

# **QMT's IMPORTANT RULES/POLICIES.**

**The following is a summary of some of the important rules and policies of the Masjid which are applicable to everyone.**

**BY ENTERING THE MASJID AND/OR USING ANY MASJID FACILITIES YOU ARE DEEMED TO HAVE READ, UNDERSTOOD AND AGREED TO ABIDE BY THE RULES/POLICIES BELOW.**

## **1. GENERAL**

The etiquettes, rules, terms of use, policies and procedures of the Masjid/Trust must be followed at all times. For example, parking, observing silence, cleanliness, health and safety, fire safety, anti abuse etc.

## **2. PARKING**

To avoid complaints from neighbours about congestion caused by our cars and to stop our people parking inappropriately NO member of the congregation (including disabled badge holders) should park anywhere on Primrose Road, Mulberry Way or Daisy Road (including any parking bays opposite the Masjid) during the following times:

- a. Fridays – 11.30 am to 3 pm;
- b. Each day - 30 minutes before and after all Jamaat times;
- c. At such times as the QMT school is open; and
- d. At such other times as may be advised for special occasions such as Eid, Ramadan or events held at the centre.

People should use the QMT car park and other nearby car parks and the flyover etc. There are ample nearby car parking facilities.

**IF A MEMBER OF THE CONGREGATION CONTRAVENES THE ABOVE THEN THEY WILL BE ASKED TO PARK ELSEWHERE AND WHEN THEY HAVE DONE THIS THEY WILL BE ALLOWED INTO THE MASJID.**

To avoid congestion NO drop off or pick up is to be allowed outside the Masjid. This includes all parents of children attending the QMT School. Please use the QMT car park or other nearby car parks.

## **3. SILENCE AND KEEPING THE MASJID CLEAN AND TIDY**

Do not make noise or disturbance in the Masjid. YOU should not distract others who are praying, not even with reciting *Qur'an*, supplication, or remembrance of Allah.

It is everyone's duty to keep the Masjid clean and tidy. If you see any litter then pick it up and put in the bin. Do not wait to be asked or think others will do it.

When you have finished with the *Qur'an* or any book then put it back in the relevant bookcase. If you see any *Qur'an* or books not in the bookcases and are not being used then please put them back in their proper place.

#### **4. SUPERVISION OF CHILDREN**

Children are welcome in the Masjid. However, parents/guardians must at all times supervise and are responsible for their children. For example, they should not allow their child(ren) to make any mess, run, make noise or disturb others.

#### **5. NO BUSINESS DEALINGS IN THE MASJID**

The Masjid must not be used for the discussion of any business transactions (private or otherwise) or for business purposes.

If anyone enters into any business relationship and/or transaction etc with anyone attending or connected (irrespective of position) to the Masjid then they do so at their own risk and must do their own due diligence. QMT, the Trustees (its employees, volunteers and anyone else connected with QMT) make no representation or warranty about anyone and shall under no circumstances be liable.

#### **6. NO UNAUTHORISED EVENTS/MEETINGS ETC**

No event, meeting or any other gathering can take place without the express prior approval of the Trustees. If approval is granted then the Centre shall only be used for the purpose and during the times agreed. The Trust's rights of use shall at all times supersede any arrangements made with any organiser of any event or meeting.

If any authorised event is taking place then it must stop 30 minutes before salat time and must not resume until at least 15 minutes after the last person has finished praying or as directed by the management.

#### **7. COLLECTION OF DONATIONS/MONIES**

No one is permitted to collect or seek donations inside or outside the Masjid, except with the prior consent of the Trustees.

If a collection is authorised then it will be announced in the Masjid by a Trustee. All other collections shall be unauthorised and at your own risk and no responsibility or liability to the Trust. You are discouraged from making donations to unauthorised collections.

#### **8. DISTRIBUTION OF LEAFLETS AND/OR BOOKS**

No one is permitted to distribute or leave any leaflets, posters, books or any other material inside or outside the Masjid, except with the prior consent of the Trustees.

Any material left within or outside the Masjid without permission shall be removed and disposed of, as considered appropriate.

#### **9. ANTI ABUSE**

Everyone must follow the rules and etiquettes of the Masjid. For example, moving forward to fill spaces, parking improperly, not maintaining silence, using

their mobiles etc. If a person persists then they will be asked to go outside to hold any conversation.

**There will be ZERO TOLERANCE of any type of abuse (verbal or physical) against any volunteer, member of the management or in fact anyone.** This means that if any person abuses any volunteer, the management etc then that person will be denied future access to the Masjid and they should go elsewhere.

## **10. FOOD AND DRINK**

No food or drink should be consumed in any part of the Masjid except at such times as approved by the Trustees, e.g. Ramadan or if an event is taking place. If consent is granted then you must ensure that you do not make any mess and place all rubbish in the bins. It is your duty to help clear up.

## **11. EQUIPMENT**

NO one is allowed to tamper or operate any electrical or mechanical switch or equipment in the Centre without the approval of an authorised person. This includes, for example, the central heating or water thermostats, fan controls, air conditioning, wireless microphones etc. If you have any comment about the heating or any other matter then please consult with an authorised person who will determine if any action is necessary.

## **12. NO GAMES**

NO ball or other games will be allowed in the Centre or car park unless authorised by the Trustees. Parents/guardians are responsible for and must supervise their children and ensure compliance at all times.

## **13. COMPLAINTS**

If you have any comment/complaint about the Centre or any person connected to the Centre then please put it in writing and send it to the Trustees who will consider and whose decision will be final.

The above summary/rules/policies etc may be added, amended and varied at any time.

The Trustees reserve their rights against anyone fails to follow the above, any QMT policies and procedures or who brings QMT into disrepute.

In the event that a breach of any one or more of the above the concerned person will be informed and reminded of the above verbally and, *depending on the circumstances*, if he/she persists or in serious cases the person will be asked not to come to the centre.

**The Trustees, Service Comm. and volunteers sincerely thank everyone for their co-operation and understanding. Let us all work together for the sake of Allah and the betterment of this Masjid.**