



ISLAMIC FOUNDATION OF TORONTO

441 Nugget Avenue, Scarborough, Ontario M1S 5E1

Tel: (416) 321 - 0909 • Fax: (416) 321-1995

E-mail: info@islamicfoundation.ca • Website: www.islamicfoundation.ca

APPLICATION FOR THE PRIVATE USE OF THE MASJID FACILITIES

INSTRUCTIONS!

Please read the policies and procedures on the **reverse side** before filling out application. Please **print clearly** and in **CAPITAL LETTERS**. Rental charges must be paid at time of reservation to the Islamic Foundation of Toronto.

Address & General Information

Please fill in CAPITAL LETTERS

Organization name (if applicable) _____

Representative's name

Last name _____ First name _____

Gender Male Female

Representative's address

Street _____ Unit# _____

City _____ Province _____ Postal code _____

E-mail _____

Phone# _____ - _____ - _____ ext. _____ Cell# _____ - _____ - _____

Requested Facility & Equipment

Please check as appropriate

Gymnasium <input type="checkbox"/> \$800	Cafeteria <input type="checkbox"/> \$550	Kitchen <input type="checkbox"/> \$150	Prayer Hall (Masjid) <input type="checkbox"/> \$100	TOTAL \$ _____
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Chairs <input type="checkbox"/> Complimentary - 250 Additional _____ \$1 per chair	Tables <input type="checkbox"/> Complimentary - 30 Additional _____ \$5 per table	Partitions Want _____ \$25 each Size - 6' x 22'	Sound / Podium <input type="checkbox"/> Sound System & Podium \$125 for both	TOTAL \$ _____
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Date(s) requested _____ Day(s) Mon Tue Wed Thu Fri Sat Sun
yy/mm/dd

Set-up time _____ Start time _____ End time _____ Clean-up time _____

Purpose of use _____

Number of people attending _____

Will food be served at this event? Yes No Light refreshments

Will minors be present? Yes No *Adequate adult supervision must be present*

TERMS AND CONDITIONS FOR THE USE OF FACILITY

Please read carefully

1. Facility(ies) are available for function/program ONLY up to 10:30 p.m. For any other extra time \$25.00 / hour will be charged.
2. Islamic dress codes and behavior must be observed strictly.
3. The user will pay for all damages to equipment, furniture or property.
4. All equipment brought in and not belonging to Islamic Foundation of Toronto must be promptly removed at the end of the function.

5. The entire premise of Islamic Foundation of Toronto is a NO SMOKING area.
6. ONLY the facilities specified will be used.
7. All donations are to be given directly to the Islamic Foundation of Toronto. Charities to employees are not permitted.
8. Islamic Foundation of Toronto reserve the right to cancel and / or alter the Permit at any time.
9. If a booking is cancelled 2 weeks prior to the event, no charge will be incurred.
However, if the booking is cancelled within 2 weeks of the event, \$150 cancellation fee will apply.
10. The caretaker or such other employee designated shall be at all times in charge of the premises.
11. Games of chance, lottery, door prizes, any form of gambling, music is strictly prohibited at the premises of Islamic Foundation of Toronto.
12. The aisles and exists will be kept free from obstruction at all times.
13. Food / refreshment are served in designated areas only.
14. Parking is allowed in designated areas only.
15. Full deposit will be received at the time of booking, including \$200.00 refundable deposit against damages and / or overtime.
16. The Islamic Foundation of Toronto will not be held responsible for any personal injury or for the loss or theft of any articles belonging to anyone attending the program.
17. All set-up will be arranged by organizer of the function.
18. Individuals/organization having similar aims & objectives will not be allowed to advertise on the Islamic Foundation of Toronto premises.
19. No fund raising event will be allowed to any individual or organization unless approved by the Majlis.
20. Brothers and Sisters MUST stay in their respective prayer halls.

WAIVER OF LIABILITY

RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

I/we fully understand that my/our participation in the use of a Islamic Foundation of Toronto facility exposes me/us to the risk of personal injury, death, or property damage. I/we hereby acknowledge using its facilities and agree to assume any such risks. I/we hereby release, discharge and agree not to sue Islamic Foundation of Toronto for any injury, death or damage to or loss of personal property arising out of, or in connection with, my/our participation in a facility rental from whatever cause, including the active or passive negligence of a scheduled event or any other participants in the facility rental. In consideration for being permitted to participate in the use of Islamic Foundation of Toronto facilities, I/we hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless Islamic Foundation of Toronto from any and all claims, demands actions or suits arising out of or in connection with my/our participation in the facility rental.

I/WE HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I/WE AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND WILL SIGN IT ON MY/OUR OWN FREE WILL.

ONCE APPLICATION IS APPROVED I/WE HEREBY AGREE TO THE ABOVE TERMS AND CONDITIONS OF ISLAMIC FOUNDATION OF TORONTO.

Name of applicant

Signature of applicant _____ Date signed / /
yy/mm/dd

FOR OFFICE USE ONLY

Type of Facility Reserved Gymnasium Cafeteria Kitchen Prayer Hall

Approved Disapproved / Reason _____

Approved By Signature _____ Date / /
yy/mm/dd

Total Charges \$. Total Amount Received \$. Receipt# _____

Please submit your completed form to Islamic Foundation of Toronto *Room - 104*