



5791 N. Townline Rd.  
Amherstburg, ON N9H 0K4  
Ph: 519-966-4422  
[www.annoorschool.com](http://www.annoorschool.com)  
[www.wihs.ca](http://www.wihs.ca)



## APPLICATION AND AGREEMENT FOR FACILITY USE

### Applicant's Information:

- **Name:** \_\_\_\_\_
- **Organization:** \_\_\_\_\_
- **Phone/Email:** \_\_\_\_\_
- **Event Date:** \_\_\_\_\_ **Day:** \_\_\_\_\_
- **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

### 1. Purpose and Scope

The school permits limited, temporary access to its facilities strictly for lawful, pre-approved purposes by members of the community. This Agreement governs the use of the Gymnasium, Cafeteria, Kitchen, or any other authorized space (collectively, the “ Facilities” ). It does not create a tenancy, leasehold interest, or any right of exclusive possession.

### 2. Priority of Use

The school and its programs shall at all times have priority over any external booking. The school reserves the right to cancel or interrupt any booking where required for School use, safety, compliance, or policy reasons.

### 3. Eligibility and Approval

All requests are subject to review and written approval by the School's Reservation Committee. Submission of a request does not constitute approval. The School may approve, deny, revoke, or impose conditions on any booking at its sole discretion.

### 5. Permitted Hours

Facilities may be used only during the approved time window. Weekend and holiday use is limited to 10:00 a.m. – 10:00 p.m. Weekday use is limited to 4:00 p.m. – 10:00 p.m.

### 6. Conduct and Use Restrictions

All activities must comply with Islamic values, School policies, and applicable laws. The following are strictly prohibited:

- **Smoking, vaping, alcohol, drugs, or illegal substances**
- **Loud Music, dancing, or activities inconsistent with Islamic morals**
- **Extremist, radical, hateful, or violent content or advocacy**
- **Cooking (warming only permitted in approved kitchen areas)**
- **No food or drinks in prayer areas**
- **Youth events require adequate adult supervision at all times.**

### 7. Cleaning and Care

The facility user is responsible for leaving the Facilities in the same condition as received. This includes removal of decorations, disposal of garbage, cleaning of tables, floors, and kitchen surfaces where used. Any damage must be reported immediately.



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**8. Damage and Liability**

The facility user accepts full responsibility for any damage caused by attendees, guests, vendors, or equipment. Repair or replacement costs exceeding the deposit shall be payable by the facility user.

**9. Insurance and Indemnity**

The facility user releases, indemnifies, and holds harmless the School, its directors, officers, employees, volunteers, and members from all claims, injuries, losses, or damages arising from use of the Facilities, except where caused by the school's gross negligence.

**10. Cancellation and Termination**

The school may cancel or terminate this Agreement at any time for safety, policy violations, misrepresentation, or operational necessity. Refunds, if any, are at the school's discretion.

**11. No Assignment / Governing Law**

This Agreement may not be assigned or transferred without written consent of the school. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

**I ACCEPT THE ABOVE TERMS AND CONDITIONS:**

Applicant's Signature: \_\_\_\_\_

**Office Authorization**

- **Committee Approval:**    Approved     |    Declined
- **Payment Received:** Cash / E-Transfer / Office \_\_\_\_\_
- **Staff Signature:** \_\_\_\_\_    **Date:** \_\_\_\_\_

\* Applications are to be sent to: [reservations@annoorschool.com](mailto:reservations@annoorschool.com)

\* Payments can be made at WIA Office / AnNoor Office or Etrsrfr to [accounts@annoorschool.com](mailto:accounts@annoorschool.com)



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Item Description	Unit Rate	Quantity (Hrs/Units)	Line Total
Full Gymnasium Space	\$120 / Hour	_____ Hours	\$ _____
Half Gymnasium Space	\$60 / Hour	_____ Hours	\$ _____
Cafeteria Space Minimum 3 Hours	\$60 / Hour	_____ Hours	\$ _____
Furniture: Full Set (1 Table + 6 Chairs)	\$8 / Set	_____ Sets	\$ _____
Furniture: Extra Table	\$2 / Table	_____ Tables	\$ _____
Furniture: Extra Chairs	\$1 / Chair	_____ Chairs	\$ _____
Kitchen Access (Warming only)	\$100 / Event	Yes / No	\$ _____
Cleaning Fee (Applies only if food served)	\$75 for Cafeteria \$100 for Half Gym \$200 for Full Gym	Yes / No	\$ _____
Subtotal			\$ _____
WIA Member Discount	-10%	Yes / No	(\$ _____)
Security Deposit (Refundable)	\$200	MANDATORY	\$ 200.00
GRAND TOTAL DUE			\$ _____

# FACILITY USE RULES & RESPONSIBILITIES

*(To be signed by all renters)*

The school facility is an **amana (trust)** for the entire community. All renters are expected to treat the premises with respect, care, and responsibility at all times.

By signing below, you agree to the following:

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## 1. Restricted Access (Strictly Enforced)

- Use is strictly limited to the **specific area(s) rented only** (e.g., gymnasium or cafeteria).
- **Under no circumstances** are renters or their guests allowed to enter or access:
  - Classrooms
  - Offices
  - Computer labs
  - Staff areas
  - Hallways beyond the rented space
  - Reception area
  - Any other non-designated areas of the school

## 2. Supervision of Guests and Children

- The renter is fully responsible for **all individuals in their group**, including children.
- Children must be **actively supervised at all times** and must not wander the building.
- Any damage caused by guests or children is the **full responsibility of the renter**.

## 3. Respect for the Facility

- Renting the space does **not grant unrestricted use of the building**.
- Renters must ensure the facility is treated with care and respect at all times.
- Teach and ensure that all attendees, including children, **respect the space and its contents**.

## 4. Cleanliness and Conduct

- Leave the rented space in a **clean and orderly condition**.
- **No littering, spilling, or misuse** of the facility.
- Any spills or mess must be **cleaned immediately by the renter**.
- Cleaning services are limited and **do not cover excessive mess or negligence**.

## 5. Time Compliance

- Access is strictly limited to the **approved rental time**.
- Renters must **vacate the premises immediately at the end of their booked time**.
- Any additional time used will be **automatically billed at the applicable hourly rate**, regardless of notice.

## 6. Damages and Liability

- The renter is fully responsible for **any damage, loss, or misuse** of school property.
- Costs for repairs, replacements, or excessive cleaning will be **charged to the renter**.

## 7. Security Deposit

- The security deposit will be **held for one (1) week** after the event.
- It will be returned only after confirming that:
  - No damage has occurred
  - All rules were followed
- If damages exceed the deposit amount, an **additional invoice will be issued**.

## 8. Enforcement

- Failure to comply with these rules may result in:
  - Immediate termination of the event
  - Forfeiture of deposit
  - Additional charges
  - Refusal of future bookings

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## Acknowledgment

I have read, understood, and agree to abide by all the above rules and accept full responsibility for my group.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_