



**1320 NORTHWOOD STREET  
WINDSOR, ONTARIO N9B 3J1**  
Phone: (519) 966-2355  
[www.windsorislamicassociation.com](http://www.windsorislamicassociation.com)  
بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



The Windsor Islamic Association's (WIA) goal is to allow members of the Muslim community equal opportunity to using the *WIA Centre* on 2555 Mckay Avenue, Windsor, ON. The following policies and fee structure apply to all:

<b>WIA Centre Room</b>	<b>Fee/4-hour shift</b>	<b>WIA Centre Room</b>	<b>Fee/4-hour shift</b>
Dr. Peer's Hall <sup>#</sup>	\$150	Meeting Room	\$75
Dr. Jasey's Hall <sup>#</sup> + Kitchen	\$150 + \$100	3 Classrooms	\$50 each
Prayer Hall	\$100	Deposit Amount	\$200
<sup>#</sup> The Halls are \$100 each for Azaa, subject to availability			
<ul style="list-style-type: none"> <li>- Frequent reservations (more than 4 recurring shifts) are entitled to 30% discount</li> <li>- WIA Members who are in good standing are entitled to 10% discount</li> </ul>			

- Any individual requesting reservation of the *WIA Centre* needs to complete the *WIA CENTRE RESERVATION FORM* below and send it for approval to: [reservations@windsormosque.ca](mailto:reservations@windsormosque.ca)
- The completed form is to be submitted 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.
- Reservations for recurring functions shall not extend beyond August of each year.
- 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 Centre* reservation for youth functions will only be approved with sufficient adult supervision.
- *WIA* reserves the right to grant or deny reservation 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.
- Fee is waived for free and open-to-public educational religious programs, not connected with any outside organization.
- 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 *WIA reservations*. [reservations@windsormosque.ca](mailto:reservations@windsormosque.ca).
- ☐ 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*.

Please help us serve the needs of everyone. Should you have any questions, please contact [reservations@windsormosque.ca](mailto:reservations@windsormosque.ca)

Jazaakum Allahu Khairan for your co-operation.

---



1320 NORTHWOOD STREET  
WINDSOR, ONTARIO N9B 3J1  
Phone: (519) 966-2355  
[www.windsorislamicassociation.com](http://www.windsorislamicassociation.com)

بسم الله الرحمن الرحيم



### WIA CENTRE RESERVATION FORM

Please return the completed form at least one week in advance of the date requested to ensure a timely reply

<b>Applicant:</b> .....		<b>Group/Organization:</b> .....	
<b>Address:</b> .....		<b>Number of people attending:</b> .....	
<b>Email address:</b> .....		<b>Phone:</b> .....	
<b>Function to be held:</b> ..... .....			
<b>Function Free/Open to Public:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Waive-Fee Request – <i>by Allah I affirm that no funds are to be collected in any way, in connection with this function: <b>Initials</b> .....</i>			
<b>Room(s) needed</b> <input type="checkbox"/> Dr. Peer's Hall <input type="checkbox"/> Dr. Jasey's Hall <input type="checkbox"/> Dr. Jasey's Hall + Kitchen <input type="checkbox"/> Prayer Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Classroom1 <input type="checkbox"/> Classroom2 <input type="checkbox"/> Classroom3			
<b>Day(s) needed</b> <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			
<b>One-Time function</b>	<b>Date:</b> .....	<b>From</b> ..... <b>to</b> ..... (max. 4 hours*)	
<b>Recurring function</b> (none passed August 31)	<b>Start date:</b> .....	<b>From</b> ..... <b>to</b> ..... (max. 4 hours*)	
	<b>Frequency:</b> .....	*Including set-up and clean-up time	
<b>Other instructions/Comments:</b> ..... .....			
<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 RESERVATION POLICY</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>			
<b>Signature:</b> .....		<b>Date:</b> .....	

FOR OFFICE USE ONLY	
<input type="checkbox"/> Not approved, reason: .....	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Fee Waived -- WIA program	
<input type="checkbox"/> Fee Waived -- Free/Open educational religious programs	
<input type="checkbox"/> 30% OFF -- Frequent reservation	
<input type="checkbox"/> 10% OFF -- WIA Member in good standing	
Total to be paid in full: \$ ..... <i>(including \$200 refundable deposit)</i>	
Comments: .....	
Name/Signature: ..... Date: .....	
REFUND	
<input type="checkbox"/> Full refund <input type="checkbox"/> Partial refund	Amount Refunded: \$ .....
Name/Signature: ..... Date: .....	
Comments: .....	