

## Taipei Tech Muslim Prayer Room Regulations and Declaration for Usage

Approved by Office of International Student Affairs on September 4th, 2023

### General Regulations for Usage

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- **Purpose:** The Prayer Room is to be used for prayer only. It is not to be used as a general communal space, for workshops or society events, or any other use that is not prayer.
- **Application Time Frame:** Applications are accepted **during the initial two months of each semester.** Upon activation of your account, you will receive a notification via email.
- **Dress Code:** The prayer room should have a dress code that requires modest clothing for all worshippers, including covering the head and body for women.
- **Behavior:** Proper behavior should be enforced in the prayer room. This includes speaking softly and refraining from any behavior that may disrupt others' prayer.
- **Dos in the Prayer Room**
  - **Admittance:** Please present your NTUT student ID to gain access to the NTUT Prayer Rooms. Please strictly abide by the “One Card One User Rule.”
  - **Reporting Issues:** If you encounter any issues with these rooms or their use, please report it as soon as possible to the Office of International Affairs [arielchen@mail.ntut.edu.tw](mailto:arielchen@mail.ntut.edu.tw), prayer room instructor, [ardilahayu@ntut.edu.tw](mailto:ardilahayu@ntut.edu.tw) and prayer room student coordinators, [bayufebrilliandika@gmail.com](mailto:bayufebrilliandika@gmail.com), [ujiktaipei@gmail.com](mailto:ujiktaipei@gmail.com) and [rachmadmaulana63@gmail.com](mailto:rachmadmaulana63@gmail.com). Concerns may include cleanliness, damage, lighting, misuse of these facilities, or complaints about other users.
  - **Ablution Cleaning:** Please courteously wipe away the dirt and water on the top of the ablution for the convenience of the next ablution users.
  - **Electricity:** The electricity devices such as Air Conditioners (AC) must be operated properly to ensure the longevity of the usages. Please turn-off when there is no activity within the area.
- **DON'TS in Muslim Prayer Room:**
  - Please **do not** bring alcohol into the Prayer Room at any time.
  - Please do not bring food or drinks into the Prayer Room in order to maintain its sanctity and cleanliness.
  - Please **do not** bring any electrical equipment into the Prayer Room e.g. kettle.
  - Please **do not** leave paper towels on the wudhu/ ablution top, floor or in the drains.
  - Please **do not** display posters or notices that are irrelevant to the Muslim rituals in the Room.
  - For safety reasons, please **do not** light any candles, burn incense, or ignite flames in the Room.

## Opening Times/Admittance Policy

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- **Prayer Room Time Schedule:** To simplify the schedule, the prayer room shall open as long the 2<sup>nd</sup> or 3<sup>rd</sup> Teaching Building is open. In other words, **the opening time starts from 08:00 AM to 21:10 PM.**
- **Timing:** The prayer room can be open during the times of obligatory prayers (Salat), which are five times a day. The room can also be open during non-obligatory prayers and other times for personal worship.
- **Admittance:** Non-NTUT students will not be admitted to the NTUT Prayer Rooms. The prayer room is open to all NTUT Muslims regardless of their gender, race, or sect. However, non-Muslims may only use the prayer room for observing Islamic rituals. To gain access, please present your NTUT student ID.

## Building Managers, Cleaning Staff and Staff Access

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- **Authorized Personnel:** University staff, emergency services, and authorized university representatives (such as contractors) may enter the prayer room without obstruction when the university deems it necessary.
- **Cleaning Schedule:** The Prayer Room will be cleaned on a regular basis.
- **Muslim Prayer Room Regulations and Amendments:** Regulations are announced and implemented after approval by OIA. The same is applicable to any amendment hereto.

## Warning System for Regulation Violators

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- **Regulation Violators will receive Warnings.** Constant regulation violators will be given more severe disciplinary punishments. Be aware.
  - A. **First warning** - The student may not use the prayer room for **a month**.
  - B. **Second warning** – The student may not use the prayer room for **one semester**.
  - C. **Third warning** – The student may **never** use the prayer room.
- **Whoever brings a rule breaker/Non-NTUT Muslim students into the NTUT prayer room will receive warnings and more severe disciplinary consequences.**
- CCTV is 24 hours on, so please do not break ANY regulations. The result is severe.

## Declaration for the Care of the Muslim Prayer Room

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I, \_\_\_\_\_, hereby solemnly affirm my commitment to the upkeep of the on-campus Muslim prayer room. I will maintain its cleanliness and orderliness, adhering strictly to all provided regulations. I am dedicated to preserving the integrity of the prayer room and will not engage in any actions that may cause harm or defacement to its property. Moreover, I will respect the privacy of fellow prayer room users.

If I transgress any of the established regulations, I willingly accept any disciplinary actions implemented by the Office of International Affairs (OIA), taking full responsibility for my actions.

**Name** (Print Your Name):

**Student ID:**

**Department:**

**Date:**