

# Darul Arqum Islamic Center

1212 Iowa Avenue • Ames, Iowa 50014

515-292-3683 • www.arqum.org

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## MAGNETIC KEY REQUEST FORM

### Instructions:

- 1- Complete all required parts clearly.
- 2- Sign the Form.
- 3- The fee is \$20 per magnetic key.
- 4- Unless paying online, insert the completed form along with the fee in an envelope.  
Insert the envelope into the donation box located in the main prayer hall.

### Part A: (to be completed by all applicants)

**Type of Application:** [ ] new key [ ] replacement for lost/stolen key

**Membership Status:** [ ] general/voting member [ ] non-member

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

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** Iowa **Zip Code** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Reason(s) for Key Request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Part B: (to be completed only by applicants for voting membership)

I have submitted the required fee of \$20 on \_\_\_/\_\_\_/\_\_\_ by [ ] debit/credit card [ ] check.

### Part C: As required by the by-laws of Darul Arqum Islamic Center, published on our website:

- I will not share my key with anyone else. The key use is trackable for any misuse.
- I will return my key to Darul Arqum Islamic Center should I'm no longer: (a) a member, or (b) in need to access to the premises.
- I will abide by the center's guidelines posted on the bulletin board and will ensure that my guests abide by these guidelines as well.

### Part D:

\_\_\_\_\_  
*Requester Signature*

\_\_\_\_\_  
*Date*

**(For Board Use Only)**

[ ] *Approved*

[ ] *Denied*

**Decision Date:** \_\_\_\_\_

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## GUIDELINES AND INSTRUCTIONS

### 1. Where can I find the Key Request Form?

The form is available on our website along with the Guidelines and Instructions.

### 2. Is a key fee required?

Yes, key fee is \$20 per key.

### 3. Can I request more than one key for myself?

No.

### 4. Can I include in my request other family members?

Each requester must sign a separate request form for accurate recordkeeping and to ensure each person agrees to Part C.

### 5. How do I submit the Key Request Form?

Insert the completed form along with the required fee in an envelope and into the donation box in the main prayer hall.

### 6. How do I submit the required fee?

The fee could be paid either through our website using a debit/credit card or by a check or cash enclosed with the completed form and into the donation box. If you are paying by a check, kindly:

(a) Make it payable to: *Darul Arqum Islamic Center*

(b) Write in the memo line of your check: *key fee*.

### 7. Can I include in the submitted payment fee(s) for other applications as well?

Yes, as long as you clearly write the name of the other requesters (for whom you're submitting fees): (a) on the memo line of your check, or (b) in Step 5 of the Instructions for Submitting Key Fee(s) Online if you are paying through our website

### 8. How will I know if my request has been accepted?

You will receive an e-mail from Darul Arqum Islamic Center for a suitable pick-up/delivery time.

### 9. Whom should I contact for additional information?

[info@arqum.org](mailto:info@arqum.org)