



Jamiatul Muslemeen of Ottawa-Carleton

جمعية المسلمين في اوتاوا كارلتون

3990 Old Richmond Road, Ottawa, Ontario K2H 8R5
Tel: (613) 828-2222; Email: gym@jamiomar.org

CONTRACT FOR THE USE OF THE MULTI-PURPOSE HALL

Organization/Private

Private Not-For-Profit/Charity Business
(Charity # _____)

Type of Event

Event (Food, snack, drink) Meeting (no food)

Personal/Organization Information:

Name: _____

Organization: _____

Address: _____

Phone: _____ Alternate Phone: _____

Email: _____

Reservation Details:

Purpose of Activity: _____ Lunch Reception _____

Number of People: (including children) _____

Date Required: _____

Program Start time _____ (AM / PM).

Program end: _____ (AM / PM)

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FACILITY RENTAL & SERVICE FEES

Participants (Quantity)	Deposit (Refundable)	Hourly Rate (Non-Profit)	Hourly Rate (Private)	Hourly Rate (Commercial)	Time (Minimum)	Service Fee (Garbage Disposal)	Total
Up to 50	100	\$25	\$35	\$60	4 hours	\$15/*\$30	
Up to 100	100	\$30	\$42	\$70	4.5 hours	\$25/*\$50	
Up to 150	150	\$35	\$50	\$80	5 hours	\$35/*\$70	
Up to 200	200	\$40	\$60	\$90	5.5 hours	\$50 /*\$80	
Up to 250	200	\$45	\$70	\$100	6 hours	\$60/*\$90	
Up to 300	200	\$50	\$80	\$120	6. hours	\$75/*\$100	

- Hall rental fee includes the cost for chairs, tables, and kitchen use (stove/oven not included).
- The renter is responsible for setting up and dismantling the provided materials, unless staff service required (tables, chairs, etc.).
- The renter is responsible for garbage collection and disposing it to the garbage containers located in the parking lot.
- In any case, the renter is always responsible for cleaning up the kitchen. Security deposit will be used to cover costs related to cleaning the kitchen, if the kitchen is not left clean at the end of the rental period.

***Cost of garbage disposal when not renting plates and cutlery from Jami Omar.**

----- For Jami Omar Office Use -----

A) Staff Service Fees: Chairs/Tables/Linen/Divider setup & take down.

Quantity (1, 2, 3...)	Hourly Rate	Time (Minimum)	Total
	\$25	4 hours	
	\$25	4.5 hours	
	\$25	5 hours	
	\$25	5.5 hours	
	\$25	6 hours	
	\$25	6. hours	

B) Staff Service Fees: Cutlery/plates/chafing prep, serving, washing.

Quantity (1, 2, 3...)	Hourly Rate	Time (Minimum)	Total
	\$25	4 hours	
	\$25	4.5 hours	
	\$25	5 hours	
	\$25	5.5 hours	
	\$25	6 hours	
	\$25	6. hours	

- Staff requirements are depending on the quantity of participants attending the event, our office will determine the amount.
- Any additional time spent before or after the event indicated time will be charged as extra.
- Staff service is dependent on availability.

REGULATIONS GOVERNING THE USE OF THE MULTI-PURPOSE HALL

Terms and Conditions:

1. First and foremost, the hall is used as a central place for Muslims to perform their obligatory *salaat*. As such, when the *Adhan* is called, all Muslims are reminded that *salaat* is obligatory. Activities which may disrupt the *Adhan* or the *salaat* will not be tolerated. Also, those who do not perform *salaat* are reminded to remain respectful of those who do.
2. The maximum number of people allowed in the Gym Hall shall not exceed occupants for receptions or presentations. Ontario Fire Regulations and Safety Codes and Jami Omar By-laws govern the premises.
3. The organizer is responsible for making sure all attendees are following COVID protocols. In case of any COVID case the organizer will notify Jami Omar and OPH and such follow-up and validating adherence to COVID protocols is not the responsibility of Jami Omar.
4. Smoking and Alcohol is not permitted anywhere within the building and parking lot. Security cameras cover inside and outside premises including parking lot. Any infraction of building rules or regulations will result in immediate cancellation of Rental Agreement.
5. Damage and/or loss of personal property will be the responsibility of the LESSEE.
6. At the conclusion of the contracted function, the premises will be inspected, and if no damage has occurred, the DEPOSIT will be returned. Jami Omar reserves the right to deduct monetary compensation from the deposit for any damages to the premises and if the hall and parking lot has not been cleaned or if all decorations and adhesive devices have not been properly removed.
7. USE OF KITCHEN (sister's kitchen) only for food handling and serving. The serving of food will only be allowed on tables set up for buffet.
8. The LESSEE consent and agrees to indemnify and save harmless Jami Omar, in respect to all claims, demands, actions, suits and costs arising out of any act or omission of the Lessee and/or servant, agent or employee of the Lessee or arising out of the use of the said facility by the Lessee.
9. Ensuring that chairs, tables, or other items are not dragged across the floor, to avoid damage to the surface, stacking chairs (10) and returning them to the storage room.
10. Cleaning up any spills, wiping tables used, removing any garbage, dumping garbage in the garbage bin, and leaving the hall and its facilities clean and tidy before the end of the letting period.
11. Lessees are responsible for set-up and clean up within the rental times as set forth in this agreement.
12. ABSOLUTELY NO SPARKLES ANYWHERE IN THE MASJID, NAILS, TACKS, STAPLES, OR TAPE, AND BALLONS ON THE WALLS, DOOR, OR WINDOWS
13. Exits must be cleared from any obstructions.
14. In order to secure booking of the hall you have to pay security deposit; the rental fee must be paid before the event.
15. All food & beverage must be served in the hall, no food or beverage allowed in the prayer halls, main floor, and 2nd floor.
16. **No shoes** (indoor or outdoor) allowed in the Masjid (Gym Hall is part of the Masjid)
17. The applicant must ensure that parking rules are followed on Jami Omar premises.

xTHE APPLICANT HEREBY AGREES TO ABIDE BY ALL APPLICABLE REGULATIONS DURING THE RENTAL OF THE FACILITY FROM JAMI OMAR ON THE DATE AND TIME AND AT THE RATE SHOWN. THE APPLICANT FURTHER ACCEPTS ALL OF THE ABOVE CONDITIONS AND ACKNOWLEDGES THAT SHOULD THEY FAIL TO COMPLY WITH THEIR OBLIGATIONS AS LISTED ABOVE, THEIR EVENT MAY BE CLOSED DOWN.

APPLICANT SIGNATURE	DATE	APPROVED BY	DATE