— RESERVATION REQUEST

Facility Booking *Request*

Welcome to the Tarbiyah Centre. We aim to provide a safe, respectful and welcoming space for gatherings. Please complete this request and review the guidelines so we can maintain the facility for everyone.

01 EVENT & ORGANIZER DETAILS

BOOKING REFERENCE

EVENT DATE

EVENT TYPE

ESTIMATED GUESTS

ORGANIZER NAME

PHONE

EMAIL

EVENT START / END

SPACE REQUESTED

☐ Brothers' Section (Unit 2) ☐ Sisters' Section (Unit 3) ☐ Both units

02 FACILITY RENTAL & EQUIPMENT

STANDARD RATE	NONPROFIT RATE	SECURITY DEPOSIT
$35 / hour per unit	$20 / hour per unit	$200 refundable

RATE SELECTED

☐ Standard ☐ Nonprofit

HOURS RESERVED

UNITS RESERVED (1 OR 2)

FACILITY SUBTOTAL $

RENTAL CHAIRS · $1 EACH

× _____ chairs

CHAIR SUBTOTAL $

RENTAL TABLES · $5 EACH

× _____ tables

TABLE SUBTOTAL $

TOTAL DUE (FACILITY + EQUIPMENT + $200 DEPOSIT)

Nonprofit rate requires SWAT approval. Each reserved unit is billed separately, including when both units are booked.

03 PAYMENT & BOOKING CONFIRMATION

Payment is required in full prior to the event. A reservation is confirmed only after SWAT approval and payment. Use is limited to approved units and permitted shared areas; additional space or time requires advance approval and may incur additional charges.

E-TRANSFER
admin@southwindsoracademy.com

CHEQUE PAYABLE TO
South Windsor Academy of Tarbiyah

— TERMS & CONDITIONS

Facility *Guidelines*

Please share these requirements with everyone assisting with your event.

04 FACILITY RULES & RESPONSIBILITIES

Setup, takedown & timing

The reserved period must include event setup, activities, takedown and cleaning. All guests and belongings must leave by the confirmed end time. Extensions require advance SWAT approval and may incur additional hourly charges.

Cleaning & waste

The Organizer must remove decorations and personal items; wipe and sanitize tables, chairs, sinks and countertops; sweep and mop spills or soiled areas; empty and clean refrigerators and food areas; and remove all waste. Garbage goes in the grey bins inside the designated enclosure near the sisters' entrance.

Food & kitchenware

All food and beverages must be halal and alcohol-free. Kitchen facilities are for warming and serving only, not heavy frying. The Organizer supplies cutlery, dishes, napkins and serving supplies.

Prohibited items & property care

No alcohol, recreational drugs, smoking/vaping, open flames, candles, incense, fog machines, glitter or confetti. No nails, pushpins or heavy duct tape on walls or trim; only painter's tape may be used where permitted.

Respectful conduct & noise

The Organizer is responsible for Islamic decorum and respectful conduct. Amplified sound, speeches and nasheeds must remain at a considerate volume and comply with applicable local requirements.

Occupancy, exits & parking

The Organizer must comply with the approved occupancy limit communicated by SWAT. Emergency exits, hallways, fire equipment and access routes must be unobstructed. Use designated parking spaces only; do not obstruct fire routes, loading doors or reserved stalls.

Children & supervision

Children must be actively supervised by a responsible adult and must not enter unreserved units or restricted areas.

Staff & volunteer support

SWAT staff and volunteers do not provide setup, food service, table arrangement, takedown or cleanup. If SWAT agrees to provide assistance, it will be billed at $25/hour.

Damage, extra cleaning & deposit

The Organizer is responsible for damage and excessive cleaning attributable to the event. SWAT may deduct documented, reasonable charges from the $200 deposit and may invoice for costs exceeding the deposit. An itemized explanation will be provided for any deduction.

Cancellation & deposit return

Cancellations received at least 7 calendar days before the event qualify for a refund of rental fees. Later cancellations are not eligible for rental-fee refunds. Unused security deposits remain refundable; following a satisfactory post-event inspection, deposits are returned by e-transfer within 3–5 business days.

Compliance & termination

SWAT may decline an application or end an event for material rule violations, unsafe conduct or activities inconsistent with published facility policies, subject to applicable law. Any resulting charges or refunds will be assessed according to this agreement and applicable law.

Questions? Contact the Tarbiyah Centre office at admin@southwindsoracademy.com or (519) 608-8033 before your event and we'll be glad to help.

— ACKNOWLEDGEMENT

Acknowledgement & *Approval*

Please review all terms before signing.

05 RESPONSIBILITY

The Organizer accepts responsibility for the event, the conduct and supervision of guests, and compliance with applicable laws and facility rules. The Organizer agrees to promptly report incidents, hazards and damage to SWAT.

06 AGREEMENT & SIGNATURES

By signing below, the Organizer confirms that the booking details are accurate, has reviewed the facility guidelines, and agrees to comply with this agreement and applicable facility policies.

ORGANIZER FULL NAME

DATE SIGNED

ORGANIZER SIGNATURE

SWAT REPRESENTATIVE

DATE APPROVED

SWAT AUTHORIZATION

07 ADMINISTRATION ONLY

PAYMENT & APPROVAL RECORD

AMOUNT RECEIVED $

DATE RECEIVED

SWAT APPROVAL

APPROVED CAPACITY

INSPECTION COMPLETED
☐ Yes ☐ No

DEPOSIT RETURNED $

REFUND DATE

BOOKING CLOSED
☐ Yes ☐ No

Thank you for helping us keep the Tarbiyah Centre safe, clean and welcoming.
May Allah bless your gathering.