



SCARBOROUGH MUSLIM ASSOCIATION

2665 Lawrence Avenue East Toronto, ON M1P 2S2 Tel. No. (416) 750-2253

Email: info@smacanada.ca Website: www.smacanada.ca

Facilities Rental for Private Use

Please read the policies and procedures on the **reverse side** before filling out this application. Print clearly and in **CAPITAL LETTERS**. Rental charges must be paid at the time of reservation to the Scarborough Muslim Association (SMA). Rental Facilities are available after **5 pm only**. All Facility rental times must end at **11:00 pm** at the latest. This means that clean-up and storage must be done by this time. Furthermore, the lights will also be turned off and the keys will be returned to the designated person in charge. Please note that full fees must be paid to book a spot for a particular day. A cash deposit of \$300 must also be received at the time of payment. The extra deposit will be returned after the event, less any damages.

Requested Facility and Equipment *Please Check as Appropriate*

<input type="radio"/> <u>Gymnasium</u> - \$650 (6 Hours) - Max 250 People - 250 Chairs - 28 Round Tables - 2 Rectangle Tables - Partitions Included - Must Pay in Full	<input type="radio"/> <u>Cafeteria</u> - \$550 (6 Hours) - Max 175 People - 175 Chairs - 22 Round Tables - 2 Rectangle Tables - Partitions Included - Must Pay in Full	<input type="radio"/> <u>Kitchen (No Cooking)</u> - \$150 - Includes Equipment, Rental, Food Serving and Washing Facilities - Food Warmer (\$5 each) (Burner Included) (Warm-Up Only)
<input type="radio"/> <u>Sound System</u> - \$25 Flat Rate <input type="radio"/> Podium (Complimentary)	<u>Chairs</u> - Additional \$1 per Chair - \$40 Penalty for each Broken Chair	<u>Tables</u> - Additional \$10 per Table - \$90 Penalty for each Damaged Table
\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ Total: \$ _____		

Information

Date(s) Requested (MM/DD/YY): _____ Mon Tue Wed Thu Fri Sat Sun

Purpose of Use: _____

Number of People Attending: _____ | Will Food be Served? Yes No Refreshments

Will Minors be Present? No Yes (If Yes, Adult Supervision must be present)

Contact Information

Full Name (Please Print Clearly): _____

Street Address: _____ | Unit: _____

City: _____ | Province: _____ | Postal Code: _____ | Tel: _____

Cell: _____ | Email: _____



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TERMS AND CONDITIONS FOR THE USE OF FACILITY

Please Read Carefully

1. Facility(ies) are available for function/program **ONLY** up to 11 pm. For any other extra time, \$50 per hour will be charged.
2. Islamic dress codes and behavior must be observed **strictly**.
3. The user will pay for **all damage to equipment, furniture, or property**.
4. All equipment brought in and out not belonging to SMA must be promptly removed at the end of the **function**.
5. The entire premises of SMA is a **NO DRUG** and **NO SMOKING** area.
6. **ONLY** facilities that are specified and purchased will be used.
7. All donations are to be given directly to the **SMA**.
8. SMA reserves full right to cancel and/or alter the permit at any time.
9. 15% Service charges will be deducted on cancellation.
10. The caretaker or any such employee designated shall be always in charge of the premises.
11. Games of chance, lottery, door prizes, any form of gambling, music **is strictly prohibited** in the premises of **SMA**.
12. The aisles and exists will be always kept free of obstructions.
13. Food and refreshments will be served in the designated areas only.
14. Parking is allowed in designated areas only.
15. **Full payment must be received along with an additional \$300 deposit**.
16. The SMA will not be held responsible for any person's injury or theft belonging to an individual attending the program.
17. All set-ups will be arranged by the organizer of the function.
18. Individuals or organizations having similar aims and objects will not be allowed to advertise on SMA.
19. No fund-raising event will be allowed to any individual or organization unless approved by **SMA**.
20. All cleaning responsibilities which are used are considered the **responsibility** of the rental people. Garbage must be removed, and the facilities rented **must** be cleaned.
21. SMA **does not** provide or help with any decorations or decorations.

Waiver of Liability

RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

I/we fully understand that my/our participation in the use of a Scarborough Muslim Association 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 the Scarborough Muslim Association 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 Scarborough Muslim association facilities, I/we hereby agree, for myself, my heirs, administrators, executors, and assigns, that I shall indemnify and hold harmless Scarborough Muslim Association 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 SCARBOROUGH MUSLIM ASSOCIATION

Please submit your completed form to the Scarborough Muslim Association *Administration Office*.

1. *Food must not be consumed outside of the rental area (E.g., Stair Well, Hallways etc.)*
2. *Strictly no shoes are allowed in the Cafeteria, Hallway, Wudu-Area and Main Stairwells.*
3. *Absolutely no outside footwear is allowed in the masjid Washrooms.*
4. *Elevators are only to be used for elderly/disabled. Strictly no children Allowed.*

If any of the above rules are violated, the \$300 Deposit Will Not be Returned

Acknowledgement

I agree to all terms and conditions listed above. I agree that all information entered is correct, and true to my knowledge.

Name: _____ Date: _____ Signature: _____
(MM/DD/YYYY)