



UMMAH MASJID ADMINISTRATION FACILITY RENTAL **AGREEMENT & TERMS AND CONDITIONS**

Effective Date: June 01, 2026, **Last Updated:** May 30, 2026, **Version:** 04-26

PLEASE NOTE THAT RENTAL IS CONFIRMED ONLY UPON RECEIPT OF PROPERLY EXECUTED FACILITY RENTAL AGREEMENT AND PAYMENT IN FULL OF ALL FEES INCLUDING HST

BY SIGNING THIS FORM, DIGITALLY OR PHYSICALLY, I CONFIRM THAT I HAVE READ AND UNDERSTAND THAT MY ORGANIZATION/GROUP MUST ADHERE TO **ALL THE RULES AND REGULATIONS** LISTED ON THIS AGREEMENT.

FAILURE TO DO SO GIVES THE UMMAH SOCIETY PERMISSION TO TERMINATE MY FACILITY RENTAL CONTRACT.

ALL GROUPS REQUIRE A MINIMUM \$2 MILLION GENERAL LIABILITY INSURANCE POLICY, COVERING PROPERTY DAMAGE AND BODILY INJURY.

THE BOARD, SOCIETY, ADMINISTRATION, DIRECTORS, OFFICERS, EMPLOYEES, VOLUNTEERS, AND REPRESENTATIVES ARE NOT LIABLE FOR ANY INJURY, LOSS, OR DAMAGE TO ANY MEMBER OF THE RENTAL GROUP DURING USE OF THE PREMISES, EXCEPT WHERE CAUSED SOLELY BY THE NEGLIGENCE OF THE SOCIETY OR ADMINISTRATION. .

THE **DRESS CODE** REFLECTS THE ISLAMIC AND CULTURAL VALUES OF UMMAH SOCIETY. ALL GUESTS, RENTERS, AND PARTICIPANTS ARE EXPECTED TO OBSERVE THESE STANDARDS REGARDLESS OF FAITH AND BACKGROUND, AS A CONDITION OF USING THE FACILITY.

CLIENTS ARE RESPONSIBLE FOR **COMMUNICATING THIS INFORMATION** TO THEIR MEMBERS/PARTICIPANTS.

ALL APPLICABLE FEES MUST BE PAID IN ADVANCE OF USAGE AND AT THE TIME THAT YOUR CONTRACT IS SIGNED. IN CERTAIN CIRCUMSTANCES, THE OPTION OF A PAYMENT PLAN MAY BE AVAILABLE.

OVERDUE ACCOUNTS WILL RESULT IN YOUR ACCOUNT BEING FROZEN AND MAYBE SENT TO COLLECTION IF NOT RESOLVED. YOU WILL LOSE YOUR BOOKING PRIVILEGES AND HISTORICAL USE OF FACILITIES IMMEDIATELY.

OUTDOOR OR IMPROPER EQUIPMENT (I.E. BASEBALLS, SOFTBALLS, LACROSSE BALLS, STICKS, ETC.) MUST NOT BE USED BY GROUPS WHEN RENTING GYM SPACE. ONLY INDOOR SPORT WHITE OR NEUTRAL NON-MARKING SOLE SHOES ARE ALLOWED IN THE GYM.

FOOD, POP, JUICE, COFFEE, TEA, OR OTHER BEVERAGES ARE NOT PERMITTED IN THE GYM, PRAYER HALL, LOCKER ROOMS, OR STAGE AREA UNLESS EXPRESSLY APPROVED BY THE ADMINISTRATION IN WRITING.

WHERE FOOD OR BEVERAGES ARE APPROVED, THE RENTER SHALL COMPLY WITH ALL CLEANUP, SAFETY, AND FACILITY REQUIREMENTS SET BY THE ADMINISTRATION. WATER BOTTLES ARE PERMITTED.

THE ADMINISTRATION RESERVES THE RIGHT TO CANCEL, OR CHANGE THE DATE/TIME OF ANY EVENT AND TO TERMINATE THIS AGREEMENT FOR "SUFFICIENT CAUSE" BY 72 HOURS PRIOR NOTICE.

DEFINITIONS

1. **“Administration”** means “Ummah Masjid and Community Centre Administration.”
2. **“Society”** means “Ummah Society”
3. **“Responsible Person”** means the individual designated by the Renter to be responsible to the Administration and SOCIETY for the rental of the facility, the supervision of the Event ensuring that the terms of this Agreement and the Policies of SOCIETY and Administration are complied with. The “Responsible Person” is identified in the signature block of this Agreement.
4. The **“Representative”** of the Administration and SOCIETY for the purposes of this rental, is the person who has signed this Agreement below, or a person designated by that person for this Event. The Representative” is identified in the signature block of this Agreement.
5. **“Facility”** means the room, space, equipment, entrances, washrooms, corridors, and related areas approved by the Administration for use by the Renter.
6. **“Event”** means the activity, program, gathering, rental, training, meeting, sports activity, or other approved use described in the booking request or rental agreement.
7. **“Incident”** means any event which has given rise to or may give rise to personal injury, property damage or other loss or contravention of law.
8. The Administration may suspend or deny any Renter use of the Facility at the sole and exclusive discretion of the Administration.

FACILITIES USAGE

9. Nothing in this Agreement precludes the Administration or SOCIETY or both from adopting Policies further restricting usage of the facility.
10. The Renter and its Responsible Person shall ensure that no use of the Facility is permitted which conflicts with the Mission of SOCIETY and the Administration for which is not in accordance with SOCIETY Administration Policies on the use of the Facilities.
11. The Renter and its Responsible Person shall ensure that the use of the Facility does not interfere with the orderly function and operation of SOCIETY.
12. The Renter and its Responsible Person shall ensure that the use of the Facility is as described by the definition of “Event” in this agreement.
13. The Renter and its Responsible Person shall ensure that the Event does not advertise, promote, or operate any programs or services that compete with the activities of the Administration or the SOCIETY, including any commercial activities, or conflict with any existing facility rental agreements.

14. The Administration reserves the right to close any Event upon the failure of the Renter and the Responsible Person to observe the provisions of this Agreement, the Policies of the Administration or of the SOCIETY.

TERMS & CONDITIONS

15. The Event must not promote hatred or discrimination against or expose to contempt any person or group of persons.
16. The Event must not include music, concerts, DJ services, dancing, alcohol, cannabis, vaping, smoking, gambling, offensive conduct, inappropriate language, or any activity that conflicts with the Islamic values, religious environment, mission, policies, or community standards of Ummah Society and Ummah Masjid and Community Centre
17. Outdoor or improper sports equipment is not permitted in the gym unless approved by the Administration. Only indoor sport shoes with white or **neutral non-marking soles** are allowed in the gym.
18. The Facility is to be used only for the Event designated in this Agreement.
19. The Renter is responsible for the conduct, supervision, and safety of all participants, guests, coaches, staff, volunteers, and any person associated with the Event.
20. The Renter or Responsible Persons are responsible for ensuring that all vehicles associated with the Event are parked only in the areas designated by the Administration.
21. For online bookings, checking an acknowledgment box, submitting the booking form, digitally signing, or completing payment shall constitute acceptance of this Agreement and shall have the same effect as a physical signature. The Renter confirms that they have authority to bind the organization, group, or participants associated with the booking.

DRESS CODE

22. The Facility is part of a religious and community environment. All Renters, participants, guests, coaches, staff, and attendees must dress and conduct themselves respectfully.
23. Clothing must be **modest, non-transparent, and provide coverage from the shoulders to below the knees**. Tight, sheer, revealing clothing, sleeveless shirts, tank tops, and shorts are not permitted under any circumstances.
24. Modest clothing such as **long or half-sleeved shirts and full or three-quarter length pants (below knees)**, or similar modest attire, must be worn inside the Facility.
25. In the Prayer Hall and upper worship areas, women are required to **wear a head covering (Hijab)** out of respect for the prayer space.
26. The Renter is responsible for informing all participants and guests of this dress code. Failure to comply may result in denial of access, suspension, or termination of the booking immediately.

INCIDENT

27. Any incident shall be reported by “Incident Report” to the Administration as soon as possible and in no Event, later than 24 hours following the incident.
28. In such cases, a form of Incident Report will be provided upon request.

CANCELLATION

29. The Administration reserves the right to cancel, or change the date/time of any Event and to terminate this Agreement for “sufficient cause” by 72 hours prior notice.
30. “**Sufficient Cause**” shall include circumstances beyond the control of the Administration including circumstances related to the Facility or services servicing the Facility arising by way of emergency or unforeseen conditions, or conflict with the Mission of SOCIETY or the internal events carried out by the Administration.
31. Internal programs, community initiatives, and Society-approved events may be given priority over external bookings. Where a confirmed external booking conflicts with an internal priority event or activity, the Administration may cancel, reschedule, relocate, or change the date and/or time of the Event by providing at least seventy-two (72) hours’ prior notice where reasonably possible.
32. The Society and the Administration shall exercise their authority to cancel, reschedule, relocate, or change the date and/or time of any Event under this Agreement in good faith and with as much prior notice as is reasonably possible in the circumstances.
33. Any fee or deposit paid for a cancelled Event shall be forthwith refunded, subject to any non-refundable third-party payment processing fees.
34. A Renter who cancels an Event or booking **five (5) days or more** before the Event will be reimbursed 100% of fees paid.
35. A Renter who cancels an Event or booking less than five (5) days but **more than forty-eight (48) hours** before the Event will be reimbursed 75% of fees paid.
36. A Renter who cancels an Event or booking **forty-eight (48) hours or less before the Event** will be reimbursed 20% of fees paid.
37. Refunds may be subject to non-refundable third-party payment processing fees.

RESTRICTION ON USE OF PREMISES, CLEANING AND DAMAGE

38. The Responsible Person is to ensure that the persons attending the Event do not enter parts of the Ummah Masjid other than the Facility.
39. The Facility may not be decorated without the express written consent of the administration.
40. The Renter and its Responsible Person shall ensure that the Event is concluded by **11:00 P.M.**
41. The Renter and its Responsible Person shall ensure that the Facility is cleaned and vacant by **11:59 P.M.** and all property shall have been removed and the Facility left cleaned and in an organized condition.
42. The Renter shall return the Facility to the same clean, safe, and organized condition in which it was received. This includes removal of garbage, food, decorations, equipment, personal belongings, and any materials brought by the Renter or its participants.
43. The Administration may charge a cleaning fee and/or recover any additional cleaning, repair, or restoration costs incurred if the Facility is not returned in acceptable condition. For food-related events, including Ramadan Iftar events, the Renter must follow any cleanup instructions provided by the Administration.
44. The Renter and its Responsible Person shall ensure that no loitering is permitted after 11:00 P.M.
45. The gymnasium can be used only for sports activity and activities approved by the SOCIETY.
46. Any and all damages incurred by the group to the rental space or property are the responsibility of the renter.

FEES

47. At the sole and exclusive discretion of the Administration, use of the facility for Society purposes including lectures, Quranic classes, or related activities may be waived, but all other terms and conditions of this Agreement apply to all Renters.
48. All terms and conditions of this Agreement, other than those pertaining to fees, apply to all Renters.
49. Payment must be paid by credit card, debit card, certified cheque, or cash
50. Unless otherwise agreed in writing, payment may be automatically processed and locked in five (5) days before the Event. A booking is not confirmed unless all required forms, acknowledgments, waivers, and payments are completed.
51. The Administration may fix a damage deposit to be paid in addition to facility rental and to be held against any damage or loss to the premises by reason of the Event.

PROOF OF INSURANCE

52. Failure to provide satisfactory proof of insurance before the Event may result in cancellation of the booking without refund, unless otherwise decided by the Administration.
53. The Administration may require the Renter to provide a certificate of insurance naming Ummah Society and Ummah Masjid Administration as additional insureds.

LIABILITY AND INDEMNITY

54. The Renter and the Responsible Person shall indemnify, defend, and hold harmless the Society, the Administration, Board members, directors, officers, employees, volunteers, agents, contractors, and representatives from and against any and all claims, demands, actions, damages, losses, liabilities, costs, and expenses, including reasonable legal fees, arising out of or connected with the Renter's use of the Facility, the Event, the conduct of participants or guests, any breach of this Agreement, any failure to supervise participants, any damage to property, any injury or loss, or the cancellation, rescheduling, relocation, or termination of an Event, except to the extent caused by the gross negligence or wilful misconduct of the Society or Administration.

GOVERNING LAW

55. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia and the applicable laws of Canada. The parties agree that any dispute arising from or related to this Agreement, the booking, the Facility, or the Event shall be dealt with in Nova Scotia, unless otherwise required by law.

INFORMATION TO RENTER

56. Information with respect to the location of First Aid facilities, building exits, fire and other emergency or building safety information will be provided in person.