



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

Windsor Ontario N9E 1A4
reservations@windsormosque.ca



بسم الله الرحمن الرحيم
WIA CENTRE RENTAL: POLICY AND PROCEDURE

The Windsor Islamic Association's (WIA) goal is to allow members of the Muslim community equal opportunity to using the *WIA Centre*. The following policies and fee structure apply to all:

WIA Centre Room	Fee/4-hour shift	WIA Centre Room	Fee/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>the Halls are \$100 each for Azaa, subject to availability</i>			
<ul style="list-style-type: none">- Frequent rentals (more than 4 recurring shifts) are entitled to 30% discount- WIA Members who are in good standing are entitled to 10% off			

- 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 before the date requested to ensure fair assessment and timely reply.
- The *WIA Centre* is available for use between 10:00 a.m. and 10:00 p.m., any day of the week.
- Multiple functions may 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* reserves the right to cancel and stop any function in progress.
- *WIA* reserves the right to grant or deny rent of the *WIA Centre* to any group, organization, or individual.
- *WIA Centre* rental for youth functions will only be approved with sufficient adult supervision.
- *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.
- Rent is waived for free functions. A list of such functions will be advertised and made open to the community.
- 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 you use the kitchen, clean the counter tops, sink, and stove.
 - ☐ Take all the extra food and drink 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 for 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 serve the needs of everyone. Should you have any questions, please contact the *WIA* office.



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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

Applicant:		Group/Organization:	
Address:		Number of people attending:	
Email address:		Phone:	
Function to be held:			
Function open to public: <input type="checkbox"/> Yes <input type="checkbox"/> No		Function free for everyone: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Room(s) Needed <input type="checkbox"/> Dr. Peer's Hall <input type="checkbox"/> Kitchen <input type="checkbox"/> Dr. Jasey's Hall <input type="checkbox"/> Prayer Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Classroom1 <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:	From to (max. 4 hours*)	
Recurring function	Start date:	From to (max. 4 hours*)	
	Frequency:	*Including set-up and clean-up time	
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> <p>Signature: Date:</p>			



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FOR OFFICE USE ONLY

☐ Not approved, reason:

☐ Approved

☐ WIA program (*fee waived*)

☐ Free/Open program (*fee waived*) -- *I swear by Allah that we are not charging, receiving or collecting any funds.*

☐ Frequent rental (*35% off*) *Initials:*

☐ WIA member in good standing (*10% off*)

Total to be paid in full: \$ (*including \$200 refundable deposit*)

Comments:

Name/Signature: Date:

REFUND

☐ Full refund ☐ Partial refund Amount Refunded: \$

Name/Signature: Date:

Comments: