



225-28 Street S.E, Calgary, AB, T2A 5K4

Phone: (403) 219 – 0991 Fax: (403) 219 – 0993 E-mail: mcfc@yycmuslims.ca

Policy Title: Permit of Use

Policy Number: FAC-1700

Section: Facility – Rental

Approved by:

Date:

Reviewed on:

Policy Statement:

The MCFC permits renting of its facilities. With regard to school campuses, renting shall be limited to the gymnasiums, the field, the parking lot and special meeting rooms provided a 'Permit of Use' has been filled out, approved and issued.

Classrooms used for everyday school are excluded and are not subject to any rental agreements since this violates the generally accepted practices of all school boards and may also infringe on the collective agreement with teachers.

Purpose:

This policy is intended to set the framework whereby facilities owned or operated by the Muslim Community Foundation of Calgary may be used by the public or community groups provided a 'Permit of Use' has been approved and issued. The policy set forth herein is based in part on the Calgary Board of Education and its policies on allowing the use of parks, gymnasiums, halls and public spaces of the Public Schools.

A Permit of Use may be issued on a rental basis only.

Anyone using the facilities for commercial gain is regarded as a renter and all rules and regulations regarding renting shall apply. Community groups or individuals who charge clients a fee for services - for example Summer school - shall apply for a Permit of Use on a seasonal basis and not a long term basis.

Scope of this Policy:

This policy pertains to community groups, the public or anyone wishing to use our facilities.

Restrictions and Guidelines:

1. The Muslim Community Foundation of Calgary reserves the right to cancel or amend the Permit of Use in advance of the date should special circumstances arise. In such events a full refund shall be provided or an alternate date may be arranged instead.

2. Anyone wanting to rent the facility shall apply by filling out a Permit of Use application outlining the date requested, duration and purpose. The applicant must stipulate the times of day that access is needed. For example, Saturday, December 14, 2017 from 10:00 PM – 4:00 PM.
3. Application for permit of use shall be submitted a minimum of two weeks before the event.
4. A non-refundable Administration application fee of \$10 shall be paid at the time of application.
5. A minimum rent of \$500 will be assessed per event; rent may be more depending on the duration.
6. Applicant must submit a \$500 deposit plus the agreed rent upon issuance of a Permit of Use. The deposit is not to be treated as rent and is to be held to cover any damages or cleaning charges that may be incurred.
7. Groups or individuals renting must carry general liability insurance in the amount of \$2,000,000.00 (two million dollars). The insurance shall include the Muslim Community Foundation of Calgary as additionally insured. The insurance must not have a participant's exclusion. Insurance is mandatory for any applicant wanting to use the facility for games or fundraising events whereby the general public will be attending but may not be necessary for small private meetings.
8. No permit holder may assign the permit to another without the written consent of the Operations Manager. An email or text from the Operations Manager shall be deemed sufficient.
9. The Muslim Community Foundation of Calgary has implemented a keyless entry system for accessing the bay door at the Akram Jomaa Campus. A FOB shall be assigned to the permit holder and the permit holder shall be responsible for its security. Should the FOB be lost, stolen or broken; \$25 from the deposit shall be used to replace it.
10. The permit holder shall be responsible for the actions of those who use the facility during the time of rental.
11. The permit holder shall be responsible for any damages caused during or because of the event, whether the damage is done by him or her personally or by anyone participating.
12. The permit holder shall take steps to ensure no unauthorized persons enter the facility during the time of rental.
13. The permit holder shall indemnify and save harmless the Muslim Community Foundation of Calgary from and against all actions, causes of action, suits, demands, payments, judgments or settlement, including solicitor client cost which arise from the permit holder's use of the facility or those who are represented under said permit of use.
14. The Permit of Use may be cancelled at any time, if in the opinion of the Operations Manager or designate, the conduct of those using the facility is not satisfactory. The Operations Manager or Manager may make the recommendation to the MCFC Board to cancel the Permit of Use; the cancellation must be approved by the said Board.
15. The permit holder is responsible for cleaning the facility after use and returning it in a satisfactory condition. If additional cleaning is required reasonable deductions may be taken from the damage deposit.
16. If damages occur during the permit of use period that exceeds \$500, the permit holder shall be responsible for making up the difference.
17. The permit holder takes full responsibility and assumes all liability for everyone attending the event.
18. The permit holder agrees to conduct proper police security checks on all its employees, members or participants and must submit police security clearances when requested to by the Muslim Community Foundation of Calgary.
19. If an outdoor event is cancelled due to weather then a refund shall be given to the permit holder or another arrangement made instead.

Exclusions:

Classrooms used for everyday school are excluded and are not subject to any rental agreements since this violates the generally accepted practices of all school boards and may also infringe on the collective agreement with teachers.

Procedure:

1. The Applicant must fill out a Permit of Use application and submit it to the Operations Manager no later than 2 weeks before the event.
2.
 - (a) For one-day event the Operations Manager will submit the application to the MCFC Manager for approval.
 - (b) All Fundraising Events require the approval of the Board.
 - (c) All long term programs require the approval of the Board.
3. Upon approval the Operations Manager must secure funds based on the agreement.
4. The Operations Manager must arrange access and complete a pre-event and post event check with the authorized representative of the applicant.
5. Damage deposit will be returned after the completion of the post event inspection.