



Procedure for Booking and Use of MIA Facilities

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Purpose

This document outlines the procedures and policies for booking facilities and equipment at MIA. The purpose of these procedures is to make the MIA facilities accessible to all in a fair and equitable manner. It also outlines the booking fees, which are introduced to help recover the costs of operating and maintaining the facilities. The booking rates are well below those in use at comparable facilities and significant discounts are offered to MIA members.

Booking can be made online at www.miaonline.org (see Appendix A).

What's New?

This version of the booking policy introduces several changes based on community feedback and organizational needs. They are summarized in the following list:

1. Bookable time slots have been shortened and simplified to 50 minute slots + 10 minute wrap up time to fit naturally within one-hour time periods.
2. Booking categories have been simplified to short-term bookings (sports, private functions, etc..) and long-term programs.
3. The restrictions on booking times have been removed.
4. Open gym times have been introduced around evening prayer times to facilitate access to worshippers with families.
5. Modest rental rates have been introduced in order to partially recover operations and repair costs. MIA members have preferential pricing.

Booking and Facilities Usage Rules

1. Booking is based on first come first serve basis.
2. Overnight stay is not permitted without prior authorization.
3. The MIA reserves the right to cancel any booking at its discretion and without providing cause.
4. During the month of Ramadan, priority will be given to prayers and community activities related to Ramadan. Generally, no sports or programs will take place after Asr prayer.

Standard Timeslots

MIA venues can be booked in 50-minute "standard timeslots" (TS) that are identified in the table below. Each TS is followed by a 10min wrap up time. Blank white boxes identify time slots when the facility is available for private meetings or sports activities or other functions. Blue slots indicate times when the facility is available for longer term programs. Darkly shaded boxes indicate times when the facility is not available for booking.

Time Slot (TS)			Day							
No	Start	End	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	6:00 AM	6:50 AM								
2	7:00 AM	7:50 AM								
3	8:00 AM	8:50 AM								
4	9:00 AM	9:50 AM								
5	10:00 AM	10:50 AM								
6	11:00 AM	11:50 AM								
7	12:00 PM	12:50 PM								
8	1:00 PM	1:50 PM								
9	2:00 PM	2:50 PM								
10	3:00 PM	3:50 PM								
11	4:00 PM	4:50 PM								
12	5:00 PM	5:50 PM								
13	6:00 PM	6:50 PM								
14	7:00 PM	7:50 PM								
15	8:00 PM	8:50 PM		Open Gym: Sep 1 - Mar 30						
16	9:00 PM	9:50 PM		Open Gym: Apr 1 - Aug 31						
17	10:00 PM	10:50 PM								
18	11:00 PM	11:50 PM								
19	12:00 AM	12:50 AM								
20	1:00 AM	1:50 AM								
21	2:00 AM	2:50 AM								
22	3:00 AM	3:50 AM								
23	4:00 AM	4:50 AM								
24	5:00 AM	5:50 AM								

Rental Rates per Timeslot

The table below provides the rental rates per time slots. Contact the office if you are interested in an item that is not priced. Depending on the reservation and use of equipment, a cleaning or security deposit may be required.

Facility	Time Unit	Rate for non MIA members	Rate for MIA members
Gym – Half court (19A)	1 TS	\$30	\$20
Gym – Half court (19B)	1 TS	\$30	\$20
Gym – Full court (19C)	1 TS	\$60	\$40
Board room 1	1 TS	\$20	\$10
Board Room 2 (Library)	1 TS	\$20	\$10
Mezzanine Room 1	1 TS	NA	\$10
Mezzanine Room 2	1 TS	NA	\$10

Audio (PA) system	Contact the MIA office for pricing
Projector and screen	
BBQ with gas	
Chairs	
Small round table	
Large round table	
Small rectangular table	
Medium rectangular table	
Large rectangular table	
Outdoor storage space	

Regular Programs (ex, children or youth programs)

The following will apply for programs that will run weekly for a period of time (for example, weekly Quran instruction for children):

1. Programs may book for 4 month terms: January 1 to April 30; May 1 to August 31; September 1 to December 31.
2. Booking must be done at least 15 (calendar) days in advance and no sooner than two months prior to the start of the quarter.
3. Programs may book for a maximum of two four-month terms after which the booking must be renewed.
4. Only blue slots may be booked for this category
5. Supervision Requirements:
 - a. Children and youth under the age of 16 must be under adult supervision during the program duration.
 - b. The MIA requires supervisor to participant ratio of 1:10. Supervisors must be at least 18 years of age.
 - c. Program directors are fully responsible for the safety and wellbeing of the participants.
6. The following facility use limitations apply:
 - a. Tables and chairs are not allowed in the Main Prayer Hall, prayer rooms, mezzanine, corridors, entrances and stairways
 - b. Corridors and entrances must not be used for program activities
 - c. A children's program cannot have more than a maximum number of child participants as determined by the facility director.
 - d. A storage area (9A/9B) is available for use by children's programs. The MIA is not responsible for any of the items in the storage area. No items can be stored elsewhere in the facility.
7. Damage deposit is required

More Information

For more information, please contact the MIA office at (204) 256-1347 or email office@miaonline.org

Appendix A: MIA Dock Registration Process

