

FACILITY RENTAL POLICY OF MANAL

The building located at 430 Logy Bay Road, St. John's, NL is owned and operated by the Muslim Association of Newfoundland and Labrador (MANAL). It accommodates the Masjid Al-Noor with prayer halls in the main and second floors for males and females respectively. The building also has various facilities including classrooms at various floors as well as a social hall and a government- approved kitchen in the basement. While the classrooms are used primarily for small scale educational activities, halaqas, and meetings, the social hall and the kitchen accommodate bigger gatherings including community iftars and lectures.

These facilities are primarily for the benefit of MANAL members. Membership of MANAL is defined in accordance with the Articles of Association (latest version approved November 2013).

This policy is to outline the rules and regulations governing the use of MANAL facilities by individuals and groups who may or may not be MANAL members.

Policy:

1. There shall be **no** fee for the use of MANAL facilities by its members for "MANAL-sponsored" events. Such events are defined as those which are initiated and sponsored by MANAL for the purposes of fulfilling the objectives of the Association. For some events, registration/admission fees may apply for cost recovery.
2. There shall be a fee for the use of MANAL facilities by its members for "private" events. Such events are defined as those which are privately initiated by a member and where the congregation in general is not invited. Use is restricted to the social hall, the classrooms, washrooms and the kitchen in the basement. Certain restrictions may apply.
3. There shall be a fee and a damage deposit required for the use of MANAL facilities for "private" events.
4. MANAL Executive Committee has the authority to define what activities are eligible for the private use of MANAL facilities. As a general rule, the facilities cannot be used for commercial activities or for gatherings of a nature that is inappropriate for a mosque setting. Other restrictions may apply if deemed necessary..
5. The Secretary of MANAL shall be responsible for receiving and processing any inquiries to use MANAL facilities. The Treasurer of MANAL shall be responsible for processing the payment of fees (including damage deposit) related to the use of MANAL facilities. Fees and damage deposit amounts are subject to change without notice.

Restrictions (Use of Basement for Private Events):

1. Use of MANAL facilities shall not interrupt the normal operations of the Masjid-al-Noor.
2. The use of MANAL facilities may be revoked on relatively short notice if these facilities are required for a MANAL-sponsored event
3. External caterers shall be permitted to serve at private events provided MANAL is informed of such arrangements in advance.
4. Dishes, cutlery, and other items which belong to MANAL shall not be used for "private events".
5. Microwave ovens shall **ONLY** be used for warming food. Stoves and ovens **MAY NOT** be used. Cooking and baking is strictly prohibited. The fridge can be used for storage purposes only. No leftover food is to remain in the fridge after the event is over.

6. Smoking is not permitted within the MANAL premises.
7. Clean-up is required immediately after the event is over. The basement, the classrooms, washrooms, and the kitchen must be restored to its original condition, i.e. before the event commenced – chairs must be stacked; tables folded and put away; kitchen counters cleaned; microwave ovens and tea urns cleaned (if used); furniture in the classrooms neatly arranged for classes; floors must be free of any garbage or dirt; garbage bags must be removed from the building – either taken away or placed into the garbage container near to the minaret if it has space available.
8. Unsatisfactory clean-up will result in loss of damage deposit. **In addition, the party renting MANAL facilities will be responsible for any damages incurred to the property during the course of the event. All damages will be charged to the applicant.**
9. Maximum occupancy is limited to 100 persons (Fire Department Regulation).
10. An application for using MANAL facilities must be filed **at least 10 days** prior to the date of the event.

Procedures:

1. The applicant must contact the Secretary to determine the availability of the facility for the requested date. The applicant must complete the application and provide (via email) full details of the event including, but not limited to:
 - brief description of the event,
 - number of guests anticipated for the event,
 - exact timing of the event,
 - catering details for the event
 - name and contact information of the person in charge of the event
2. Appropriate fees and damage deposit must be enclosed with the rental application. Fees/deposits are payable to MANAL by cheque only.
3. MANAL will only respond to written applications via email. Verbal consent does not guarantee approval for the event.
4. MANAL Executive Committee may reject any application if it deems it to be inconsistent with this policy or the suggested use is considered inappropriate with the Guidelines of MANAL.
5. Refused applications will be returned to the applicant along with the fees that were deposited to MANAL.

Fees (as of January 1, 2015):

1. **Use of the Basement Social Hall and Facilities= \$100 (maximum 4 hours)**
2. **Damage Deposit = \$100 (refundable)**