



# Terms and Conditions of Facility Usage & Rentals

Manitoba Islamic Association  
2445 Waverley St.  
Winnipeg, MB R3Y 1S3  
Tel: 204-256-1347  
[www.miaonline.org](http://www.miaonline.org)

MIA facilities are available for use by MIA Members, the community at large and community organizations. All those using the MIA facilities must adhere to the terms and conditions outlined in this policy, to ensure the security of the building and everyone's safety. Failure to follow this policy could result in charges or loss of building usage privileges. If you encounter a problem with the space you have rented, please contact the office staff during office hours.

## Building Use

1. All activities, including set-up and clean-up must take place within the times you have booked the facility.
2. Please restrict activities to the area designated as part of your booking, even if other areas of the building are not currently being used.
3. The authorized person with the booking needs to be present at the beginning and the end of their event for check-in and check-out and to review any possible additional charges that could be incurred due to damages or special cleaning.
4. Anyone checking in must provide proof of booking.
5. Tables, chairs, and cleaning supplies may not be taken out of the MIA facilities.
6. Electrical outlets in the corridors cannot be used without prior permission.
7. Items being used for the event (excluding items that belong to MIA) will be allowed on site no earlier than 2 hours prior to the start of event. For earlier deliveries prior permission is required
8. No sports are allowed in the prayer hall, corridors or the mezzanine.
9. Food and drinks are not allowed in the prayer hall and mezzanine.
10. Any scuff marks to the gym floor will have to be removed by the renter - if the renter fails to remove them they will forego MIA Facility Usage and Booking privileges.

## Building Access

1. Registrants will not be issued keys to the spaces that they book. It is the responsibility of the registrant to check in with MIA staff to get access to the space.
2. The registrant is responsible for providing any supply drop-off persons access to the building.

## Cleaning and Maintenance

1. You will be given a cleaning checklist as part of your booking. You are responsible for all of the items listed on the cleaning checklist. Please return the checklist to the office/caretaker at the end of your event.
2. Any damage or extra maintenance costs incurred as a result of activities during your rental (including prayer areas) will be the responsibility of the individual who booked the facility. They will be assessed, repaired and billed to the renter. If the renter fails to pay they will forego MIA Facility Usage and Booking privileges.
3. All garbage must be removed to the outside garbage dumpster every night (if event is booked for multiple days) and new garbage bags (found at the bottom of the bins) must be put on by the renter.
4. Any items (such as decorations, posters, balloons, etc) on the gym walls / floors/ ceiling must be removed.
5. It is the renter's responsibility to return any items used (tables/chairs/stage etc) to the storage room in the proper place.
6. All items that are not MIA property must be removed from the building no later than 24 hours after the event.

**Smoking and Alcohol**

- 1. Smoking and alcohol consumption are not allowed anywhere in the building or on MIA Property.
- 2. Individuals who appear to have consumed alcohol will be asked to leave the facility.

**Food Items**

- 1. Food preparation must be in the kitchen.
- 2. Food must be served from the kitchen except in the case of a food buffet provided the MIA is advised of that in advance.

**Fire and Flammable Materials**

- 1. Grilling is only permitted outside, at least ten feet from the building.
- 2. No external electrical or gas powered equipment can be brought indoors prepare or to warm up food. Only existing kitchen equipment can be used inside the kitchen.

**Child Supervision and Safety**

- 1. The renter must ensure that all equipment used in their event is supervised by an adult at all times.
- 2. Any damage caused by individuals attending their event, even to areas other than those rented (example, prayer hall, stairwell, etc...) will be billed to renter. If you expect attendees at your event to access other areas of the facility, we highly recommend that you supervise those areas as well.
- 3. MIA Child Safety Policy applies to all events. Please review it online / at the office.

**Weddings/Marriages**

- 1. There are special requirements for performing a legal marriage. Please review the MIA policy at the office.

I understand that if these terms and conditions are not followed, I (and/or my organization) may lose the privilege of using the MIA facilities in the future. I understand that the MIA Office, as coordinator of the space, may cancel my booking. In this case, I am entitled to a full refund.

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Renter's Name & Phone No.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
MIA Representative's Name

\_\_\_\_\_  
MIA Representative's Signature

Date: \_\_\_\_\_