

ISLAMIC EDUCATIONAL & WELFARE ASSOCIATION OF DANDENONG INC (IEWAD)

USE OF IEWAD PREMISES REQUEST FORM FOR FUNCTIONS

(SEVEN DAYS NOTICE REQUIRED)

A. NAME OF ORGANISER: .....

MOBILE: ..... EMAIL: .....

B. EVENT: .....

C. DATE: ..... TIME/DURATION: .....

D. NO. OF GUESTS EXPECTED: .....

E. FACILITIES REQUIRED:

Masjid (front section)

Masjid (rear section)

Masjid (Upstairs)

Kitchen (no cooking on the premises)

F. REFRESHMENTS: YES / NO

G. CATERING: YES / NO

H. \*POSTERS: YES / NO

\*(Posters To Be Approved Before Display)

- Fee for Hire of Facility **\$500.00 (non-refundable)**
- A **\$500.00** bond payable at the time of entering a contract for hire of facility. (This money will be refunded once the management is satisfied that the facility has been returned in accordance with this contract)
- No Cooking is permitted on the premises.
- No decorations are permitted.

**NOTE: THIS COMPLETED REQUEST FORM SHOULD NOT BE TAKEN AS "APPROVED" UNLESS THE SECTION BELOW IS COMPLETED & A COPY RETURNED "AS APPROVED".**

*\*\*The completed form should be accompanied with the money (as above)*

**Indemnity:** The "Hirer" indemnifies and will continue to indemnify IEWAD and its management committee, officers, employees and agents against all damages, losses, costs and expenses incurred by any of them arising out of:

1. any breach by the Hirer and
2. any act or omission of the IEWAD and its management committee, officers, employees, contractors or agents about the Services.
3. Injury
4. Property Damage
5. Parking in the "No Standing" area and in Driveways is not allowed at any time.

FOR OFFICE USE ONLY

Date RECEIVED:..... APPROVED: YES / NO

NAME:..... NAME:.....

SIGNATURE:..... SIGNATURE:.....

DATE:.....

**IMPORTANT: PLEASE MAKE SURE THAT ALL ACTIVITIES SHOULD CEASE 10 MINUTES PRIOR TO SALAAT TIME.**

**General Rules for Hiring the Mosque Hall for a Function**

1. Respect and care for the sanctity of the complex and its users all the time.
2. Familiarize yourselves with the emergency exits and location of fire hose reels and fire extinguishers.
3. Respect the rights of the neighbours and traffic on the Hallam Belgrave Road when entering and exiting the site.
4. Parking on the road or on the nature strip in front of the Complex is not Allowed.
5. Modest Islamic dressing shall be observed for both Male and Females always at the complex.
6. Selling of any retail items, tickets or handing out of flyers etc. or left on site for collection by others is not allowed.
7. No political, personal, commercial, anti-religious, hatred display of materials/speech shall not be made in any form.
8. No sound amplification instruments shall be used except what is available at the complex.
9. Allocate and designate people to manage the car park, ensure at the salat time the regulars to the complex have access to the car park and all activities shall cease 10 minutes before the Salat.
10. No shoes allowed inside the Hall or Praying area. Shoes to be stored on the racks provided and not in front of the door ways.
11. No males are not allowed in the female areas and vice versa. This also applies to the down stairs kitchen.
12. Library and Board room use is out of bounds.
13. Any damage shall be made good to the satisfaction of IEWAD Inc.
14. All activities shall cease 30 minutes after Isha salat, the Masjid close 30 minutes after the Isha Salat.

**CLEAN UP AFTER USE**

1. The person(s) hiring the complex is responsible for the clean-up and vacuum all the carpet areas after each program.
2. Take away ALL your rubbish and do not use the complex rubbish bins for rubbish disposal.
3. Clean all the toilets and replace toilet papers. Mop the floor and clean, vanity and wadhu areas.
4. Empty all the bins including in the toilet areas and remove all the waste including from the kitchen and take it away. You are required to provide your own garbage bags and bin liners etc..
6. Kitchen shall be cleaned and no food shall be left behind in the kitchen or fridge. Mop the floor and clean the walls.
7. All the carpet protection sheets etc. shall be taken away, and carpet vacuumed. Empty the vacuum cleaner.
8. Fold away all tables and chairs and store in designated area.
9. Pick up rubbish and paper from outside area and dispose it.

**MASJID/HALL/UPSTAIRS USE FOR FUNCTIONS.**

1. No decoration allowed of any sorts, in or outside the complex, e.g. lights, balloons, paper etc.
2. Music of any sort is not allowed; haram drinks or Food should not be brought or served at the complex Premises 3.  
There shall be no filming or audio /visual recording without prior written approval from the responsible committee.
4. NO SMOKING is allowed in any part of the building.
5. Do not bring any tables or chairs to the complex.

**MASJID AREA**

1. This area is for praying and approved activities only.
2. No eating or drinking in the prayer area.  
No furniture allowed in the prayer area.
3. No audio/visual recording unless approved by the committee.

**GROUND FLOOR HALL**

1. Provide carpet protection sheets before serving food and drinks.

**1<sup>ST</sup> FLOOR FEMALE AREA**

1. No shoes allowed inside this area. Shoes are to put on racks provided.
2. Children shall be managed/kept under control at all times.
3. Do not change baby dippers in this area. Take away your soiled dippers.
4. This is also Prayer area for females and the sanctity of the area shall be observed at all times.
5. No un-islamic activities allowed inside or outside the premises

**EQUIPMENT USE**

Make sure that all Lights, heaters/ Air-conditions are switched OFF before leaving the premises.

Make sure that the Gas valve is shut on the cooking range.

Please make sure that all lights, water etc. are used conservatively. Do not switch on all lights inside Masjid l areas

**CARE FOR THE GARDEN AREA**

Please make sure that all Garden areas are not for playing or walking over, Please make sure that Children are not playing in the garden area and people are not walking/ crossing over the garden section. Our volunteers spend lots of time maintaining and cleaning these areas and these are for enjoying not destroying. If you disagree with any of these conditions, please do not enter the property or alternatively you may contact IEWAD Inc.

Name.....

Sign..... Witness..... Date.....