



In the Name of Allah, the Most Beneficent, the Most Merciful
Muslim Society of Waterloo and Wellington Counties

EVENT/ACTIVITY REQUEST FORM

PLEASE PRINT:

1. PERSON'S NAME: ADDRESS: TEL: HOME: () CELL: () BUSINESS: () FAX: ()

2. NAME OF ORGANIZATION: ADDRESS: TEL: HOME: () CELL: () BUSINESS: () FAX: ()

3. TYPE OF ACTIVITY: [] Halaqa/Darss (Please Explain) [] Social Event (Please Explain) [] Meeting or Workshop (Please Explain)

4. LIST ANY SPEAKERS AT THE EVENT/ACTIVITY (IF ANY): NAMES: TEL: HOME: () CELL: ()

5. DAY (S) OF USE: (FRI / SAT / SUN / MON / TUE / WED / THU) DATE (S) OF USE: Month / Date / Year [] Daily [] Weekly [] Bi-weekly [] Monthly

6. TIME OF USE: FROM: A.M. / P.M TO: A.M. / P.M

7. EXPECTED NUMBER OF ATTENDEES:

8. AREA TO BE USED: [] Brother Side [] Sister Side [] Upstairs Hall [] Main Hall [] Down Stair

9. APPLICANT'S SIGNATURE: DATE:

By signing this contract I hereby acknowledge my understanding and acceptance of the Terms and Conditions printed on the second page of this form.

Note: Please note that organizer is responsible for the cleanup after the activity. The Management/Religious Committee reserves the right to reject the event/activity, in the best interest of the society. Management/Religious Committee will require one (1) weeks to confirmed the booking. Please see guidelines for RULES and TERMS.

OFFICIAL USE ONLY CONFIRMED [] REJECTED [] SIGNATURE: DATE:

COPY 1. APPLICANT

COPY 2. CARE TAKER

COPY 3. OFFICE

Terms and Conditions for Event/Activity at Waterloo Masjid

1. Garbage bags will be supplied by Waterloo Masjid.
2. Food and beverages will be not allowed in the hallways, prayer areas and parking lot.
3. Parking on driveways and Fire routes is strictly prohibited (Vehicle can be towed at owner's expense).
4. The number of persons attending the event should not exceed the number specified in the application.

5. Setting up and storing away of the tables and chairs will be the responsibility of the applicant (if use).
6. No function of **un-Islamic** nature will be allowed on waterloo Masjid premises. Islamic behavior and code of ethics will be expected by the participants.
7. Cooking or warming and / or serving of food through the kitchen is not allowed Unless approved by the Management.
8. No unauthorized fund raising to be carried on. No gathering or meeting of political nature will be permitted.
9. The applicant shall be responsible for the conduct and supervision of all persons attending the event and shall see that all regulations in this contract are strictly observed.
10. The **Exits** must be kept free from obstruction at all times.
11. Smoking is **NOT** permitted at any time inside the building and discouraged on the premises.
12. No wiring shall be modified for lighting and sound systems including P.A. systems.
13. Financial responsibility for any damages to the masjid property will be borne by Person (s) "Responsible" as listed on application.
14. The equipment to be used during the event should be the same as specified on the application. Other than specified equipment must be approved by the Management 2 weeks prior to the event.
15. No storage space is granted to outside organizations.
16. This permit the **ONLY** use of the area mention in the application.
17. Activities must be confined to facilities assigned to applicant / organizations.
18. Any changes to the application, i.e., change of Date, Time, Space or equipment must be notified to the management 2 weeks prior to the event.
19. The applicant and/or the event workers will in no manner hold the Masjid responsible against any and all claims for damages against persons or property which may be brought during, or as a consequence of this agreement.
20. **During the period of use, the applicant will be responsible for payment of any fee charged by a Municipality or Fire department for a false fire alarm.**

Terms and Conditions for Kitchen at waterloo masjid

Applicant's responsibility while using the kitchen.

1. **Clean** the area **properly** before **leaving** the premises as per attached **check list**.
 2. All leftover food, beverages etc. should be removed from the premises immediately after the event. Masjid will not be responsible for any of these items.
 3. Financial responsibility for any damages to the masjid property will be borne by Person (s) "Responsible" as listed on application.
 4. The equipment to be used during the event should be the same as specified on the application. Other than specified equipment must be approved by the management 2 weeks prior to the event.
 5. No storage space is granted in the Kitchen before or after the event.
 6. All dishes (Plates, Glasses etc..) should be removed from halls and left in the kitchen.
 7. **ABSOLUTELY NO CHILDREN ALLOWED IN THE KITCHEN.**
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