



FACILITIES RENTAL FORM & CONDITIONS OF USE
Islamic Centre of Canada (ICC)

1. APPLICANT INFORMATION

Full Name:	Email:
Address:	
Phone # (1 st Preference):	Phone # (2 nd Preference):

2. ORGANIZATION INFORMATION

Organization Name:	Email:			
Address:				
Business #:	Type of Organization:			
	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid black; padding: 2px 10px;">Sole Proprietorship</td> <td style="border-right: 1px solid black; padding: 2px 10px;">Corporation</td> <td style="padding: 2px 10px;">Not-for-Profit/Charity</td> </tr> </table>	Sole Proprietorship	Corporation	Not-for-Profit/Charity
Sole Proprietorship	Corporation	Not-for-Profit/Charity		

3. ACTIVITY DETAILS

Indicate type of activity for Rental use:	Wedding	Private Function	Islamic / Not-for-Profit Community Function						
Select the most suitable option below:									
Nikkah	Marriage Party	Social Gathering	Children's Event	Youth Activity	Office Event	Seminar	Workshop	Class	Other
Provide details of the activity/event:									

4. FACILITY REQUIRMENT INFORMATION

Date(s) the facilities will be required:						
Please select the day(s) the facilities will be required:						
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Time the facilities are needed for:						
FROM (AM./PM.):			TO (AM./PM.):			
Number of attendees:						
Sections to be rented:						
Gymnasium			Cafeteria			Masjid (Nikah Only)
Kitchen	Full	Half	Hall A	Hall B	Hall A & B	Musallah (Prayer Hall)

5. PAYMENT INFORMATION

Deposit Payment:		
Cash:	Certified Cheque:	Date Received:
Balance Payment		
Cash:	Certified Cheque:	Date Received:

BY SIGNING THIS RENTAL CONTRACT, I HEREBY ACKNOWLEDGE & ACCEPT THE TERMS & CONDITIONS PRINTED ON THE LAST PAGE OF THIS FORM

Applicant's Signature	Date:
-----------------------	-------

For Office Use Only

Copy 1	Copy 2:	Copy 3:	Reservation Status:
Application Received by:		Date Application Received:	
		Date Updated:	

ICC Facilities Conditions of Use:

Following Masjid Etiquettes and Rules must be observed at all times when visiting the ICC facilities:

1. Prayer Hall Etiquettes

- Respect and be mindful of attendees and worshipers.
- Keep the peace and sanctity of the Masjid intact.
- Avoid unnecessary conversations (especially argument, personal, political etc.) in the prayer hall.
- Observe the Islamic teachings of modesty (Haya) and respect involving opposite gender.
- No mix-gendered seating and photography / videography is allowed.
- Do not eat or drink in the prayer halls.
- No private gatherings or classes should take place without prior permission of ICC management.
- Cell phones and electronic devices should be placed on "SILENT or TURN OFF" in the prayer hall.

2. Dress Code / Clothing Etiquettes

- Dress modestly in accordance with the Islamic teachings and etiquettes. Any dress that does not meet the requirements of "Awrah or Satar" should be avoided.
- Please be mindful of body odors, unpleasant food smells on clothes.
- Please remove footwear before entering the prayer halls (and any carpeted areas).

3. Young Children

- Young children are welcome and are encouraged to attend the Masjid.
- Parents are requested to teach their children the etiquettes of the Masjid.
- Parents / Guardians are requested to keep the children under their supervision at all times, and to minimize loud noises, running around, and disruptive behaviors.
- All sports activities must be stopped as soon Adhan begins, and should remain suspended until 15 minutes after the congregation prayers. Children should be brought into the prayer hall after Adhan.

4. Charity / Donations / Fundraising Activities

- All public fundraising or collections must receive prior approval of ICC management, and funds donated or collected shall be channeled through ICC.
- Report any unauthorized fund raising effort/campaign to the management immediately.

5. Miscellaneous Donations

- Furniture, clothes, food or other donated items must **not** be brought to the Masjid unless prior approval has been sought and obtained from ICC management.
- Do not put any books, reading material of any kind in the book shelves without prior approval from ICC management.

6. Technology Etiquettes

- Cell phones and electronic devices should be placed on "SILENT or TURN OFF" in the prayer hall.
- Cell phone conversations are not permitted in the prayer hall during prayer or Khutbah.
- Use ear phones for your private listening for recitation or lectures.
- Electronic or video game consoles are not allowed in the prayer hall.
- No mix-gendered photography or videography is allowed.

7. Housekeeping and Hygiene

- Before you leave a mosque, make sure you didn't leave any personal belongings behind.
- Make sure to leave the facility as clean as it was and leave no garbage behind.

8. Rules and Regulations

- No smoking and no vaping is permitted on any part of the ICC property.
- No parking in the fire routes or reserved parking.
- Accessible parking is only to be used by individuals with official accessibility permits.

Note: These etiquettes and rules are subject to be reviewed periodically and amended as necessary.