



2025

THIRD PARTY USE OF MOSQUE PREMISES POLICY

Third-Party Use of Mosque Premises Policy

(Applicable for Funeral Services, Milad Gatherings, Khatam-ul-Qur'an, and Other Religious Events)

1. PURPOSE

This policy is designed to guide the appropriate use of mosque premises by community members or external individuals/organizations for religious or culturally significant events such as funerals (Janazah), Milad-un-Nabi gatherings, Khatam-ul-Qur'an ceremonies, and other permissible Islamic functions. The intent is to maintain the sanctity of the mosque, ensure safety, and provide a respectful environment for all attendees.

2. ELIGIBLE EVENTS

The mosque premises may be used for the following religious and community events provided they adhere to Islamic guidelines:

2.1 Janazah (Funeral) prayers and related services including condolences.

2.2 Milad-un-Nabi gatherings provided they are conducted in a respectful, non-controversial manner aligned with Sunni tradition.

2.3 Khatam-ul-Qur'an ceremonies, including duas for completion of Qur'an recitation.

2.4 Dua gatherings, supplication events, or religious discussions.

2.5 Community educational lectures or Islamic talks with prior approval.

2.6 Events must not include any form of bid'ah, music, dancing, or practices contrary to the mosque's beliefs.

3. BOOKING PROCEDURE

3.1 All events must be formally booked through the mosque administration office at least 7 days in advance.

- 3.2 The organizer must complete a booking application form detailing the nature of the event, expected attendance, duration, and facilities requested.
- 3.3 A payment of 100% of the total cost must be paid before a booking can be confirmed.
- 3.4 If the initial payment is made by cheque, the booking will not be confirmed until the cheque has cleared the Central Oxford Mosque Society (COMS) bank account.
- 3.5 Fees for additional services will need to be agreed in advance in writing with the COMS Bookings Team.
- 3.6 The deposit will be returned, less any penalty charges, no more than 14 days after the date of the event.
- 3.7 If the penalty charges exceed the amount of the deposit, the hirer will be invoiced for the balance.
- 3.8 Planning a meeting may be scheduled to review logistics and expectations.
- 3.9 Booking approval is subject to the discretion of the mosque trustees or management committee.
- 3.10 Although, if there is a prior contract between the mosque and a third party service provider as in funeral services then the booking procedure will follow in accordance to the contract though all other provisions of this policy will be applicable on them in stricto sensu.

4. CONDITIONS OF USE

- 4.1 The mosque premises must be treated with the utmost respect and cleanliness. Shoes must be removed before entering prayer areas.
- 4.2 Events must start and end within the agreed-upon time slots to avoid disruption of daily prayers.
- 4.3 Gender segregation must be strictly observed in line with mosque practice.
- 4.4 Attendees should dress modestly and behave respectfully at all times.
- 4.5 No food or drink is permitted inside the prayer hall unless authorized.
- 4.6 Organizers are responsible for ensuring children are supervised at all times.
- 4.7 Any audio or visual material must be pre-approved by the mosque administration.
- 4.8 Decorations should be minimal, removable, and must not damage any part of the mosque.

5. USE OF FACILITIES

- 5.1 Access will be granted only to pre-approved areas (e.g., main hall, wudu areas, and multi-purpose rooms).
- 5.2 Any use of the sound system, microphones, projector, or kitchen must be explicitly requested and approved.
- 5.3 Facilities must be cleaned immediately after use. All garbage must be disposed of in designated bins.
- 5.4 Any damage to property must be reported immediately. Repair or replacement costs will be deducted from the deposit or charged separately.

6. FEES AND DONATIONS

6.1 A nominal administrative fee may apply to cover cleaning, utilities, and maintenance.

6.2 Funeral services may be offered free of charge or at a discounted rate based on need, at the mosque's discretion. Although, If there is a third party (funeral service provider) who is in contract with the COMS, then the services will be their responsibility and they will determine the charges and make all related arrangements.

6.3 Donations are welcomed and may be used to support mosque operations and community welfare programs.

6.4 All fees and donations must be acknowledged with a receipt issued by mosque administration.

7. INJURY, DAMAGE, AND LIABILITY CLAUSE

7.1 The mosque, its trustees, staff, and volunteers will not be held liable for any injury, accident, loss, or damage that may occur to persons or property during or as a result of using the mosque premises.

7.2 Event organizers accept full responsibility for the safety and conduct of all attendees during the event.

7.3 The mosque strongly recommends that third-party event organizers secure their own public liability or event insurance if necessary.

7.4 In the event of damage to the premises, the mosque reserves the right to charge the full cost of repair or replacement to the organizer.

8. SUPERVISION AND COMPLIANCE

8.1 The mosque administration may assign a representative to monitor and supervise the event to ensure compliance with this policy.

8.2 Organizers are expected to cooperate fully with mosque staff and volunteers.

8.3 Breach of any policy terms may result in immediate cancellation of the event, forfeiture of the deposit, and possible denial of future bookings.

8.4 The mosque reserves the right to refuse or cancel any booking that is deemed inappropriate or that conflicts with Islamic teachings or mosque regulations.