



## **RULES FOR USE OF THE CENTRE**

*Approved by the Executive Board on October 8, 2015*

1. The Islamic Centre is for the benefit of all Muslims. It is to be used for religious, educational and social activities. All activities in the Centre shall be conducted within the framework of Islamic principles *and guideline set by the Islamic Society of Kingston.*
2. No activity shall be held in the Centre that contradicts Islamic principles and violates the sanctity of the Centre.
3. The prayer area shall be used for prayer, and religious studies and discussions.
4. No toys, food or drink are allowed in the prayer area.
5. The prayer area shall not be used for sleeping except for observing “I’tikaf” (*during Ramadan*).
6. Activities in the community hall must not disturb the prayer or religious discussions held in the prayer room.
6. The entire building is designated as a non-smoking area.
7. Booking of the community hall shall be coordinated through the chair, or person designated, by the Centre Management Committee.
8. The order of priority for use of the community hall shall be:
  - a. Functions organized for the Islamic Society,
  - b. Functions organized for an organized group (Women’s Group, Youth Group, QUMSA, etc.) of the Society.
  - c. Muslim families and individuals; and
  - d. Others.
9. The Society shall establish a fee structure for the use of the community hall and the kitchen.
10. Groups using the community hall shall be responsible for, but not limited to, the following:
  - a. arranging the room according to the needs of the function;
  - b. stacking furniture to appropriate places after use;
  - c. cleaning the facility after use (including kitchen, refrigerator and the washrooms);
  - d. removing all garbage after use;
  - e. cleaning and storing of dishes, and cleaning the kitchen, if used; and,
  - f. removing food from the kitchen and the refrigerator, if used.
11. Organizer of the function at the ICK will be responsible for ensuring the center rules have been followed and will fill up the checklist for usage of the ICK and sign it.

**CHECK LIST FOR USAGE OF ICK**

After the usage of the Islamic Center the Organizer must check the following list.

#	ITEM	CHECK Done: √ Not Applicable: NA Pending: Reason for Pending			
1	Date				
2	Event Name				
3	Organizer Name				
4	All Tables and Chairs Cleaned				
5	All Table and Chairs Stacked Properly				
6	Floor Swept and Mopped.				
7	Unused Food Picked up and taken away.				
8	Refrigerator cleaned and no food left in it.				
9	Kitchen Cleaned and plates stacked properly				
10	Microphones and cables collected and stored.				
11	Projector and Laptop collected and stored.				
12	All the garbage collected and disposed of in the container				
13	All the recyclable material disposed of properly.				
14	Prayer Area should be left clean.				
15	Shoes stacked in the shelves.				
16	Washrooms cleaned.				
17	Outside area, lawn, parking and swings etc. left clean.				
18	If last person to leave at night lock the ICK and put the alarm code.				
19	Note the time function ended.				
20	Comment				