



1320 Northwood St.
Tel: (519) 966-2355

Windsor Ontario N9E 1A4
reservations@windsormosque.ca



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

WIA CENTRE RENTAL POLICIES

It is WIA's goal to allow members of the Muslim community equal opportunity to using the WIA Centre. The following policies and fee structure apply to all unless specifically waived by the WIA Board. WIA Members in good standing are entitled to a 10% discount on rental for their activities.

# WIA Room	Fees/5-hour shift	WIA Room	Fees/4-hour shift
Dr. Peer's Hall#	\$150	Meeting Room	\$75
Dr. Jasey's Hall# + Kitchen	\$150 + \$100	3 Classrooms	\$50 each
Prayer Hall	\$100	Deposit Amount	\$200
<i>Halls are \$100 each for Azza if available.</i>			

- Any individual requesting rental of the WIA Centre needs to complete the *WIA CENTRE RENTAL FORM* below and send it for approval to: reservations@windsormosque.ca
- The completed form is to be submitted to the WIA office one week in advance of the date requested to ensure fair assessment and timely reply.
- The WIA Centre is not available for use between 10:30 p.m. and 8:00 a.m. any day of the week.
- It is possible that multiple functions take place at the same time at the WIA Centre.
- WIA has priority using the WIA Centre over all other groups, organizations, or individuals (Members and non-Members).
- WIA Centre rental for youth functions will only be approved with sufficient adult supervision.
- WIA reserves the right to grant or deny use of the WIA Centre to any group, organization, or individual.
- WIA reserves the right to cancel and stop any function in progress that is found to be contradicting Islamic morals and not compliant with the Quran and Sunnah (e.g. there can be no dancing; no smoking; no music anywhere in the WIA Centre).
- WIA reserves the right to cancel/ halt any function in progress that is found to be calling for or supporting extremist, radical, or violent ideologies.
- All rent-free functions must be open to the community. A list of such functions will be advertised.
- It is the responsibility of the individual making the reservation to ensure that the WIA Centre is used accordingly and left clean and tidy after each use.
 - No food or drinks is allowed in the Prayer Hall.
 - No cooking is allowed in the kitchen, only to warm up food and coffee.
 - Remove any items placed on the walls or set out in connection with your function/activity.
 - Wipe off all tables clean. Tables need to be protected with covers before use.
 - If using the kitchen, clean the counter tops, sink, and stove.
 - Take all extra food and beverage with you.
 - Collect garbage in the supplied disposable bags. Tie the bags and place them next to the garbage bins.
 - Place recyclables in the recyclable bins.
 - Clean floors and furniture, as needed.
 - Any damage is to be reported promptly to the WIA office.
 - The individual making the reservation is responsible for fixing any damage resulting from the carried function/activity. The deposit will be used towards any clean up and/or damage.
 - Please check that all doors are locked, windows are closed, and lights are turned off if you are the last to use the WIA Centre.

Thank you for your co-operation.

Please help us maintain these policies to better serve the needs of everyone using the WIA Centre. Should you have any questions, you may contact the WIA office by Telephone or by E-mail.

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WIA CENTRE RENTAL FORM

Please fill and submit at least one week in advance of the date requested to ensure a timely reply

Contact person:		Group/Organization:	
Address:			
Email address:		Phone:	
Function to be held:			
Number of people attending:		Is function open to public <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Rent-Free functions must be open to public</i>	
Room(s) Needed	<input type="checkbox"/> Dr. Peer's Hall <input type="checkbox"/> Meeting Room	<input type="checkbox"/> Kitchen <input type="checkbox"/> Classroom1	<input type="checkbox"/> Dr. Jasey's Hall <input type="checkbox"/> Classroom2 <input type="checkbox"/> Classroom3
Day(s) Needed <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun			
One-Time function	Date:		Time*: <i>(max. 4 hours)</i>
Recurring function	Start date		Time*: <i>max. 4 hours</i>
	Frequency:		<i>*Including set-up and clean-up time</i>
Other instructions/Comments:			
<p>The individual/group/organization requesting the use of the <i>WIA Centre</i> facilities hereby absolves the <i>WIA</i>, its leadership, and Members of any liability for personal injury to any individual, loss to any personal property resulting from the use of the <i>WIA Centre</i> and agrees to follow <i>WIA CENTRE RENTAL POLICIES</i>, leave the <i>WIA Centre</i> in its original set up and assumes responsibility for any cleanup or property damage resulting from the carried function/activity.</p>			
Signature: <small>Click or tap here to enter text.</small> Date: <small>Click or tap to enter a date.</small>			
FOR OFFICE USE ONLY			
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved.			
<input type="checkbox"/> Fees waived, reason:			
Total amount to be paid in full: \$ _____ <i>(including \$200 refundable deposit)</i>			
Name/Signature:		Date:	
Comments:			
<input type="checkbox"/> Full refund <input type="checkbox"/> Partial refund		Deposit amount refunded: \$ _____	
Name/Signature:		Date:	
Comments:			