

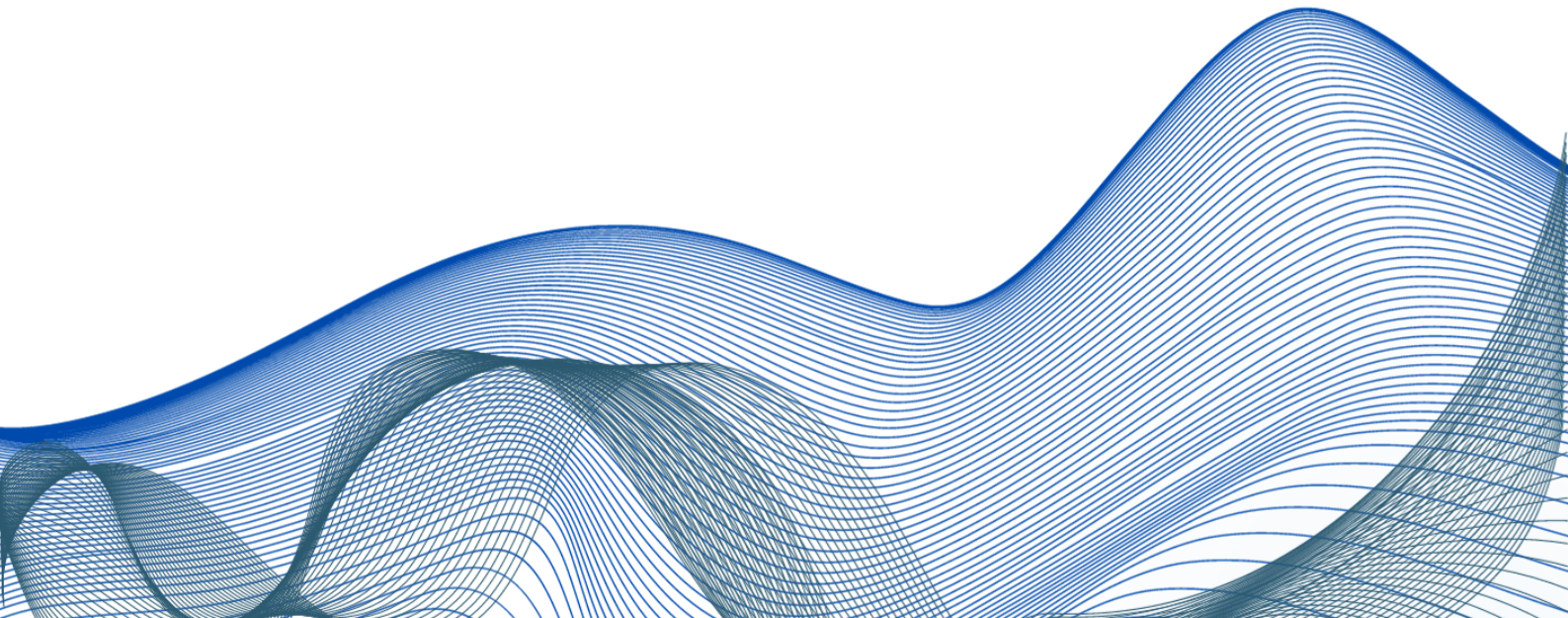


# Premises & Facilities Usage Policy

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Updated March 2023

Muslim Education Centre



## 1. Overview

Muslim Education Centre (MEC) is committed to providing a peaceful and welcoming environment for our community members to worship, learn, and engage in community activities. This policy ensures the Centre's facilities and premises are used solely for these purposes.

## 2. Aims & Objectives

- To ensure the Centre's facilities and premises are used solely for worship, education, and community purposes.
- To promote a peaceful and welcoming environment for community members to engage in Islamic activities.
- To protect the sanctity of the MEC's facilities and premises as a place of worship and reflection.
- To maintain the upkeep and preservation of the Centre's facilities and premises for future generations.
- To communicate clear guidelines and expectations for the use of the mosque's facilities and premises to members of the community.
- To provide a mechanism for the Centre's management to enforce its policy and revoke permission for the use of its facilities or premises, if necessary.

## 3. Policy outline

1. The Centre's facilities and premises may only be used for worship, education, and community purposes. No individual, group, or company may use the Centre's facilities or premises for commercial purposes, including advertising, selling products or services, or promoting any business.
2. All requests to use the Centre's facilities or premises must be made in writing and submitted to the MEC management via email. The request should include details of the proposed event or activity, including the purpose, date, time, and expected number of attendees (if applicable).
3. The Centre's management will review all requests on a case-by-case basis and reserve the right to approve or deny any request. The decision of the MEC management is final.
4. No individual, group, or company may use the mosque's facilities or premises without obtaining written permission from the mosque's management. This includes the usage of chairs, tables, computers, and other equipment of the Centre. Unauthorized use of the mosque's facilities or premises may result in legal action.
5. Trustees are not allowed to authorise use of MEC property and/or equipment without the request for use being formally processed and recorded via email. Permission

given to individuals that bypasses the process outlined in the point 3 above will be void, and the authorising trustee will be given a formal notice.

6. Trustees are not allowed to use the property, equipment, premises of the MEC for their sole benefit and interest. This violates the conflict of interest clause and may result in removal from the trustee board. Refer to policy: Trustee Appointment & Responsibilities.
7. The Centre's management reserves the right to revoke permission for the use of its facilities or premises at any time, without reason.
8. The Centre's management may impose a fee for the use of its facilities or premises, depending on the nature and duration of the event or activity.

#### **4. Closing Statement**

As a place of worship, the MEC is the property of Allah ﷻ and should be treated with utmost respect and reverence. We, as a community, have a responsibility to ensure the Centre's facilities and premises are used in a manner that reflects their sacred nature. All events and activities hosted at the mosque must be consistent with the values and principles of Islam, and comply with local laws and regulations. The MEC reserves the right to reject or cancel any event or activity that is deemed inappropriate or contrary to its values. Any behaviour that disrespects the mosque's sanctity, including damage to property or misuse of facilities, will not be tolerated. We ask all members of the community to join us in upholding these values and treating the MEC with the respect it deserves as a symbol of our faith.