



AL-MEHDI AL-MUNTATHAR UNION

رابطة الإمام المهدي المنتظر (عج)

Registered Charity No. 13860 3097 RR0001



CENTRE USAGE AGREEMENT FOR AL-MAHDI ISLAMIC COMMUNITY CENTRE

Subject To Change Without Notice

PLEASE NOTE: for General Usage (e.g., get-together, Nikah/Aqd, Majlis, etc.), please fill out and submit this form to the Board at least **2 DAYS** prior to the usage date; **for a Special Event** (e.g., banquet, reception, fundraising activity, event with A/V, etc.), please fill out and submit this form to the Board at least **2 WEEKS** prior to the event date.

NAME (THE "USER": AUTHORIZED/RESPONSIBLE PERSON): _____

TYPE OF EVENT (Circle One): General Usage Special Event

DESCRIPTION OF EVENT _____

APPROX. NUMBER OF GUESTS: _____ DATE OF THE EVENT: _____

FREQUENCY (Circle One):

ONCE WEEKLY BI-WEEKLY MONTHLY OTHER (please explain) _____

PLEASE NOTE: While the Board will make an effort to accommodate Centre usage requests, they reserve the right to cancel any request at a later time.

STARTING TIME: _____ ENDING TIME: _____

PHONE (CELL): _____ EMAIL: _____

Usage Donation and Cleaning / Item Return/ Damage Deposit

1. THERE IS NO RENTAL FEE FOR USAGE. A DONATION WOULD HOWEVER BE VERY MUCH APPRECIATED TO HELP OFFSET THE COSTS OF OPERATING THE BUILDING AND SUPPORTING YOUR PROGRAM.
2. A \$150 deposit is required at the time of signing the agreement for Cleaning, Damages and ensuring Tables, Chairs and other Items are moved back into their original locations. This will be returned after a potential inspection of the Centre including any equipment used.
3. Games equipment usage will be permitted; however, the User is responsible for the removal, usage and return of the games equipment to their original locations.

We wish to give a donation to the Centre (Please tick the box, as applicable) Amount: \$ _____

Cleaning/ Item Return/ Damage Deposit (Please tick the box, as applicable) Amount: \$ _____

Amount Paid by Cheque ___ Cash ___ Total Amount: \$ _____

USAGE WAIVER

The User agrees that the Al-Mehdi Al-Muntathar Union (the "AMAMU"), their Board, Officers and Members, shall not be responsible for any and all damages, injuries or liabilities which may arise as a result of the User's use or activity in or on the property of the AMAMU. The User shall fully indemnify and hold harmless the AMAMU, their Board, Officers and Members against any and all such damages, injuries or liabilities. The User agrees to pay to the AMAMU all costs that may be incurred by them in repairing any damages, which may be caused by the User, his/her contractors, workers,



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agents or guests in the course of use of AMAMU property under such rental. The AMAMU, their Board, Officers and Members shall not be responsible for any lost, stolen or damaged items left in or on AMAMU property prior to, during or after a function. All of the above is applicable to ALL persons brought to/making use of the facilities under this agreement, and it is the responsibility of the User to inform the persons brought to the facilities by him/her of the above rules and regulations. The User shall assume and undertake FULL responsibility for his/her function and those attending the facilities during his/her function.

THE FOLLOWING RULES APPLY TO ALL CENTRE BOOKINGS:

1. Participants are kindly requested to respect the rules and regulations of the Centre, starting with the recognition that this is a holy site and house of God.
2. Users and their guests must adhere to general Islamic principles (specifically Jaffari School of thought) while using the Centre. Acts, such as playing of music and dancing, will not be permitted during any private functions.
3. Please ensure that there is a separation of seating between men and women (i.e. no mixed gatherings). This can be arranged by using two separate halls. If using a single hall, dividers should be used to separate the seating.
4. Women and men attending are required to adhere to Islamic attire. Women should be wearing appropriately covered clothing and head cover. The use of tank tops for men and shorts above the knees are also prohibited.
5. All applications for Centre bookings shall be given in writing to the AMAMU Secretary by filling out this form. A request for private usage of the Centre is subject to approval of the Board of Directors of AMAMU.
6. There will normally be no events or functions on the same day, but at a different time as an AMAMU function.
7. No functions will be allowed that conflict with AMAMU programs.
8. The agreed upon starting time of the event will be strictly enforced.
9. The User will ensure the Centre is cleaned immediately after the program. The Centre must be left in the same clean state that was provided to the User. All garbage and recycling must be removed and taken to the Garbage and Recycling Bins located in the AMAMU Parking Lot.
10. All chairs and tables moved during the event or function must be returned to their original positions.
11. All furniture, equipment and materials brought in to the AMAMU premises for temporary use must be removed by the parties at the end of the event.
12. Paper supplies such as paper plates, plastic ware, paper cups, paper towels etc. for the event are to be provided by the User. Recyclable supplies should be used to the extent possible. The User will ensure that the Centre supplies are not used.
13. If any of the Centre's equipment is being used by, it must be brought to the same condition prior to usage.
14. The User is entitled to use the cleaning equipment belonging to the Centre such as the vacuum, brooms, mops etc. to clean the Centre. The User agrees to use these items with care and to return them to the respective storage locations, after use.
15. At no point will candles or other potentially hazardous devices be permitted in the AMAMU during the function.
16. **NO NAILS, PUSH PINS, OR HIGHLY ADHESIVE TAPE SHALL BE USED ON THE WALLS FOR ANY PURPOSE.**
17. No smoking will be allowed in the building.
18. All parking regulations on and off the premises of the Centre must be obeyed.
19. Volunteer arrangements are the responsibility of the User.

THE UNDERSIGNED USER AGREES TO ALL THE RULES MENTIONED ABOVE AND UNDERSTANDS THAT NON-COMPLIANCE TO ANY OF THE RULES ABOVE MAY BAR THEM IN THE FUTURE FROM HOSTING ANY GENERAL USAGE OR SPECIAL EVENTS AT THE CENTRE.

Signature of User: _____ Date: _____

Board Member Name: _____ Board Member Signature: _____ Date: _____