



Application must be submitted at least one week prior to start date of event.

APPLICANT'S CONTACT INFORMATION			
FULL NAME			
ORGANIZATION/GROUP NAME			
PHONE NO.		SECONDARY PHONE NO.	
E-MAIL			
HOME ADDRESS			

EVENT DESCRIPTOIN			
EVENT NAME			
EVENT DETAILS			
NUMBER OF PEOPLE ATTENDING		KITCHEN	<input type="checkbox"/> YES <input type="checkbox"/> NO

EVENT DETAILS					
<p><b>NOTE:</b> Your booking starts and ends at the specified times. As such, please consider the time needed for 'set-up' when booking your event. The caretakers will start the 'set-up' on the 'START TIME'.</p>					
EVENT DATE		START TIME		END TIME	

SET-UP			
<p>Please fill out this section if your event needs any set-up.</p>			
NUMBER OF CHAIRS		NUMBER OF TABLES	
EQUIPMENT	<input type="checkbox"/> PROJECTOR		<input type="checkbox"/> MICROPHONE

**PLEASE DRAW OR DESCRIBE THE DESIRED LAYOUT OF CHAIRS/TABLES**



**GYMNASIUM BOOKING AND USE POLICY**

Applications must be received at least one week prior to the requested date(s). The completed application form must be accompanied by a deposit (as specified). **We reserve the right to retain the deposit or increase the required fee if: usage time is extended; the conditions of the fee arrangement are changed on the day of the event; costs are incurred as a result of damage or required extra cleaning.**

It should be noted that priority for the use of the gymnasium is given to the London Islamic School and the London Muslim Mosque. The management reserves the right to cancel reservations to accommodate community functions held by the School or the Mosque. You will be informed at least one week in advance of the cancellation. You will have the option of rescheduling the missed period during the week (where possible), or having any charges credited to your account. Most community functions will however be held on the weekends, minimizing any disruption to booked time slots.

All users are required to abide by the rules and regulations pertaining to the use of the facilities. Violation of these rules and regulations may result in cancellation of memberships and/or bookings. All groups and individuals that book and use the gymnasium do so at their own risk. The management or the London Muslim Mosque are not liable for any injury, or theft, loss or damage to personal property, sustained by a group or individual while using the facilities. The gymnasium may not be used for the purposes of solicitation or to run programs for profit unless expressly authorized by the management. The applicant is responsible for any and all damages caused willfully or otherwise, by the applicant or any member of the group. **All damages will result in cancellation of the applicant's membership(s) and/or bookings with no refunds. All Damages will be paid in full by the applicant and members of their group.** Please refer to London Islamic School Gymnasium Rules and Regulations for more information.

**By signing below the applicant accepts all terms and conditions specified on this agreement.**

<b>SIGNATURE OF APPLICANT</b>		<b>DATE</b>	
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