



# 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 and regular donors. An automated online booking system that will be introduced soon, which will make booking easy and less time consuming and eliminate the possibility for booking conflicts. Register yourself today at [miaonline.org](http://miaonline.org) (see Appendix B)

## Standard Timeslots

MIA venues can be booked in 75-minute “standard timeslots” (TS) that are identified in the picture below. 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 children’s programs. Darkly shaded boxes indicate times when the facility is not available.

Time Slot (TS)			Day						
No	Start	End	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	6:00 AM	7:15 AM							
2	7:30 AM	8:45 AM							
3	9:00 AM	10:15 AM							
4	10:30 AM	11:45 AM							
5	12:00 PM	1:15 PM							
6	1:30 PM	2:45 PM							
7	3:00 PM	4:15 PM							
8	4:30 PM	5:45 PM							
9	6:00 PM	7:15 PM							
10	7:30 PM	8:45 PM							
11	9:00 PM	10:15 PM							
12	10:30 PM	11:45 PM							
13	12:00 AM	1:15 AM							
14	1:30 AM	2:45 AM							
15	3:00 AM	4:15 AM							
16	4:30 AM	5:45 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. Rental fees are waived for MIA members. However, depending on the reservation and use of equipment, a cleaning or security deposit maybe required.

Facility	Time Unit	Rate for non MIA members	Rate for MIA members
Gym – Half court (19A) for sports/programs	1 TS	\$10.00	Free
Gym – Half court (19B) for sports/programs	1 TS	\$10.00	Free
Gym – Full court (19C) for sports/programs	1 TS	\$20.00	Free
Gym – Full court (19C) for private events	6 TS	\$120.00	\$100
Gym- Full court for non-profit community events	1 TS	\$50.00	N/A
Kitchen for private/community events	1 TS	\$80.00	\$60
Board room programs/meetings	1 TS	\$20.00	Free
Library programs/meetings	1 TS	\$10.00	Free
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			

## Booking and Facilities Usage Rules<sup>1</sup>

### Sports Activities and Meetings

1. All timeslots become available on Friday at 4:00PM for the following week starting Sunday

<sup>1</sup> The MIA reserves the right to cancel any booking at its discretion and without providing cause. 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.

2. Facilities cannot be booked for multiple weeks/months
3. Booking is based on first come first serve basis
4. Maximum of two slots, back to back, may be booked
5. Blue and white slots are available for this category

### **Private Functions (ex, dinners, seminars, etc)**

If you have a private event that requires a longer time than two timeslots (for example, private dinner, seminar), the following apply:

1. Booking must be done at least 10 (calendar) days in advance
2. Booking may be done no sooner than two months prior to the event
3. Damage deposit is required
4. Overnight stay must be pre-approved and may require additional fees
5. Blue and white slots may be booked for this category

### **Regular Programs (ex, children or youth programs)**

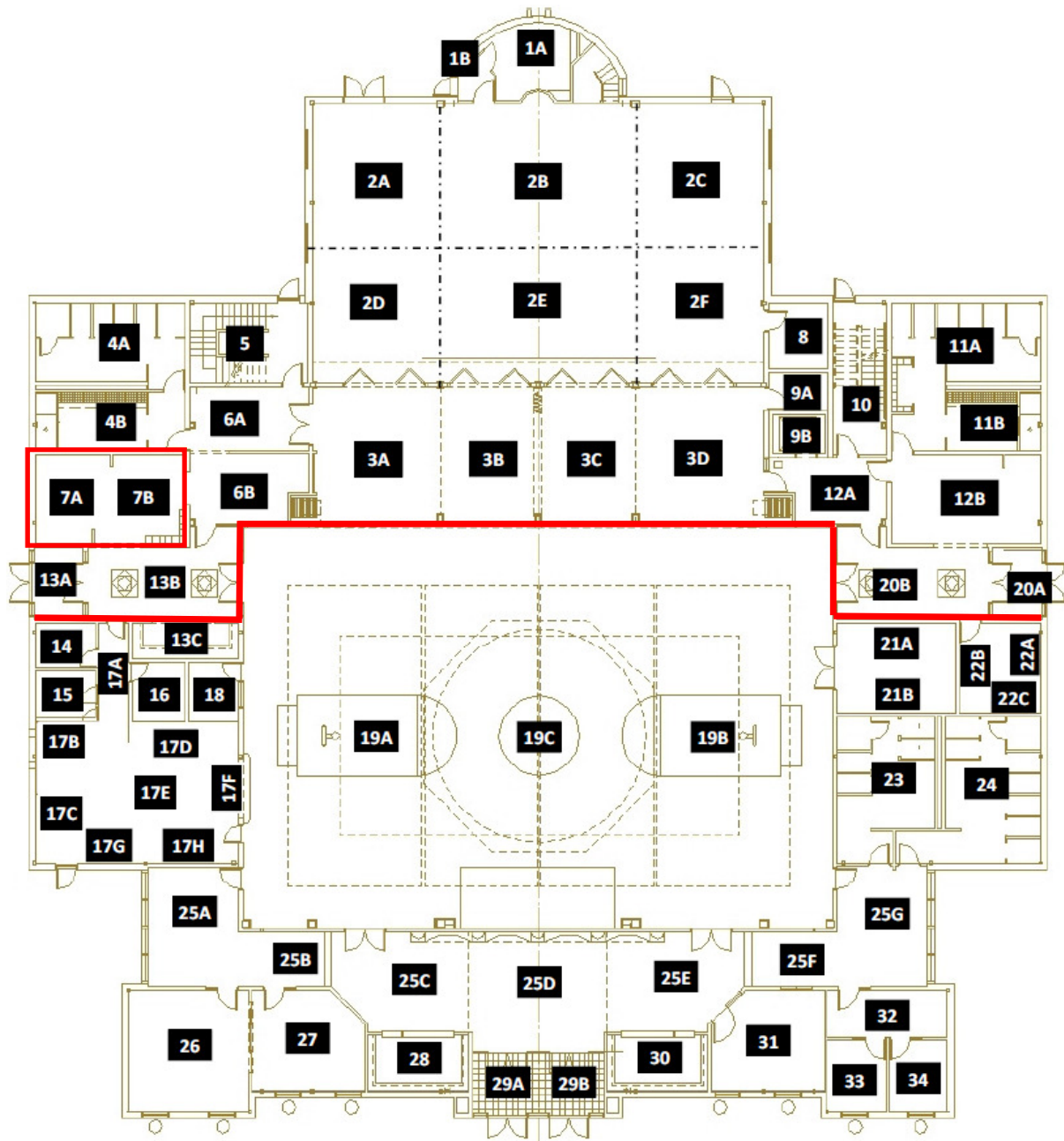
This category applies to programs that will run weekly for a period of time (for example, weekly Quran instruction for children).

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](mailto:office@miaonline.org)

# Appendix A: Facility Map and Directory



Note: Other areas and Hazelwood mosque will be added soon

Level	Code	Description
Main Floor	1A	IT Room / Archives
	1B	Foyer
	2A	Main Prayer Hall
	2B	
	2C	
	2D	
	2E	
	2F	
	3A	Prayer Room - Sisters
	3B	Prayer Room
	3C	Prayer Room
	3D	Prayer Room
	4A	Washroom - Women
	4B	Washroom - Women
	5	Staircase - Women Side
	6A	Lounge Area - Women
	6B	Coat/Shoes Area - Women
	7A	Gym
	7B	
	8	MIA Programs Office
	9A	Programs Storage
	9B	
	10	Staircase - Men Side
	11A	Washroom - Men
	11B	Washroom - Men
	12A	Lounge Area - Men
	12B	Coat/Shoes Area - Men
	13A	Entrance Vestibule - Women
	13B	Entrance Foyer - Women
	13C	Entrance Coat Close - Women
	14	Cleaning Supplies
	15	Room - Elec Panel / Dry Storage
	16	Maintenance Shop/Office
	17A	Kitchen
17B		
17C		

Level	Code	Description
	17D	
	17E	
	17F	
	17G	
	17H	
	18	Sports Storage
	19A	Gym
	19B	
	19C	
	20A	Entrance Vestibule - Men
	20B	Entrance Foyer - Men
	21A	Furniture Storage
	21B	
	22A	Electrical Room - Panel
	22B	Electrical Room
	22C	Electrical Room - Hotwater
	23	Washroom - Women
	24	Washroom - Men
	25A	Front Lobby
	25B	
	25C	
	25D	
	25E	
	25F	
	25G	
	26	Office - Library
	27	Office - Library
	28	Front Coat Rack Space
	29A	Front Entrance Vestibule
	29B	
	30	Front Coat Rack Space
	31	Office - Board Room
	32	Office - Lobby
	33	Office
34	Office	

## Appendix B: MIA Dock Registration Process

