

Application for the Operation of Centre Facilities Agreement

Please review all sections below. Once complete, please fill out section D and submit payment with completed form to:

secretary@alzahra.ca or Secretary of the Al Zahra Shia Association of Waterloo Region, 300 Mill Street, Kitchener, ON N2M 3R8.

Section A: Operator Responsibilities

1. Operator must be at 300 Mill Street, Kitchener Ontario at least 15 minutes prior to the start of the program.
2. The facilities must be cleaned by Operator during or at the end of the program. The Operator cannot leave the centre in disarray. The centre must appear as it had prior to start of centre Operation or better.
3. Any damages to property at 300 Mill Street, jamaat property, neighbour's property or any persons in attendance are the responsibility of the Operator.
4. Any equipment that is requested should be discussed by the Property and Finance Committee and a rate will be agreed upon with the borrower.
5. All equipment brought in and not belonging to Al Zahra must be promptly removed at the end of the function.
6. The entire indoor premise of Al Zahra is a NO SMOKING area.
7. ONLY the facilities specified will be Operated.
8. Al Zahra reserves the right to cancel and/or alter the Operation agreement/event at any time.
9. The aisles and exits will be kept free from obstruction at all times.
10. Food / refreshment are served in designated areas only (if permitted).
11. Parking is allowed in designated areas only.
12. Donation for facility usage will be received at the time of booking.
13. Al Zahra will not be held responsible for any personal injury or for the loss or theft of any articles belonging to anyone attending the program.
14. All set-up will be arranged by organizer of the function.
15. Operator requesting Operation of 300 Mill Street or any Al Zahra property must be 18 years or older.

Section B: Covid 19 Precautions

1. Online registration is required separately for every individual attending programs in-person at the Centre. Attendance will be limited to 70 persons.
2. Online registration form for physical attendance will be provided by Al Zahra.
3. Physical capacity is limited to 35 males and 35 females.
4. Physical attendance registration details need to provide at least 12 hours before the program starts.

5. If someone will be unable to attend after booking a spot online, please cancel the registration by contacting event organizer.
6. In-person registration process is taken care by event organizers.
7. Event organizer needs to confirm the registration details of every participant of the event before the end of the event.
8. Participants, who are vulnerable are recommended to stay at home.
9. Anyone experiencing any symptoms of illness should not attend. Symptoms include, but are not limited to: fever, cough, and shortness of breath.
10. Prior to entry at the Centre, all attendees will need to confirm the screening questions that they answered during the online registration process.
11. All attendees are required to wear face masks at all times and avoid handshakes, hugs, and all other physical contact. Please maintain social distancing and practice good hand hygiene. Please avoid touching the face (eyes, nose, and mouth).
12. Attendees are required to bring their own masks. If anyone does not have a mask or forget to bring it, event organizer will provide it to their guest.
13. Hand Sanitizers should be made available by the event organizer at entry, exit, and throughout the Centre. Please avoid using the washrooms unless absolutely necessary.
14. Unfortunately, Wudhu/Ablution is not permitted on the premises.
15. Eating, drinking, and food handouts are strictly NOT allowed at the Centre.
16. There will be no Congregational Prayers (Salat) at the Centre.
17. Everyone is required to bring their own prayer mat and turbah in case he/she wants to pray in the center.
18. All attendees are requested to cooperate with the event organizers in every situation.
19. Each individual bear responsibility for their own actions, and Al Zahra (Directors and Volunteers) will not be held liable for any consequences arising from the submission of inaccurate information and your visit at the Centre.

BEFORE COMING TO THE CENTRE

- Please perform Wudhu as the centre's washrooms will only be available for emergencies.
- Please ensure your hands are sanitized (you will be required to re-sanitize your hands upon entry).
- Bring a mask.

UPON ENTERING THE CENTRE

- Maintain social distance of 2m all times.
- Those who have registered online will be allowed to attend the event. If, however, anyone arrive as a "drop in" without having pre-registered online, AND there is still unused capacity at the Centre, then event organizer will register them via online registration process on the spot provided he/she pass all the screening questions.
- Please follow the direction of volunteers.
- Please sanitize your hands using the available sanitizers.

WHILE IN THE CENTRE

- Please stay at specified 'marked space' all time. The marks are 2 metres apart.
- Please wear your mask at all times.

WHEN LEAVING

- Maintain social distance of 2m all times.
- Please sanitize your hands.
- Event organizers will be required to completely sanitize the center before leave. (Note: event organizers will bring their own sanitization liquid, while they can use sanitization equipment available in the center)
- Please refrain from socializing or gathering in the parking lot. We ask that you walk directly to your car and safely make your way home.

The volunteers at the Centre intend to do their best to enforce the social distancing rules, mask wearing, and sanitization guidelines. We ask that you please respect their direction.

Section C: Information for operation of centre

Minimum Donation to Al Zahra: Please indicate applicable hadiya.

Duration of event	Member	Non-member
Less than 6 hrs in one day	\$300	\$500
More than 6 hrs in one day	\$400	\$600

1. Purpose of operation (event): _____
2. Date of centre Operation requested (DD/MM/YYYY): _____
3. Start time: _____ AM/PM (consider the setup time)
4. End time _____ AM/PM (consider the cleaning and sanitization time before closing)
5. Total number of attendees: _____
 - a. # of men = _____
 - b. # of women = _____
 - c. # of children = _____ (*Adequate adult supervision to be provided by Operator*)
6. I will need the use of the:
 - Chairs
 - Tables
 - Audio/Visual Equipment
 - Kitchen

Please note that all individuals attending must adhere to the By Law per the Al Zahra Shia Association of Waterloo Region

Section D: Agreement for the Operation of Al Zahra Shia Association Centre

WAIVER OF LIABILITY RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

I/we fully understand that my/our participation in the Operation of Al Zahra facility exposes me/us to the risk of personal injury, death, or property damage. I/we hereby acknowledge using its facilities and agree to assume any such risks. I/we hereby release, discharge and agree not to sue Al Zahra for any injury, death or damage to or loss of personal property arising out of, or in connection with, my/our participation in a facility rental from whatever cause, including the active or passive negligence of a scheduled event or any other participants in the facility rental. In consideration for being permitted to participate in the Operation of Al Zahra facilities, I/we hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless Al Zahra from any and all claims, demands actions or suits arising out of or in connection with my/our participation in the facility rental.

I/WE HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I/WE AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND WILL SIGN IT ON MY/OUR OWN FREE WILL.

I have read and understand the Procedures for the Operation of the facilities of Al Zahra Shia Association Centre. I agree to follow the By Law and Procedures and I agree to make my group aware of these regulations.

Donation Amount: \$_____.

I also agree to adhere to the Al Zahra re-opening policy and procedures noted in above in section B.

Print First, middle and last names: _____

Home address: _____

Phone number: _____

Cell phone: _____

Email address: _____

Signature of Operator applicant