



Request for use of the Community Hall
Of the Islamic Centre of Kingston

Information about the person making the request:

Name: _____

Address: _____

Phone no: _____

Information about the function:

Please \surd one:

Private* Youth Group QUMSA
Women's Group Other (specify) _____

Date of the function: _____

Time of the function: _____ to _____

Nature of the function _____

Number of people expected _____

Information about the person responsible during the function:

Name _____

Phone number _____

This person is responsible for opening and closing the centre for the function. He (she) must know the security code, how to arm and disarm the security system. He (she) must make sure that the tables and chairs are stored properly and the space is left clean. He (she) must be familiar with all the alarm systems (fire, security and holding tank) in the building and what to do in case any alarm sounds.

For office use only:

Booking approved and recorded by _____

A nominal fee is charged for private functions. A function is a **private function if the invitation is not open to all (within the Kingston Muslim Community). Please check for actual amount required.*