

Program Proposals at the Islamic Center of NYC (ICNYC)

Thank you for your interest in bringing your event to the Islamic Center of New York City! As we renovate our space to build a welcoming, vibrant hub for our community, we are excited to host select events in the interim. Below is an outline of what you need to know before submitting your event proposal. Note that we need to submit a Temporary Assembly Permit for all events with 75+ attendees one month ahead of time, so we need as much advance notice from you as possible.

Please provide **as much information** as possible when filling out the form. Limited changes will be allowed after submission. While our space is open for limited programming, please note that not all services or amenities may be available.

What We Provide

1. Technology

- **Electricity:** We have a number of accessible outlets with varied capacity; high-power equipment use must be cleared in advance. Please reach out if you have any specific questions about electricity use and outlet availability.
- **Sound system:** Basic sound system available upon request (limited capability).

2. Space Description

- **Square Footage:** 7400 square feet.
- **Capacity:** 960 people maximum, including your team and fire marshals/ security.
- **Entryways:** We have ADA- accessible entrances to the building.
- **Restrooms:** One restroom available on the first floor.
- **Prayer Space:** Please let us know the square footage you need for prayer space.
 - Please bring your own prayer clothes and scarves, as we have limited supplies at the moment. We have a handful of turbahs available as well.
- **Supplies:** Limited inventory available upon request.

3. Setup & Cleanup

- **Initial Event Set-up:** The room will have an initial setup in accordance with our existing inventory within your event needs and requirements.
 - We will schedule an initial walkthrough of the space so we're on the same page about where to place any equipment or items you might bring.
 - Please make sure that you don't tape and/ or mount anything on the walls without verifying with our team.

- **Bring Your Own Volunteers (BYOV):** We ask that you bring a team to manage the event and clean up at closing time. If you need extra hands, please indicate your needs on the form, including how many people you need, their roles, and the time commitment.
- **Check-out process:** We will have a check-out walkthrough of the space with you after the event in order to ensure the space is clean and all items have been returned to our storage or to your team.
 - Please coordinate with our team regarding trash and recycling drop-off.

4. Food & Beverage

- No open flames or heavy electrical cooking equipment.
- Catering & potlucks allowed by approval. If you need to connect to some of our trusted halal food vendors, please note this in the form.
 - If you'll be handling food, we will share our food liability policy with you.
- All food must comply with halal guidelines.
- No alcohol or controlled substances.

5. Community Standards

- We are a faith-based space guided by principles of mutual respect, safety, and care. All events must align with our values:
 - No discriminatory or harmful content.
 - Respect for prayer times and spaces.
 - Adab when dealing with guests, volunteers, community members, and vendors.
 - We respect differences of religious opinion within our community and our events are open to all members of the community.

6. Layout & Photos

- Layout map and updated photos available upon request.
- Want to see the space before your event? We offer **scheduled walk-throughs**. Email us at info@theicnyc.org to book.

7. Safety & Logistics

- ICNYC will brief you on emergency exits and procedures before your event.
- Events over 75 people require **fire watch personnel**. Please identify any security needs in your proposal. Note that the fire guards are also trained to provide security.
- If children will be in attendance, we can share with you the relevant event use policy.

8. Booking Process

- a. Submit your proposal using our **Event Request Form** [linked on our website](#) or request it via email by the 15th of the month before your event. Example: if your event would be on July 21st, please submit the form by June 15th at the latest.

- b. We may request a call or site visit to discuss logistics and confirm alignment.
- c. You will receive a response within 10 days of submitting your proposal.
- d. Even if you miss the monthly deadline, you can still submit an event! We will consider it for the following month.
- e. Once approved, we'll schedule a call to confirm:
 - i. Responsibilities
 - ii. Marketing timelines
 - iii. Day-of logistics

9. Rental Fees

- **Some events may incur rental fees** depending on number of attendees and space use, especially if you require exclusive use over a period of time or generate revenue.
- Sliding scale available for events organized by nonprofits or community organizations.
- Organizers may need to sign a liability waiver and provide insurance coverage depending on event size and nature.

Let's Build Community Together

We can't wait to collaborate with you and bring meaningful programming to our growing community—thank you for being part of this pre-opening journey with us!

Have more questions? Want to book a tour?

Email us at info@theicnyc.org

Visit theicnyc.org