



MULLA ASGHAR MEMORIAL LIBRARY
& ISLAMIC RESOURCE CENTRE

I/WE AGREE TO ABIDE BY THE FOLLOWING RULES AND REGULATIONS.

1. There is a fee of \$50 per hour to rent the MARC facilities with a two-hour minimum rental if booking outside of our hours of operation.
2. The User acknowledges and agrees that the facility will be used for education and/or religious purposes only, and that all users invited/attending the event will not engage in any form of activities that are not in keeping with Islamic conduct and sharia, including appropriate gender interaction and dress code.
3. Food is not allowed on the premises, either served by the organization or brought by guests, at any time.
4. The facility must be used as is. Tables and other furniture or equipment may not be moved by the User without the express permission of the team members.
5. User will be expected to leave the premises as they found it. If MARC has to get a cleaning crew to clean, user will be required to reimburse MARC for the cleaning expenses.
6. To maintain the serenity of the Library environment User will keep the noise level to a minimum. The Team member on duty has the right to terminate the event if the noise level is above the accepted limits,
7. The User must book the facility minimum 15 days in advance. If this is less than 15 days MARC may at its discretion accommodate the event. While user may tentatively reserve space in advance, the bookings will be confirmed by MARC for a maximum of 60 days in advance.

8. MARC unconditionally reserves the right to cancel a booking at any time or change facility assignments to minimize the impact on MARC organized events which has a priority over other events
9. The User agrees to forfeit the first two hours of rental or \$100.00, if MARC does not receive notice of cancellation **seven days** prior to the date of rental.
10. The User agrees that the event must stop approximately 10 minutes prior to starting of salaah time and ensures that event does not re-start until the salaah has been completed. The stoppage time will be excluded from the rental charge.
11. The User agrees that MARC, their Officers and Administrators shall not be responsible for any and all damages, injuries or liabilities which may arise as a result of the User's use or activity in or on the premises of MARC.
12. The User shall fully indemnify and hold harmless MARC, their Officers and Administrators against any and all such damages, injuries or liabilities.
13. The User agrees to pay to MARC all costs, which may be incurred by either of them in repairing any damage, which may be caused by the User, his/her contractors, workers, agents or guests in the course of use of MARC premises under such rental.
14. MARC, their officers and Administrators shall not be responsible for any lost, stolen or damaged items left in or on MARC property prior to, during or after an event.
15. In the event of any issues between User groups, Users will communicate with Team members on duty and will not have direct communication with other user groups or patrons.
16. All of the above is applicable to ALL persons brought to/making use of the facilities under this agreement, and it is the responsibility of the User to inform the persons brought to the facilities by him/her of the above rules and regulations. The User shall assume and undertake FULL responsibility for his/her function/event.

17. The User shall assume and undertake FULL responsibility for his/her event and agrees that the Facility Usage Agreement will be immediately terminated, if any of the above Rules and Regulations are violated.

18. User agrees to all of the above by signing below and filling out the *Facilities Usage Agreement Form*

Signature of User

Date