

## **Policies and Procedures for the Jamaat Services or Properties**

### **Purpose:**

This document establishes a policy for controlling Jamaat properties and sets out the fees for various functions.

### **Policy:**

Majalises and/or recitation for Sura-e-Yaseen will be accepted for all Shia Muslims. Such requests should be made directly to the Program Organizer.

The Program Organizer (Muhki) must receive the applicable charges in advance.

The charges for **members** are as follows:

Yaseen recitation when Jamaat function is scheduled	\$10.00
Yaseen recitation and/or Majalis with the use of kitchen facility on main floor	\$30.00*
Niyaz with or without Majalis with use of basement, but <b>no</b> kitchen facility	\$100.00*
Niyaz with or without Majalis with the use of basement kitchen facility including pots and pans and accessories	\$225.00**
Cleaning of dirty linen	\$25.00**
Special functions with use of kitchen facilities	

\* When Jamaat function is not scheduled

\*\* For private functions

A refundable deposit of \$250.00 will be collected when using basement facility which will be refunded following the event and inspection by any member of the Executive or Ladies Council. All pots are to be cleaned and facility completely cleaned, failing which the following charges shall apply, and deducted from the deposit.

1. Pots cleaning: \$10.00 each pot (large)
2. Cleaning Imambarghah: \$100.00
3. Each pot being taken out of Imambarghah: \$250.00

**Non-Members will be charge twice the amount stipulated above.**

**Procedure:**

The Program Organizer will consult the President or the Executive Committee on any matter relative to refusal of any request or to waive charges.

The charges for use of basement facility including kitchen may be waived in certain circumstances such as preparing/cooking “iftar” or special occasion approved by the Executive Committee.

All sponsored functions will be open to members. Functions where there is a conflict with the “sharia” or where the sanctity of the Imambarghah is in violation will not be allowed under any circumstances.

Use of the Imambarghah and its facilities by groups not affiliated with the Islamic Shia Ithna-Asheri Association of Edmonton will be allowed only with the permission of the executive committee.

**Approved by Executive Committee:**

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President

\_\_\_\_\_

Secretary

Date: \_\_\_\_\_