



THE USE OF MOSQUE and ISLAMIC CENTRE FACILITIES POLICY

Scope

1. This policy applies to all people using the Darwin Mosque and Islamic Centre facilities
2. This policy applies to the following types of facilities and spaces:
 - a. Main Prayer area and Rooms
 - b. Islamic Community Hall and office rooms
 - c. Library Room
 - d. Kitchens
 - e. Toilets
 - f. Outdoor Areas within the Mosque and Islamic Centre Premises
 - g. Storage Shed

Implementation

1. Access

Access to facilities only available from Fajr Prayer until Isha Prayer unless prior arrangement has been made in advance

2. Health and Safety

- a. Smoking is not permitted within the Mosque and Islamic Centre Premises.
- b. Only Halal foods and drinks are permitted to be within the Mosque and Islamic Centre Premises.
- c. Using microwave is permitted only in the kitchen area.
- d. Portable stove/s is/are not allowed to be used in the kitchen or indoor areas.
- e. Leftover food must not be left out side as well as in the fridge. They must be removed and taken home.
- f. Darwin mosque and Islamic Centre is not responsible for any food poisoning that occurs during or after the events



- g. The volume of noise must be at a considerable level so that they do not disturb neighbours.

3. Permissions and Copyrights

- a. Event organisers are responsible to obtain permission or license for any copyright works including audio, videos, or any other forms that are to be used in the events.
- b. Persons intend to organise any event within Darwin mosque and Islamic Centre premises must seek and get permission beforehand and agree with these policies.
- c. Darwin Mosque and Islamic Centre have the right to record the events organised by them within their premises and will own the copyrights associated with these events.

4. Cleaning and tidying

- a. Rooms and spaces needs be maintained in the best possible condition
- b. Users are not permitted to alter any fix and fittings of the building
- c. Furniture or equipment shall not be removed from any room and adjoining areas without prior permission from Darwin Mosque and Islamic Centre. If furniture or equipment is rearranged, the original layout must be reinstated after use. Books and/ or read Qur'an must be returned to the shelves provided after each use.
- d. All advertising materials posted on the Mosque and Centre must be removed at the end of the event.
- e. All rooms (including back and front yard) must be cleaned and tidied up after use and all rubbish placed in bins.
- f. Kitchen utensils must be washed, dried, and returned to the shelves/cupboard.
- g. Check list will be provided to ensure that all areas are cleaned and attended in a proper manner.
- h. Lights, fans, air cons and electronic equipment must be turned off when leaving the mosque and Islamic Centre.



- i. Darwin mosque and Islamic Centre has the right to demand for compensation from the event organiser/s if the mosque areas are not cleaned and returned to its original state.

Compliance and Breaches

Darwin mosque and Islamic Centre may commence applicable disciplinary procedures if an event organiser or organisers to whom this policy applies breaches the policies and procedures. Disciplinary procedures can be, but need not be only, in the form of monetary compensation. In case of noncompliance of these policies by organiser/s, future events organised by the same person/s will not be permitted. Darwin mosque and Islamic Centre has total right to select appropriate decision and applicable disciplinary procedures.