

MOTHER MOSQUE OF AMERICA

Established 1934 | Cedar Rapids, Iowa

1335 9th St NW, Cedar Rapids, IA 52405 | Phone: (319) 366-3150

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TOUR REQUEST & MEDIA AGREEMENT FORM

NOTICE TO ALL APPLICANTS: The Mother Mosque of America is a registered site on the National Register of Historic Places and a private house of worship. All tour requests are subject to formal approval by the Executive Board of Directors. Submission of this form constitutes an application only and does not guarantee scheduled entry or recording privileges.

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Section 1: Contact & Group Information

- Primary Contact Name: _____
- Organization / Corporation Name (if applicable): _____
- Email Address: _____ Phone Number: _____
- Requested Date & Time of Tour: _____
- Total Number of Visitors in Group: _____

Section 2: Purpose of Visit

- What is the primary nature of your visit? (Check all that apply)
 - Educational / School Trip
 - Interfaith / Community Outreach
 - Tourism / Historical Interest
 - Corporate / Professional Event
 - Media, Journalism, or Video Production / Content Creation
 - Other: _____

Section 3: Mandatory Media & Filming Disclosure (Required)

- Will anyone in your group be recording audio, taking professional photographs, or filming video during this visit?
 - No (Personal, casual smartphone photos for private, non-commercial use only)
 - Yes (If yes, you must complete the fields below and await written Board clearance)
- Name of Production Company / Media Outlet / YouTube or Social Media Channel: _____
- Target Audience / Where will this content be published?

- Will any interviews be conducted? Yes No
 - *If yes, who do you intend to interview and what topics will be covered?*

Section 4: Terms, Conditions, and Legal Framework

Please initial next to each item to indicate your understanding and binding agreement:

- _____ **1. Historical Preservation Fee:** To maintain our historic facility, a non-refundable contribution of **\$10 per person** is required to secure your booking. This fee must be paid in full prior to the start of the tour. *(Note: Regular congregants arriving strictly for scheduled prayers are exempt).*
- _____ **2. Board Authorization Required for Interviews:** No visitor, media crew, or organization may conduct interviews with any resident imam, scholar, leader, or community member on the premises without prior written authorization signed exclusively by the Executive Board of Directors.
- _____ **3. Independent/Outside Agreements Void:** The Mother Mosque is governed strictly by its Executive Board. Arrangements or verbal permissions made with regular attendees, volunteers, staff, or individual community members outside of the official Board **do not** constitute authorized permission to film, record, or interview. Anyone attempting to bypass the Board will be asked to leave.
- _____ **4. Media & Copyright Clause:** Casual photography on personal smartphones is permitted for private, non-commercial use only. Commercial videography, documentaries, independent vlogs, or professional broadcasts are strictly prohibited unless a separate, formal Media Release Agreement has been executed directly with the Board. The Mother Mosque reserves the right to issue legal take-down notices, copyright claims, or pursue civil legal action for any unauthorized video or audio captured on its property.
- _____ **5. Right of Refusal & Removal:** The Mother Mosque reserves the right to deny entry, cancel a tour altogether, or immediately escort any individual or group off the premises if they violate these terms or act deceptively regarding their true intent.

Section 5: Affirmation and Signature

By signing below, I certify that all information provided is accurate and that I hold the legal authority to bind my group/production crew to these rules.

Signature of Applicant: _____ **Date:** _____