

FACILITY USE AGREEMENT

ISLAMIC ASSOCIATION NW CALGARY CENTRES

We the undersigned representing an independent organization and having a good standing registration number: _____ within the province of _____

Or a non-registered group by the name of _____ doing work as per the functions described in IANWC/MCC/MAC/MCFC's objectives and represented by the people signing below, do agree to abide by the rules of IANWC for maintenance of the facility and for other legal liability purposes. We are also willingly signing the following to enter a facility use contract.

We agree to ensure that that the proposed activities will not conflict with any pre-existing initiatives of IANWC. In such situations, we agree to rectify the situation unless such activity is approved by IANWC.

We also understand that any cancellation of this FACILITY USE CONTRACT will automatically cancel any bookings within those spaces. There will be no fee for any bookings except for maintenance and cleaning. Additional fee may be charged as damage deposit and may be refundable if no damage was done. We also understand that no fundraising will be allowed on the premises unless approved separately by MAC or MCFC, the two organizations responsible for financial accountability. Any longer-term bookings for a maximum period of one year, will need the approval of the Board of Directors IANWC. Any long-term bookings may also be cancelled at host organizations discretion if conflicts arise due to non-compliance.

While using MCC related properties, we will respect the local rules, take full responsibility for any liabilities and indemnify the MCC and IANWC from liabilities of damage to persons or properties. On the other hand, any damage done to the MCC/ MAC/ IANWC properties will be compensated by us proportionate to the damage.

We will also do understand and agree that our:

1. Program objectives must align with IANWC vision and mission.
2. Program results must support and sustain the IANWC strategic plans.
3. All programs shall be formally registered and approved by the IANWC board (see attached program proposal template) prior to their execution.
4. IANWC board reserves the right to amalgamate two similar programs running at different times and/or run by two different coordinators.
5. Regular program reviews and evaluation by IANWC board (quarterly basis)

6. Quarterly coordination meeting with all program coordinators (Last Sunday of Mar, Jun, Sep and Dec).

Rules for use of IANWC Facility:

1. Two IANWC facilities shall be utilized in accordance with the instructions below:
 - a. **Musallah Facility** (programs related to Islamic teachings and general volunteering)
 - b. **Youth Center** (Dedicated for youth and youth volunteering activities in accordance with Islamic teaching and principals)

Two separate schedules (program calendars) shall be maintained for these facilities.

2. Priority sequence of different programs shall be as follows:
 - a. Year over year programs e.g. NW Islamic School - A complete yearly schedule shall be submitted to reserve the spot.
 - b. Monthly programs – Program coordinators shall submit their monthly schedule by 25th of the previous month. Monthly schedule shall be displayed in both facilities before the start of each month.
 - c. Ad-hoc programs – First come First Serve basis, reserve the space with IANWC board
3. Program Coordinator(s) shall walk around the facility at the start of his/her program, and bring any inappropriate condition(s) of the facility into board’s attention. They may take pictures and submit to the IANWC directors.
4. Program Coordinator(s) shall be fully accountable to leave the premises in a “fit for next use” status. Random audits shall be conducted on regular basis. Formal warnings shall be issued for any non-conformances found; more than two NCRs may cause termination of the program from the facility. They will be required to take pictures from all floors and walls and send them to IANWC directors.
5. Program Coordinator(s) shall be fully responsible for appropriate security, proper use and maintenance of the facility during the time they are using the premises. All children must be supervised at all times.
6. This FACILITY USE CONTRACT shall only become effective upon signature by the authorized officials from IANWC

Name of the applicant organization:

Signature of the representative: _____

Representative's Name: _____

Representative Position: _____

Telephone: _____

Fax: _____

E-mail: _____

Date: _____

IANWC representative:

Signature: _____

Name: _____

Position: _____

Telephone: _____

Fax: _____

E-mail: _____