

Islamic Society of Kingston

WHAT YOU MUST KNOW/DO IF YOU ARE USING THE COMMUNITY HALL FOR A PRIVATE FUNCTION

Before the function:

1. Designate one person responsible for the function.
2. Get the key of the Centre from the Chair of the Centre Management Committee.
3. Know the Security Code, and how to arm and disarm the security system.
4. Know your responsibility in case of fire.
5. Find out the cooking restriction (fire regulation).

During the function:

1. The organizers are responsible for arranging the room.
2. Please do not pull chairs or tables as it might scratch the floor.
3. During prayer time, all activities in the hall must cease.
4. If there is a fire, get everyone out of the building and call 911.

***PRAYER HALL MUST NOT BE USED FOR OTHER THAN PRAYER AND READING.
PLEASE ENSURE THAT CHILDREN DO NOT RUN IN THE PRAYER AREA.***

At the end of the function:

1. Store away all chairs and tables in the designated areas;
2. Set up the ping-pong table;
3. Clean the kitchen counters;
4. Clean all floors (sweep and mop);
5. Clean Children's room if used;
6. Remove garbage from the hall and put them in the garbage bin provided outside;
7. Take recyclable material with you;
8. Make sure all doors are properly locked; and
6. Arm the security system (if leaving after Isha) before leaving the building.

Next day: Return the key to the chair of the Centre Management Committee.