

SCHEDULE "J"

J-1 Facility Use Policy

USE INFORMATION

** Please note:

1. The HASC facility located at **702 Windsor Street, Saskatoon** and it is available for **HASC members only**.
2. The HASC facility is available for use for its members at selected times and it is not available to use (**with fees**) at specific dates during the year due to our pre-scheduled programs and special events.
3. This policy as well as other HASC policies are applicable for any private sponsored program/event and/or majalis organized by the HASC members inside our facility.

To book the facility for any event

All booking inquiries must be made by submitting the request form for use the HASC facility. This form shall be sent by e-mail to hussainiassociation@gmail.com

All applicants must be 19 years of age or older.

HASC

Please include the following information with your rental request:

- Person/ Group Name
- Date and time required
- Contact Information
- Nature of event
- Type of activities

HASC is responsible to ensure that the facility premises must be safe and secure before an event take place.

HASC is responsible for the administration and interpretation of this policy.

Terms and Conditions:

1. Please read carefully the HASC Policies.
2. Please adhere strictly to the HASC rules, regulations and etiquette of using the HASC facility.
3. Request form for use of the HASC facility must be submitted to HASC one week prior to the time of intended to use. Notice of cancellation or change of time/date must be provided 7 days in advance. If a cancellation is requested by the applicant a full refund

will be issued if a cancellation notice is provided 7 days before the rental. Cancellation with less than 7 days' notice will be charged the full rental fee.

4. All bookings will be considered tentative until rental fees and security deposit are received. To confirm a booking, full use fees will be required along with a refundable \$400.00 damage and cleaning deposit. Full use fees and deposit must be received a minimum of 5 days prior to the event.
5. All bookings could subject to cancellation due to HASC programs and emergencies. A full refund will be issued if a cancellation is requested by HASC.
6. Bookings cannot be made earlier than 3 months prior.
7. The applicant (user of facility) is responsible for cleaning, garbage disposal (following the use), and repair/replacement cost of the facilities and equipment damaged by the applicant.
8. HASC does not take any responsibility for theft, injury or loss. The applicant agrees to indemnify the HASC for any cost, loss, or injury, the HASC may sustain by the virtue of the applicant's use of the facilities.
9. Children must always be under supervision.
10. HASC will assess any damage of areas left unclean as result of the applicant's use (or any person under the user's supervision) of the facility. The cost of repair/replacement/ cleaning will be deducted from the damage deposit.
11. HASC Executive Committee can accept or refuse the use of HASC facility to ensure there are no conflicts of any kind and reserves the right to report to law enforcement agencies all potential situations of any verbal or physical violence or abuse.
12. The Event Applicant/ Sponsor who violates these conditions of HASC facility use/rental may have the programme stopped and facility evacuated by HASC Executives and shall forfeit the right for future reservation. The facility shall not be reserved to a "Ghost Booking" on behalf of non-members or previous violators who are ineligible to reserve the facility and will be denied.
13. The dates, times and purpose of use must be approved by the Executive Committee of HASC to ensure there are no conflicts including any violation of HASC constitution and all other provincial and city of Saskatoon bylaws and regulations.
14. Booking will not be available on the days of Hussainia sponsored and ore-scheduled events or during HASC Sunday school time.
15. The Event Applicant/Sponsor of the event agree to the terms and conditions and be held responsible for the following once the request form is signed by him/her and approved to by two members of the Executive Committee:

- (a) The Event Applicant/Sponsor shall indemnify all HASC Executives and Trustee and HASC volunteers from all legal and other actions resulting due to the actions and violations by the Event Applicant/Sponsor and his/her guests, within HASC premises (including facility hall, kitchen, parking lot etc.).
- (b) The facility shall be used only for the activities listed on the rental request form and no other purposes.
- (c) The applicant is responsible for the supervision and conduct of all persons using the facility.
- (d) No hate speech or printed/written or soft materials, of any kind and against any segment of Canadian society or other groups, shall be delivered/distributed within the premises of HASC.
- (e) Event Applicant (or Sponsor) must follow the sequence of the program, speakers as approved by HASC and avoid actions that may delay the proceedings and all visitors are required to maintain discipline within HASC premises.
- (f) No printed (flyers/booklets etc.) or written or soft (CDs/DVDs etc.) or any other material is to be distributed to the congregations or post on Notice Board without the prior written approval of HASC Executive Committee.
- (g) No cooking is permitted in the kitchen. Only prepared/pre-cooked food and beverage are permitted in the facility. Niaz distributions should be agreed with the HASC Executive Committee at least 2 days in advance. Entrance to the kitchen area is for authorized persons only. Applicant shall provide all supplies related to serving of Niaz (i.e., plates, cups, napkins etc.).
- (h) The Applicant (user) is responsible for cleaning the facility to the state in which it was received. Maintaining the cleanliness of facility space such as kitchen, washrooms and HASC premises is the responsibility of the Applicant. User must leave all spaces, equipment and furniture in the same condition as provided. Cleaning products are available to ensure washrooms, tables and kitchen area are cleaned appropriately. Floors must be mopped with approved cleaners only. If the facility requires additional cleaning after use a minimum cleaning fee of \$80 will be withheld from the security deposit.
- (i) All damages (accidental or malicious) to the premises as a consequence of the event must be paid by the Applicant. The applicant will be held financially responsible for the repair or replacement due to such damage. Failure to reimburse HASC for such damages will result in the termination of further reservations until such time payment have been received. Long-term failure to reimburse the HASC for such damage may result in legal proceedings against the applicant or group involved.

- (j) Programs and any activities inside the HASC facility shall stop temporarily (approximately 30 minutes) when it is time for praying. Programs and activities can resume once praying and Dua'a is complete.
- (k) Smoking and vaping are prohibited in all areas inside the facility and must be outside the building (5 metres minimum from building entrance door, windows, and exterior doors).
- (l) Vehicles are to be parked in the designated area in the facility (one way traffic) as well as the designated street parking without impacting neighbours driveways or access to garages etc. Vehicles are not allowed to be driven on the grassed areas or sidewalks. Any damage resulting from this violation and its associated repair or fines will be the responsibility of the applicant.
- (m) Decorations cannot be affixed to the walls using pins, staples, nails or other materials that will damage the walls. Decoration may be affixed to the walls using removable tape or other materials that will not damage the wall or scratch the painted surfaces.
- (n) Supervision of children and youth is required at all times. Supervisors must be 18 years of age or older.
- (o) While on the premises, the user must ensure access to cell phone in case of an emergency as there is no telephone in the building.
- (p) Vacating premises: all lights must be turned off, doors locked, and keys returned to the HASC facility coordinator. The facility must be left in the condition it was found. An inspection will be completed by the HASC facility coordinator prior to the security deposit being returned.

End of Bylaw

J-2 FACILITY USE REQUEST FORM

HASC FACILITY USE REQUEST FORM AND AGREEMENT

Please read the HASC use policy carefully, then, sign the below agreement.

Name			
Address			
Phone #	Cell	Home	
Email			
Date/Time Requested	Date	From	To
	Time	From	To
Purpose of Use			Do you want to serve Food: Y/N
Space & Equipment	Kitchen	<input type="checkbox"/>	No. of Chairs
	Sound System	<input type="checkbox"/>	No. of Tables

FEES: Considered as Donation toward Membership.

**Full Members \$40.00 Fees are for a Maximum of 4 hours: (\$15.00 charge for every extra hour)
DAMAGE DEPOSIT - \$200.00; CLEANING DEPOSIT - \$200.00**

We/I agree to follow all terms and conditions to use of HASC facility at 702 Windsor Street as described in the attached Facility Use Agreement.

Signature

Date

Office Use			
Comments	Approval	<input type="checkbox"/>	Refusal <input type="checkbox"/>
Signature	_____	_____	
Date	_____	_____	

Notes: Two HASC officers must sign this Facility Use Agreement in order to be approved.
If any member has financial issues/difficulties, HASC officers may waive the usage fees.
The Facility Use Agreement must be attached to this form.