



SOUTHAMPTON MEDINA MOSQUE TRUST LTD

RULES FOR USE/HIRE OF ACTIVITY CENTRE Also Known as "THE HUT"

INTRODUCTION:

- 1.1 The Activity Centre also known as "The Hut" hereinafter referred to as the "premises" belongs to the Southampton Medina Mosque Trust Ltd and its management remains in the sole control of the Board of Trustees of the Southampton Medina Mosque Trust Ltd.
- 1.2 The Board of Trustees, in general welcomes, the use of the premises for community activities and functions by bona fide community organisations and/or individuals.
- 1.3 The use/hire of the premises shall be allowed irrespective of ethnicity, gender, national origin, race and faith of the membership of the applicant organisation.
- 1-4 The Board of Trustees remains responsible for proper and legitimate use of the premises.
- 1.5 The Board of Trustees has delegated its function of management of the premises to its "Events Committee".
- 1.6 The Events Committee shall decide the level of fees appropriate for use and the level may vary according to the nature of the event, the time of the event, the facilities required, the duration of the event and such other factors.
- 1.7 The Events Committee shall consider each application for use on its own merit, ensuring the safety and security of the premises and bearing in mind, the availability of the premises, the purpose of the function for which permission is being sought and the applicant's bona fide's and relevant record with the Mosque. Trust member applicant will receive priority in booking the premises.
- 1.8 The tariff/hire charges for use of the premises are set out in appendix 2 to this document and are subject to review by the Board of Trustees.
- 1.9 The Board of Trustees has approved the following rules for use of the premises which the Events Committee will be expected to enforce in approving or refusing the use of premises upon application by any person or organisation for a community function.

THE RULES FOR USE/HIRE

- 2.1 The premises shall not be used by any person or community organisation without the prior permission of the Events Committee.
- 2.2 The premises shall not normally be used for a private function such as birthday or wedding receptions.
- 2.3 The premises shall not be used for any activity that has the potential to cause damage to the premises.
- 2.4 The premises shall not be used for a purpose that breaches peace and harmony in the governance of the Mosque or generally.
- 2.5 The Events Committee may grant an application unconditionally or grant an application subject to conditions or impose a requirement of undertakings to be given by the applicant before granting the application or it may refuse an application outright.
- 2.6 The Events Committee may require such undertakings as it considers appropriate from those who wish to use the premises.
- 2.7 Conditions that the Committee can impose may include payment of hire charges in advance and within a set time framework. Non-compliance with a condition imposed shall lead to refusal of the application and could lead to forfeiture of deposit.
- 2.8 No charge or reduced charge at the discretion of the Events Committee may be made for meetings of organisations that the Southampton Medina Mosque Trust Limited is affiliated to or a member of.

THE PROCESS:

- 3.1 Application for use of premises shall be made in writing in the form prescribed under these Rules (Appendix 1) well in advance of the date of the event/function.
- 3.2 The application shall be handed to a person designated by the Events Committee and whose name shall be available from the Imams and may also be displayed on the Mosque notice board.
- 3.3 Subject to availability and fulfilling of all other relevant criteria, an application for use/hire may be considered by the Committee if it is made at least seven days in advance of the proposed event/function.
- 3.4 An incomplete application or an application found to be making false representations or concealing material facts shall be refused.
- 3.5 The Events Committee shall make a decision on a completed application within three working days of its receipt.

- 3.6 A decision to refuse an application shall be supported by brief reasons from the Events Committee.
- 3.7 The applicant may appeal to the Board of Trustees to seek reversal of the decision but must do so within 24 hours of being informed of the decision to refuse. The appeal shall be lodged in writing and shall set out the reasons why the applicant feels aggrieved by the decision to refuse.
- 3.8 The Board of Trustees shall make a decision on the appeal within ten days of its lodgement and that decision shall be final.
- 3.9 In the event that an appeal is successful, the applicant shall not be entitled to any compensation or other remedy.



Southampton
MEDINA MOSQUE TRUST LTD

APPENDIX 1 APPLICATION FORM FOR USE/HIRE OF THE ACTIVITY CENTRE

NAME OF THE APPLICANT:

TELEPHONE NUMBER OF THE APPLICANT:

NAME OF THE ORGANISATION:

ADDRESS OF THE ORGANISATION:

NATURE & PURPOSE OF THE ORGANISATION:

IS IT A REGISTERED CHARITY?	Yes/No
DOES IT HAVE A CONSTITUTION OR GOVERNING DOCUMENT?	Yes/No
WHEN WAS IT FOUNDED?	
HOW ARE OFFICE-BEARERS CHOSEN?	

POSITION OF THE APPLICANT IN THE ORGANISATION:

THE EVENT

DATE OF THE EVENT/FUNCTION:

PURPOSE OF THE EVENT/FUNCTION:

NUMBER OF PERSONS EXPECTED TO ATTEND:

DURATION OF THE EVENT/FUNCTION: (Hours)

PERMISSION IS GRANTED ON THE FOLLOWING TERMS:

- 1) THAT YOU ACCEPT RESONSIBILITY FOR LEAVING THE PREMISES CLEAN & TIDY?
- 2) THAT YOU ACCEPT LIABILITY FOR ANY DAMAGE CAUSED TO ANY FURNITURE & OR FIXTURES ON THE PREMISES?
- 3) THAT YOU AGREE TO COMPENSATE THE SOUTHAMPTON MEDINA MOSQUE TRUST LTD FOR ANY LOSS OR DAMAGE CAUSED IN THE COURSE OF USE/HIRE OF THE PREMISES?
- 4) THAT YOU AGREE THAT THE COMPENSATION FOR DAMAGE CAUSED SHALL BE DETERMINED BY THE BOARD OF TRUSTEES OF THE SOUTHAMPTON MEDINA MOSQUE TRUST LTD AND THAT YOU WILL MAKE PAYMENT WITHIN TWO WEEKS OF DEMAND FOR COMPENSATION?
- 5) THAT YOU UNDERTAKE NOT TO ALLOW THE FUNCTION/EVENT TO BE USED IN CONTRAVENTION OF ANY OF THE RULES FOR USE/HIRE OF THE PREMISES, A COPY OF WHICH I HAVE BEEN PROVIDED?
- 6) THAT YOU WILL COMPLY WITH ALL RELEVANT RULES ON HEALTH, HYGIENE AND SAFETY IN THE COURSE OF THE EVENT/FUNCTION?

I agree to comply with the terms set out above:

SIGNATURE OF HIRER / USER

FOR OFFICIAL USE:

HIRE CHARGE/FEES OF LEVIED

HIRE CHARGE/FEES PAID IN ADVANCE.....

PERMISSION GRANTED UNCONDITIONALLY Yes/No

PERMISSION GRANTED WITH CONDITIONS (Set out conditions)

PERMISSION REFUSED (Set out reasons)

HIRE CHARGE/FEES REFUNDED Yes/no

Appeal process explained: Yes/No

SIGNATURE:

DATE:

SMMTL



APPENDIX 2

TARIFF / HIRE CHARGES

1.	For Events/Functions lasting less than 2 hours	£20.00
2.	Half day use/ hire	£30.00
3.	Full day Use/Hire	£60.00

No catering facilities are provided on the premises.

No food except tea/coffee/soft drinks and sandwiches are permitted to be consumed on the premises.

**There is no entitlement to Parking Facilities.
Nearby public car parking facilities will be expected to be used.**

The user/hirer will ensure safe, proper and economical use of heating, water, electricity services on the premises.

Disposal of litter shall be the responsibility of the Hirer/User.

The user/hirer shall inform and seek prior permission in case any electronic equipment is proposed to be used during the Event/Function.

The user/hirer shall ensure that the event/function is carried out with due respect for the values and rules of the Islamic faith.
