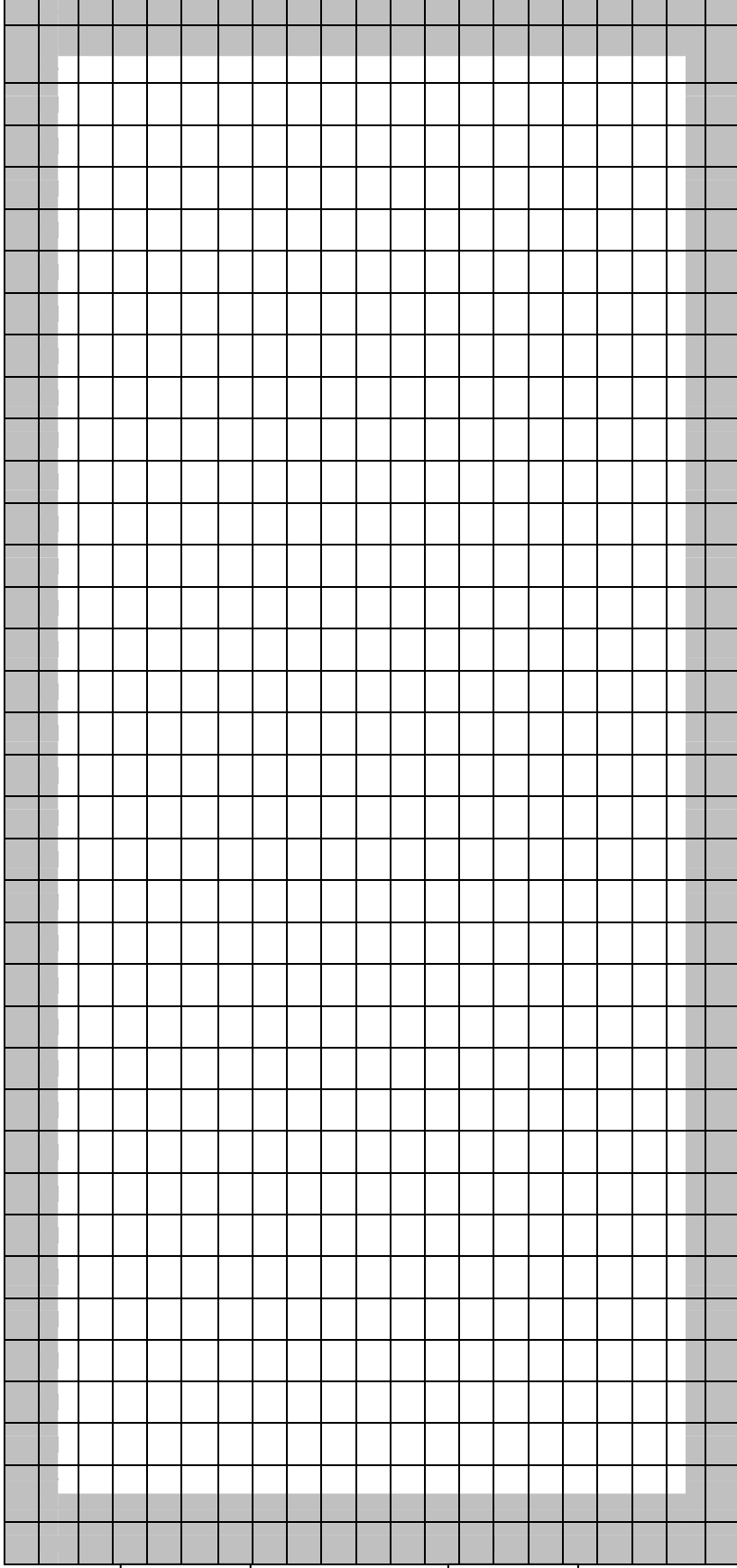
\$150.00

1. Add an additional \$50 for use of kitchen with renting of the Conference Room only.

2. Maximum hours for an event are 8 hours, from 4:00 pm 12:00 midnight. Maximum of 2 hours for decoration will be allowed free, right before the start of the event, from 2:00 pm to 4:00 pm. If more time is needed for decoration, a charge of \$ 20 per hour will be added to the fees to cover supervision and other expenses. If this charge is not paid in advance, it will be deducted from the deposit.

# SALAM COMMUNITY HALL (74' x 42')

Men's  
Bathroom



Kitchen

Women's  
Bathroom

Each square is equivalent to 2 feet (both length and width)  
Each round table is 60" in diameter - equivalent to 2.5 squares (approximately the size of a dime)

Each table is rectangular table is 30" x 96" - equivalent approximately 1 square by 4 squares

It is recommended to leave at least 4 feet between each table for chair movement  
Please draw up the proposed layout and return to SALAM:

## **SALAM Vendor Policy**

SALAM values its relationship with the community and wishes to welcome vendors catering to the needs of the SALAM community and its guests. The following guidelines and policies have been established to preserve the sanctity of the SALAM Islamic Center.

### **Guidelines:**

1. All vending activities at SALAM must follow the organization's established Articles of Incorporation, Principles, Policies and By-laws. Copies of these documents can be obtained from the SALAM office.
2. Vendors who wish to sell services, clothing, accessories and other items on the SALAM premises and at off-site SALAM events must give the SALAM main office two weeks' notice, fill out and submit the SALAM Vending Application. Vendors must receive approval from the SALAM Administrative Staff prior to selling/soliciting any items or services. SALAM Administration reserves the right to decline permission to any vendor without providing an explanation.
3. A non refundable \$50.00 vending fee and a \$50.00 refundable deposit must be paid upon approval of the Vending Application.
4. Once the submitted application is approved, vendors will work with SALAM administration to set up an appropriate time for booth set up and removal. Vendors will be held responsible for their booths. The vendor must ensure that the areas immediately surrounding their booth must be cleaned and all trash must be picked up. If the vendor is found responsible for trash or damage, the cost of clean up and/or repairs will be deducted from the deposit- SALAM will bill the vendor should the cost of repairs/clean up exceed \$50.00.
5. When applicable, vendors must make their merchandise available for inspection by SALAM Administrative Staff upon request. SALAM reserves the right to inspect the vendor's merchandise at any time.
6. Vendors may not, under any circumstance, sell the following:
  - Alcohol or alcohol containing products
  - Pork or pork containing products
  - Non-Zabiha products
  - Tobacco or tobacco containing products
  - Sexually explicit clothing/materials
  - Cosmetics
  - Inflammatory political or religious literature, photographs, or audio materials

Furthermore, vendors may not sell items/services deemed inappropriate by SALAM Administrative Staff.

Items/services found to be in violation of this policy will result in the termination of the vending agreement and the vendor will be asked to stop all sales and to pack up and remove their merchandise.

7. Vendors are expected to treat all SALAM community members and its guests with courtesy and business is to be conducted in a professional and ethical fashion. They must respect and abide by all SALAM policies. SALAM reserves the right to terminate the vending agreement if it receives complaints from community/staff members regarding the vendor's conduct.

### **SALAM Vendor Application**

Please complete the following

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

I would like to sell merchandise/services on the following date:

\_\_\_\_\_

Please describe in detail the items/services you wish to sell:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, hereby declare that I have read the SALAM Vending Policy and I agree to abide by all of the rules and procedures outlined within. I agree to allow SALAM to inspect my merchandise, upon request. Furthermore, SALAM reserves the right to cancel the vending agreement at its discretion.

I hold SALAM harmless as to any liability resulting from any damage to individuals or properties caused by my vending activities on the SALAM premises and at off-site SALAM events.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*PO-09-10-2007-01: Policy for Sponsoring Ramadan Iftar*

The Religious Committee decided two options available to those who wish to host Iftars in Ramadan:

**1)** If someone wishes to host an Iftar in Ramadan, SALAM will provide the facilities free with the following conditions:

- a) The Iftar is open to the public and will be announced at Friday prayers and to those who come to SALAM.
- b) The host will pay \$250 to help in the cost of the set up and removal of tables and chairs, and cleaning of SALAM facilities after the Iftar.
- c) The host will be responsible for catering Halal food.
- d) The host or his/her representative will assume the responsibility for the preparation of the event in consultation with SALAM office.

**2)** If the host is having the Iftar for a private party which is not open to the public, the host will be given 50% discount from the total rental charge of all items used. The \$250 set up and cleaning fees must also be paid.

Although the private party is not open to the public, if a fasting Muslim shows up for Iftar, not knowing of the private party, he/she should be allowed to join the Iftar.

Policy addition (September 16, 2007):

The host may write a check to SALAM for the cost of the Iftar, and SALAM will write a check for the same amount to the caterer. The host should indicate on the check, donation to cover the cost of the Iftar.

If you wish to sponsor an Iftar according to the above policy, please contact SALAM Office at (916) 979-1933 to reserve the hall for your Iftar day.

~~PO-11-04-2006-02: Iftar dinner hosting policy: if the host is having the Iftar for a private party which is not open to the public, the host will be given 50% discount from the total rental charge of all the items used. The \$150 for cleaning and set up fees must also be paid. (Updated with PO-09-2007-01).~~

*PO-09-04-2006-05: Islamic Burials and Funerals:*

**Mosque:** When the Mosque is used for burial and funeral services, it is open for use to all Muslims at no charge.

**Conference Room:** Within (3, 5, 7, 10 or whatever number) days of burial, if the recitation of the Quran is done at SALAM's Mosque and the deceased is a SALAM member or their immediate family member, the one-time use of the small conference room, not to exceed 4 hours, if available, can be used at no charge to serve food.

1) Immediate family member is defined as spouse, parents, or children.

2) Available means: The small conference room will be available if there is no previously booked function for the dates requested; paid or unpaid in any part of the SALAM Center.

3) Max Capacity for the conference room: What is allowed by law.

**Kitchen:**

The kitchen may be used to keep food warm and transfer to serving dishes. Rental payment and cleaning deposit are required if the kitchen will be used for cooking.

**Cleaning:**

A cleaning fee of \$100 will be required. The deposit may be returned if the conference room and kitchen are cleaned according to SALAM standards as outlined in the SALAM rental agreement.



## **SALAM Parking Policy**

Parking on SALAM's campus is limited to individuals:

- Conducting business or attending events in one of SALAM's facilities.
- Conducting SALAM-related business or attending SALAM-related functions at an off-site location.

Vehicles in violation of SALAM's Parking Policy will be left a courtesy warning. Subsequent violations may result in the vehicle be towed at owner's expense or may be referred to law enforcement.

Owners of vehicles that remain on-site must immediately contact the SALAM administrative office to inform staff about the circumstances. If staff is not available, a note containing a description of the problem and a contact number must be left in a visible location on the dashboard. Individuals will be given 24 hours to remove the vehicle.

House guests of residents living at the front house are permitted to use the parking spaces directly in front of and beside the house.

Parking at SALAM is available on a first come, first serve basis. Overflow parking will be directed to American River College parking lot S, which is located across the street from SALAM. American River College charges \$1.00 for weekday parking; however, parking is free on weekends and Fridays after 1:00 pm.

The following is strictly prohibited:

- Leaving children under the age of 10 unattended, by a person over the age of 18, in a vehicle on SALAM premises for any period of time.
- Parking in an undesignated spot.
- Parking in designated handicapped spot without displaying a handicapped placard
- Double parking.
- Using two parking places for one vehicle, unless the size of the vehicle requires the driver to do so.
- Parking in the fire lane
- Blocking the front gates,
- Blocking the front residential garage.
- Blocking/hindering the flow of traffic.
- Speeding in SALAM's parking lot.

SALAM assumes no responsibility for damaged or stolen vehicles. Individuals are expected to secure their vehicle doors and windows when the vehicle is left unattended.

## *Events*

PO-07-07-03-01: All SALAM sponsored events will only serve Halal/Zabiha meat.

PO-11-07-2005-01: Activities such as ping pong tournaments must be opened to all and similar activities must be presented to the Board of Trustees before getting approval.

PO-03-06-2005-01: All events of SALAM should be organized by an Event Planning Committee except the two fundraising events, which are organized by the Fundraising Committee.

## *Board of Trustees*

PO-02-23-2003-01: In the case of extreme emergencies, the Chairperson acts on behalf of the Board and then the Board will be informed as soon as possible. All other issues must be discussed with Board members first.

PRO-02-23-2003-01: Conflict Resolution Committee to be established to take care of disputes among community members, board members etc.. Chairperson of BOT authorized to select members of committee. (Incorporated into Bylaws)

PRO04-07-2003-01: A special meeting of the Board of Trustees can be held when at least two Trustees request such a meeting

PRO 04-21-2003-01: The Secretary of the Board will communicate to Active, Associate, and Honorary members items of relevant importance after every board meeting in a timely fashion via email, conventional mail, and the SALAM website.

PO-06-02-2003-01: Ex-officio members of the Board are those persons whose membership is by virtue of an office or standing committee chairpersonship held in SALAM. Chairs of functional committees are excluded from this definition.

PO-11-03-2003-01: Board will always welcome criticism and complaints as well as feedback from the community but it should be made in a civil, non-slanderous and professional manner.

PO-11-03-2003-02: There should be an ethnic balance on the Board, and this should be achieved not by quota system but other ways like seeking and encouraging active membership at SALAM from diverse ethnic groups.

PO-12-06-2003-02: The policies and procedures that are approved by the Board of Trustees separately from the SALAM Bylaws shall be filed. Such a file will also be kept with the SALAM Secretary.

PO-02-02-2004-01: A member voted to serve on the Board should agree to serve on a committee during their tenure.

PO-06-07-2004-01: Community members attending BOT meetings may participate in the discussions. Questions and comments may not exceed 1 minute in length and can only be made with the permission of the Chairperson.

PRO-02-05-2007-01: The Oath of the Duties of Trustees for SALAM Board of Trustees should be followed by the future Board of Trustees according to Bylaws.

***Oath of Office for Trustees and Officers***

***Serving on SALAM Board of Trustees***

I, ....., do solemnly swear that I will faithfully execute my duties as Trustee/Officer serving on the SALAM Board of Trustees, and will to the best of my ability, preserve, protect, and defend SALAM Articles of Incorporation, By-Laws, and Principles, and follow the Book of Allah and the Sunnah of His Messenger in performing my duties. So help me God.

PO-04-02-2007-01: Board of Trustee meeting discussion remain confidential until minutes are approved and published by the Board of Trustees.

PO-04-02-2007-02: Cell phones must be set to to off/silent/or vibrate during Board of Trustee meetings.

## RELIGIOUS

PO-01-10-2005-02: ~~Unlike the beginning of Ramadan and Eid-ul-Fitr which is determined by regional moonsighting, the Arafat and Eid-ul-Adha will be based on the announcement of Arafat by Saudi Arabia.~~ (this policy updated by PO-09-04-2006-01)

PO-09-04-2006-01, amended 09-17-2007: The BOT approved the Religious Committee's recommendation to immediately follow the Astronomical Calculations for determining the Islamic dates as decided by the Fiqh Council of North America in August 2006. To bring greater harmony and unity among the Muslim communities in the West, the Fiqh Council of North America agreed with its counterpart in Europe, the European Council For Fatwa and Research that the conjunction of the new moon should adopt Makkah al-Mukarramah instead of Greenwich time as a conventional point to determine the beginning of the Islamic month, and took the position that the conjunction must take place before sunset in Makkah and moon must set after sunset in Makkah.

PO-9-04-2006-01: Religious Committee to select an "Exemplary Volunteer" each month.

## **FINANCIAL**

### *General:*

PO-06-02-2003-02: Online banking for the purpose of paying bills approved

PO-10-06-2003-01: The Treasurer, Chairperson, and Secretary of the Board approved as co-signers of SALAM checks.

PO-02-13-2005-01: (Also under Education): The Board agreed to establish a separate bank account exclusively for the Fulltime school. Raised funds in that account will be available to the Education Committee, subject to approval by the Board.

PO-09-04-2006-04: SALAM does not make donations to other organizations.

PO-03-05-2007-02: Fiscal Discipline Policy Adopted

PO-03-05-2007-03: Use of Funds Policy Adopted

### **POLICY FOR FISCAL DISCIPLINE AND USE OF COMMUNITY FUNDS**

#### **1. Fiscal Discipline**

- a. The finance committee shall establish an expense run rate for various categories of expenses and critically monitor any variance from the run rate and bring it to the attention of BOT for action. That run rate shall also be used for forecasting purposes, establishing yearly budgets and expense control.
- b. SALAM shall maintain a rolling 12 month prioritized project list and associated expense forecast, to be reviewed every 3 months by the BOT to re-establish priorities and sanction the project. No project shall be funded unless it has been on the list for six months or more and sufficient money is available for its execution.

#### **2. Use of Funds**

- a. All moneys donated by SALAM members and/or community for a specific project or purpose shall be used only for that specified purpose or project. Under no circumstances (except item 2-d) moneys can be borrowed or transferred for other than specified project or purpose.
- b. All project accounts shall be kept separate for accounting purposes and not commingled with other accounts.

- c. Certain actual expenses of running the SALAM administration and facility can be charged against the project moneys but never exceeding \$ 50,000 or 10% of that year project specific donations per year, whichever is less, and with full upfront **disclosure** to the donors.
- d. In cases of acute emergency situations, the project moneys can be used to fund the emergency from the moneys of the largest 20 donors with their specific permission and a re-payment plan.

*Fundraising:*

PO-04-07-2003-02: Donations can be made for quarter of a classroom

PO-05-05-2003-02: Credit cards are accepted at SALAM.

PO-01-10-2005-01: The new terms for the Fundraising Committee will start on July 1<sup>st</sup> and end on June 31<sup>st</sup> of the next year.

PO-06-05-2006-01: Continue the policy of financing SALAM's operation from all the annual fundraising activities as long as a) the transfer of funds and the donation for each project is traceable by donor and project, and b) the members being informed about the total amount.

PO-09-04-2006-03: The Finance Committee authorized to explore investing Phase III money in Charles Schwab in high return, less risky investments.

## **EDUCATION**

PO-05-05-2003-03 (also listed under MEMBERSHIP): Teachers who don't accept monetary compensation can be compensated for their volunteer work by waiving membership fees.

PO-02-13-2005-01: (Also under Finance): The Board agreed to establish a separate bank account exclusively for the Fulltime school. Raised funds in that account will be available to the Education Committee, subject to approval by the Board.

## **MEMBERSHIP, COMMUNITY**

### *General*

PO-02-24-2003-01: Community members are encouraged to discuss issues of concern with members of the Board rather than starting petitions.

PO-03-13-2003 -01: Add Islamic Speakers Bureau as means to building the bridges to the greater Sacramento community

PO-02-05-2007-01: A matrimonial page will be placed on the SALAM website



## **SALAM Islamic Center Dress Code Policy**

### **Overview:**

SALAM Islamic Center is a non-profit Islamic organization based in the state of California and is dedicated to serve the Muslim community in the Sacramento Valley. According to the Articles of Incorporation of SALAM, the organization is a strictly religious organization whose Bylaws, Policies, activities, events and functions cannot violate or contradict the Islamic code of conduct. For these reasons, the Religious Committee at SALAM was mandated to devise a clearly stated Dress Code Policy to help SALAM, its Committees and Projects, fulfill the essence of the Articles of Incorporation and the Islamic values. It is incumbent upon the SALAM leadership and membership to adhere to the Islamic teachings, and to follow a clear model of piety and modesty.

### **Physical Mandate:**

SALAM's Dress Code Policy (hereinafter DCP) will be implemented and enforced on all SALAM premises (SALAM Community Center, Masjid, and Center for Higher Islamic Learning) and SALAM related activities outside of its premises (picnics, banquets, conferences, etc.).

### **Enforcement Scope:**

SALAM's DCP will be enforced on individuals that attend any of SALAM's mixed-gender events and functions, including but not restricted to students (Weekend School, Full-time School, Adult Education classes, etc.), parents, worshipers (for Jumaa and regular prayers) banquet attendees, private events and gatherings, and all other Hall rental events. Enforcement the DCP will be performed only by the appropriate program head.

The rules will be applied to Muslims and non-Muslims, males and females, young and old.

### **Enforcement Mechanisms:**

Violators of SALAM's DCP will be given a maximum of three notices. On the first violation, the individual will be discreetly given a notice that will include a copy of the policy and a letter requesting that the person abide by the rules. The second violation will entail another letter requesting that the person abide by the rules and a warning that future violations will not be tolerated. On the third notice, the individual will be asked to clear the SALAM premises until the rules are followed. In case of future violations, a restraining order will be imposed on the individual, and will only be lifted at the discretion of the SALAM Administration.

### **Appeal Process:**

All complaints about the policy or any related matters should be directed to SALAM's Religious Committee.

**NOTE:** Additional Dress Code requirements may be required in certain settings or with certain departments (check your prospective SALAM committee or department for details). The general SALAM DCP will apply at all times, except when otherwise mentioned.



## **SALAM's Dress Code Policy:**

### **(A) Jumaa and Masjid Dress Code Policy (specific to the SALAM Community Center on Fridays, and to the usage of the SALAM Masjid)**

- a) Since the SALAM Hall is used as the main prayer hall during Salat-ul Jumaa. A different set of rules will be enforced.
- b) In addition to the aforementioned rules, women will be required to cover their heads with a large headscarf at all times on Fridays, from 12 to 3 pm, if they wish to be physically present inside the Hall premises.
- c) For parents who drop-off or pick up their kids before or after Jumaa, the Jumaa Dress Code Policy will be enforced.
- d) Parents, who do not wish to abide by this policy, can elect not to enter the hall during the enforcement hours.

### **(B) Non-Muslims:**

- a) SALAM's DCP applies to all individuals physically present at SALAM's premises of activities.
- b) Non-Muslim visitors are always welcome to attend SALAM's activities and events, and are expected to abide by SALAM's DCP (events and activities below).
- c) Visitors on Fridays will have to abide by the Jumaa DCP. Females must cover their hair with the appropriate headscarf. SALAM will keep a number of clean headscarves available for use by the visitors.
- d) If a visitor was unaware of SALAM's general DCP, a cloak with a hood can be provided by SALAM for the duration of his or her stay.
- e) These rules shall apply to the SALAM Masjid at all times.

### **(C) For SALAM's Events and Activities:**

#### **This set of rules applies to youth and adults.**

- a) Parents, members, visitors, patrons, attendees, and all recipients of SALAM services are expected to abide by the Islamic model of modesty and to respect the sanctity of the house of God at all times. The Islamic dress code requires that men and women cover their *awrahs*<sup>1</sup> with clothing that is neither transparent nor form-fitting.
- b) Men and women are expected to wear long and loose pants or skirts while on the premises of SALAM at all times.

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<sup>1</sup> *Awrah* is the private part of a person's body that must not show in front of strangers at any time.

- c) Men and women are expected to wear loose, non form-fitting shirts, T-shirts, loose turtlenecks or blouses. Otherwise, the upper torso should be covered by a loose article of clothing.
- d) For females, tops must be long enough to cover the behind and sleeves must be long enough to touch the elbow.
- e) Any clothing that may disrupt the learning or the spiritual environment of SALAM or may be considered a security risk, at the discretion of the SALAM staff and administration, will not be allowed.
- f) Clothing items and accessories may not contain vulgar, derogatory or suggestive diagrams, pictures, slogans or words that may be interpreted as racially, religiously, ethnically or sexually offensive and which cause or is likely to cause a disruption within the SALAM environment.
- g) Clothing that promotes alcohol, tobacco, drug usage, or display weapons or violence is strictly prohibited.
- h) Clothing that has words or drawings that imply or suggest contentious political statements or views are not allowed.
- i) Parents of students who wish to enter the premises of SALAM to pick up their children or for any other purpose must abide by the SALAM Dress Code Policy, unless they choose to stay in their vehicles.

**(D) For the Weekend School and Full-time School (students and teachers)**

**1- Bottoms:**

- a) Long pants (touching the ankles) or long skirts (touching the feet) or short skirts with loose pants underneath.
- b) Pants must loose-fitting and opaque (they cannot show or describe undergarments). No saggy pants or baggies will be allowed, however.
- c) No writing will be allowed on bottoms.
- d) Shorts are not allowed.
- e) No cut-offs or torn bottoms.
- f) No jogging-type or gym-type pants.
- g) No bicycle or skin-tight pants.
- h) No purposely cut or ripped-into-strip pants.
- i) No pajama pants.
- j) Pants must be worn so that the waistband is at the waist and not below.

**2- Tops:**

- a) Loose, non form-fitting shirts, loose turtlenecks, or blouses are allowed.
- b) For females, tops must be long enough to cover the behind and sleeves must be long enough to touch the elbow.
- c) Tops must cover the upper body so that no body parts are exposed.
- d) Clothes must be sufficient to conceal undergarments at all times.
- e) The display of cleavage is not permitted.

- f) No: spaghetti straps, tube tops, halter-tops, midriff tops, half shirts, tanks tops, fishnet tops, or any clothing that exposes the upper torso, stomach or undergarments.

### 3- Footwear:

- a) Shoes must be worn at all times, except in prayer areas (Masjid, Hall during Jumaa, etc.) where shoes must be taken off.
- b) Sandals are permitted, as long as they have straps for foot and ankle support.
- c) No: slippers, flip-flops or shower shoes.
- d) No bare feet.

### 4- Jackets and coats:

- a) Sweaters and sweatshirts are allowed.
- b) For security purposes, no oversized or bulky coats will be allowed.

### 5- Face:

- a) No piercings (except ears and nose for females) and no tattoos (including henna).
- b) No sunglasses to be worn inside the buildings.
- c) Face cover (*niqab*) is allowed for females, as long as their identity can be verified by a female staff member of SALAM.

### 6- Jewelry:

- a) Jewelry must be simple and modest. Jewelry or other items that could be regarded as weapons (i.e. studded belts, bracelets, necklaces, dog choke chains, wallet chains, large rings, or signs of cult or gang membership or activity) or could be sexually suggestive (i.e. belly-button piercing or tongue piercing) are strictly prohibited.

### 7- Head and hair:

- a) Hats or baseball caps are not allowed inside the building.
- b) Males are encouraged to wear a kufi, and females are encouraged to wear a wide headscarf.
- c) Headbands (including sweat bands, ear warmers, skull caps, hoods, visors) are not allowed.

*PO-04-21-2003-01: SALAM Privacy Policy:*

1. In conformity with Islamic teachings, SALAM considers personal information of attendees, donors and recipients, members, office bearers and associates of SALAM as a sacred trust. Therefore, SALAM does not disclose, sell or share personal information with anyone, except as required by Federal or State of California laws.
2. SALAM does not solicit or receive funds from Non-US based individuals or organizations. Any exceptions are specifically approved by the Board of Trustees and available for review in official records.

*PO-05-05-2003-01: Membership Fee Policy:*

Individual adult membership fee should be \$60.00 per year; married couple \$100.00/year; and children of a member or individual student member [18-25years age] \$30.00/year.

*Lifetime Family Membership* (Donor membership): Husband, wife and children ages 18 to 25 years will become lifetime members of SALAM if the family donates at least \$5000 within any three year period beginning January 1, 2000.

Membership fees will be nonrefundable. All other current conditions of Associate and Active membership per current Bylaws shall apply. (May 5)

PO-05-05-2003-03 (also listed under FINANCIAL): Teachers who don't accept monetary compensation can be compensated for their volunteer work by waiving membership fees.

*PO-05-05-2003-04: SALAM Statement Against Violence*

2. SALAM condemns act of violence and aggression against civilians anywhere in the world, regardless of whether the acts are committed by Muslims or non-Muslims.
3. SALAM opposes and discourages as a matter of policy, any such acts within its scope of being an organization of associated Muslims in the Sacramento area.

The above policy will address:

1. Concerns of the Muslim community regarding the effects of violence and aggression on Muslims around the world.
2. Concerns of Non-Muslim community generally regarding involvement of Muslims in such acts.

*PO-08-11-2004-01: SALAM Membership Policy Rev 1.0*  
**(SMP)**  
**August 11, 2005**

Article 5 of SALAM Bylaws defines the types of membership, requirements and procedures. However SALAM Board of Trustees (BOT) has created additional sub-types based on the level or type of donation. The Task Force has attempted to further clarify and redefine those sub-types and recommends additional membership/voting procedures as follows:

**1. Terminology**

- 1.1. Any level of monetary contribution made to SALAM to become a SALAM member shall be called "Donation."
- 1.2. The current designation "**Donor Member**" as an identifier of a member who has donated \$5000 or more be replaced by the designation "**Life Time Member.**"

**2. Membership Definitions**

**2.1. Member: (M)**

- 2.1.1. An individual, 25 years of age or over, shall donate \$50 annually to become a member
- 2.1.2. A married couple shall donate \$100 annually for both husband and wife to become members (see Section 2.3 for membership of children)

PO-12-06-2004-01: The Annual Membership fee be can be prorated throughout the year.

**2.2. Lifetime Member: (LTM)**

- 2.2.1. Any individual or couple (husband and wife) shall be eligible to become "Lifetime Member" for a one time donation of \$5000.
- 2.2.2. Any number of family members (brothers, sisters, nephews, nieces. et al) and their spouses shall be eligible to become "Lifetime Members," for a one time donation of \$5000 per couple.

(In agreement with: PO-12-06-2003-01: For Lifetime donor families, membership is granted only to Muslims in that family.)

- 2.2.3. All Muslim partners or members or employees of a legal business entity and their spouses are eligible to become "Lifetime Members" for a donation of \$5000 per couple.
- 2.2.4. See section 2.3 for membership of children

### **2.3. Youth Member (YM)**

- 2.3.1. Any child of a member (Section 2.1) between the ages of 18-25 years shall be eligible to become “Youth Member” without any additional any donation.
- 2.3.2. Any child of a Lifetime member (Section 2.2) between the ages of 18-25 years shall be eligible to become “Youth Member” without any additional donation. The eligibility shall be determined at the time of parents’ application.
- 2.3.3. An individual student between the ages of 18-25 shall be eligible to become “Youth Member” without any donation.
- 2.3.4. At age 25, Youth Membership shall be terminated. Appropriate donation shall be required as per Section 2.1 or 2.2 to retain the membership.

### **3. Voter Eligibility**

- 3.1. All member types (M, LTM, YM ) are eligible to vote only after transitioning through one year term (from the date of application) as “**Associate Member**” status to “**Active Member**” status as per Article 5.03 of SALAM Bylaws
- 3.2. Members must hold the **Active Member** status on the Election Day to be eligible to vote.

### **4. Other Membership Regulation**

4.1 All umbrella membership regulations, as defined in Article 5 of SALAM Bylaws, relative to the qualification (5.01), procedures (5.02), types of membership (5.03: Associate, Active, Honorary Inactive), Withdrawal (5.04), Termination (5.05) and Censure (5.06) shall uniformly apply to all membership categories defined in Section 2 above.

### **5. Change of Member Status**

- 5.1. All members shall notify the Chairperson of SALAM BOT of any change in members’ personal or business status (marital, business partnership, etc) which may require corresponding adjustment in membership status on record.
- 5.2. The BOT, after formal review and in compliance to the SALAM Bylaws, shall make a decision to initiate necessary changes (addition, removal, cancellation etc) to the member status on record.
- 5.3. The affected member shall be informed in writing of the decision.

5.4. The Chairperson of the Membership Committee shall be the only authorized person to make the changes to the member status as per 5.2 above.

## **6. Member ID Card**

6.1. Each member shall be issued a SALAM membership card indicating type of membership, voting eligibility and other pertinent information. Presentation of this ID card would be necessary for voting in the general election.

6.2. Membership ID card shall also serve as SALAM library card.

## **7. Updating the ‘SMP’ (SALAM Membership Policy) Document**

7.1. SMP shall be a live document. All future changes relative to membership must be reflected to this document.

7.2. The changes to this document can only be made through a signed and dated decision by the SALAM BOT

7.3. SALAM Membership Committee Chairperson shall be the only authorized person to make changes to this document as per item 7.2.