



*In the name of Allah, Most Gracious, Most Merciful*

## Ads and Notice Boards

---

### East Plano Islamic Center (EPIC)



1360 Star Court  
Plano, TX, 75074  
Website: <http://www.epicmasjid.org>

*The following Policies pertain to Ads and Notice Board Display policies at EPIC.*





*In the name of Allah, Most Gracious, Most Merciful*

## **EPIC Print Media and Notice Board Policy**

The purpose of this policy is to provide guidelines for the usage of notice boards (physical and virtual), the material that can be displayed, as well as the print media that is allowed and approved on EPIC premises. To advertise, please send an e-mail to [office-manager@epicmasjid.org](mailto:office-manager@epicmasjid.org)

### **POLICY INFORMATION**

- 1) EPIC Community notice boards are the property of East Plano Islamic Center. Information will be placed on the notice boards at regular intervals by EPIC Management.
- 2) There are currently several notice boards available at EPIC for displaying information at EPIC:
  - a) **EPIC Organization:** 2 Notice boards, one on the men's side and the other on the women's side will be used exclusively to display EPIC organizational information.
  - b) **EPIC Community/Non-Profits:** 2 Notice boards, one on the men's side and the other on the women's side are EPIC community bulletin boards for the community members and non-profit organizations to post free ads for up to 7 days or 2 weeks.
    - ✓ The recommended poster/flyer size for display on the notice boards is postcard size and not to exceed 8 1/2" x 11". Non-profits can also display big stands (banners) for a week after board approval.
    - ✓ Placement/distribution of donation envelopes/pledge cards from any organization is NOT allowed except on their approved fund-raising day at EPIC.
  - c) **Businesses:** The cost for businesses to display their ads in approved slots and/or bulletin board is \$40.00 per month for the large slots (8.5 X 11) and \$25.00 for the smaller slots (post card size).
- 3) All notice board display items must be approved by the EPIC Management and all display items must be stamped with the date of approval before being put on the notice board.
- 4) In addition, all print media items (including books) that will be placed inside EPIC Masjid must also be approved and stamped by EPIC Management.
- 5) All display items on the notice boards will remain for up to fourteen (14) days from the day of approval/stamping. Notice boards will be checked at least every two weeks to ensure that information is up to date. EPIC management reserves the right to remove all items prior to or after the 14 day period.
- 6) **All postings will be at the discretion of EPIC Management, whereby the management decision is final.**





## LIABILITY INFORMATION

- 7) EPIC Management takes no responsibility for the print media items inside EPIC premises that do not have the stamp of approval.
- 8) EPIC Management takes no responsibility for the accuracy of notices placed on the notice board.
- 9) EPIC Management takes no responsibility for the misuse of this service.

## POSTING GUIDELINES

EPIC management has the right to deny the posting of any information that does not adhere to the following guidelines:

- a) Notice submissions must be received by the EPIC Management well in advance to be considered for posting. EPIC Management will take no responsibility for late postings or submissions that are received too late to post. Please send an e-mail to [office-manager@epicmasjid.org](mailto:office-manager@epicmasjid.org)
- b) Notices will be displayed on a first come first serve basis; however display items pertaining to EPIC Masjid and other non-profit Islamic organizations will have a higher priority.
- c) Notices must publicize activities or events that are occurring within the Dallas/Fort Worth community or have specific relevance to the EPIC community.
- d) The organization responsible for issuing the notice must be clearly visible on the notice.
- e) Any items hung outside of the approved boards/slots will be removed, and EPIC reserves the right to forfeit their posting privileges in case of repeated violations. Individuals/Organizations doing so will be held responsible for any damages incurred upon removal.
- f) Items that are deemed to be derogatory, defamatory or offensive will not be posted. Items advertising anything not approved in Islam or against the policy of EPIC will not be posted.
- g) Information to be posted in a language other than English must be accompanied by a comparable English translation of the information being posted.

