



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

SUTTON COLDFIELD MUSLIM ASSOCIATION

SCMA

The Court House, Lichfield Road, Sutton Coldfield B74 2NS

Registered Charity No. 1020820

Email: Info@suttonmuslims.org.uk

Please provide the following details:

Applicants full name and address making the request				
Emergency Contact			Signature:	
The purpose of the request				
Who will lead the session (Please state name and residential address)				
Please state relevant qualifications of the individual/s leading the session/s (e.g. Qualified from an Islamic Institute)				
Note: referees maybe required				
Islamic & Other materials used / to be used (Please give full details including authors – use the back on this sheet if required)				
Who will attend the sessions (e.g. locals of Sutton Coldfield, Men, Women, and Youth)				
Number of people attending (Approx.), rooms required, days and times				
Numbers:	Rooms:	Days:	Time:	Till:
Onsite materials to be used (e.g. Projector, screen, whiteboard etc.)				

Office Use

Approved / Disapproved
Reason

Standard Conditions of Use:

These standard conditions apply to all use of the /or part of Courthouse between Sutton Coldfield Muslim Association (SCMA) and the person filling the form (the 'User')

NOTE: It is mandatory to fill in the attached application form for the use of the room/part of courthouse. All applications will be considered at the management committee meeting and decision will be made and informed to the person booking/using the premises.

1. Room Booking, Payment and Cancellation

- a) Provisional Bookings may be made by email (info@suttonmuslims.org.uk). They should then be confirmed either by email or in writing.
- b) All events held at the courthouse can only be arranged by approval of the committee and not by the member of the public. Any request made to any member of the SCMA committee should be passed on to the Secretary.
- c) The Secretary will then inform and communicate with other committee members regarding the request and would endeavour to acknowledge within 7 working days by e-mail. However in bereavement cases members may seek immediate reply.
- d) Provisional bookings will only be regarded as firm once a non-refundable deposit of 50% of the contracted fee is received.
- e) A refundable deposit of £100 will be deposited at the time of start of contract. Refundable deposit shall be required (to cover any cleaning/clearing up -including the disposal of any surplus food brought into the building that may be necessary).
- f) The rates for utilities or room use are £10 small room and £20 for large rooms
- g) The outstanding balance (50%) of the fee must be received one week before the event. Non-receipt of the amounts due prior to the event will result in the cancellation of the event. The only exceptions to this are if you make regular bookings with us and have made satisfactory payment arrangements with us.
- h) As the Association is a registered charity, it would expect the User to reimburse it for the use of utilities (gas, electric and water) and provide a reasonable donation to the Association so all such activities can continue. A receipt of donation and any reimbursement will be provided by the Secretary.
- i) The SCMA reserves the right to move a booking to a different location or cancel it on a particular date if an urgent and unexpected Masjid need arises. Such cancellations will be kept to an absolute minimum and adequate notice will be given.
- j) The committee will carry out regular reviews of the service provided and the room users will be invited to present to their progress.

2. Use of Premises

- a) The User shall not use the premises for any purpose other than that described in the application form for use or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
- b) No sale of goods or merchandise is allowed at the premises.

3. Health and Safety**Supervision**

- a) The User shall, during the period of the contract, be responsible for: supervision of the premises and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the car park.
- b) As directed by the SCMA management , the User shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents within reasonable means.

Public Safety Compliance

- a) The User must comply with the provisions of the Masjid health and safety policy and must ensure that all those using the premises are aware of the appropriate safety procedures.
- b) The number of participants given on the booking form must not be exceeded.
- c) The User must undertake their own risk assessments covering their specific activities.
- d) We require a Responsible Person on site for the whole duration of each booking. The Responsible Person must sign in, accepting responsibility for the group including responsibility for evacuating the group without using the lift if the fire alarm sounds. If the group includes a disabled person who would have difficulty getting out quickly, there should be a plan agreed for action

beforehand in the event of an emergency evacuation. When all members of the group have left the Responsible Person must sign out.

- e) The User shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority
- f) In the event of an emergency evacuation, the Responsible Person should put on a high-visibility jacket provided (so long as there is time) and ensure that all members of the group have left the building.
- g) The User acknowledges that they have received instruction in the following matters:
- h) The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall, the location and use of fire equipment, escape routes and the need to keep them clear, method of operation of escape door fastenings and appreciation of the importance of any fire doors and of closing all fire doors at the time.
- i) Means of Escape (Corridors and emergency exits) - All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. Furniture or equipment belonging to a User must be kept within the designated room(s).
- j) The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).
- k) First Aid supplies are available, it is expected that there will be a member in the group who is a qualified first aider.

Food and Hygiene

- a) The user will leave the room in a clean and tidy condition after every use
- b) Preparation of food on Masjid premises is not permitted
- c) The User shall, if serving food, observe all relevant food health and hygiene legislation and regulations. The premises are provided with a refrigerator. There are no cooking facilities at the courthouse but the kitchen can be used for serving and making tea etc. Washing of utensils after use is the responsibility of the person using the facility.
- d) Alcohol is not permitted on the premises.
- e) No food or drinks would be allowed in the prayer hall and in ladies prayer area.
- f) Any food brought into the courthouse is the responsibility of the User and also to make the area clean, tidy and odourless after use.
- g) All rubbish and leftovers should be removed and disposed of appropriately. The management receives the right to make a charge for the cleaning and refusal of future requests for use of the facility.

Electrical Appliance Safety & Heating

- a) We do not normally permit users to use their own electrical equipment on the premises; however, where this is 'allowed by prior agreement' with the Masjid (this is important to clarify that 'electrical heaters' are not allowed on Masjid premises). The User shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order. The appliances should be used in a safe manner in accordance with the Electricity at Work Regulations 1989.
- b) The User shall ensure that no unauthorised heating appliances shall be used on the premises without the prior knowledge of the SCMA management committee.

Explosives and Flammable Substances

The User shall ensure that:

- a) Highly flammable substances are not brought into, or used in any part of the premises.
- b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.
- c) No gas cylinders are allowed at the premises
- d) Smoking is NOT permitted on the premises.

Accidents and Dangerous Occurrences

- a) The User must report all accidents involving injury to a member of SCMA management committee as soon as possible. Any failure of equipment belonging to SCMA or brought in by the User must also be reported as soon as possible.

4. Indemnity for use :

- a) The User is responsible for the cost of any damage to or loss of Masjid property and for the cost of exceptional cleaning required after an event if the room is not left as it was found.

- b) The SCMA accepts no responsibility for any loss of or damage to any property (including personal property) arising out of the User's activities whilst using the premises or any injury which may be incurred by or be done or happen to any person during the holding of a function arising from any cause whatsoever, or for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, riot restrictions, government restriction or act of God which may cause the Masjid premises to be temporarily closed or the function interrupted.
- c) The 'User' shall indemnify and keep indemnified each member of SCMA management committee and invitees against
 - i. the cost of repair of any damage done to any part of the premises including the contents of the premises
 - ii. all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the User, and
 - iii. all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the User.
- d) Where the booking involves children or vulnerable adults, the User is responsible for their safety and for obtaining the necessary DBS clearances for those taking responsibility for the event.
- e) The User is responsible for obtaining any local authority or other licenses necessary in connection with the booking and for complying with all statutes and local government regulations in connection with the use of the room(s).
- f) Access to the booked room(s) will be available from the Time of Arrival until the Time of Departure agreed at the time of booking. Booking times must include provision for setting up and clearing up.
- g) The use of sticky tape, blu tack, etc., on walls or floors is NOT permitted. Please use the boards provided.

5. Compliance with the Children Act:

- a) The User shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989.
- b) It is the User's responsibility to ensure that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities).
- c) The User shall provide SCMA with a copy of their Child Protection Policy on request.

6. Cancellation

- a) If the User wishes to cancel the booking or amend it he/she should inform the SCMA management in writing before the date of the event.
- b) Cancellations require a minimum of two weeks' notice to qualify for a 50% refund of the contracted fee.

7. End of Contract

- a) The User shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced.

8. Termination of contract

- a) Any breach of the contract can result in the unilateral termination of contract by SCMA.

9. Stored Equipment

- a) SCMA accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded.
- b) All equipment and other property (other than stored equipment) must be removed, unless other arrangements are agreed with a SCMA committee representative.

10. No Rights

- a) The Agreement constitutes permission **only to use the premises** and confers no tenancy or other right of occupation on the User.