

Southgate Mosque Site Terms of Use

Activity Facilities

Permitted areas for activities include:

- The front grass area
- The main prayer hall including the bathrooms and kitchen
- The front kiosk
- The basement room

Site Access

Access to the site and permitted areas will be granted by Southgate Mosque, either by a member of the Southgate Mosque staff or management committee, or via code or keys.

Parking

Southgate Mosque will decide when and where parking is allowed and whether parking should be marshalled. Restrictions and advice will be stipulated prior to the activity taking place. Please note:

- Parking is limited to the front concreted areas and the rear concreted area behind the building.
- On-site parking will only be permitted when it is safe to do so, for example, weather permitting and taking into account where activities are to be carried out on the site.
- The front kiosk
- The basement room

The Front Grass Area

Southgate Mosque will detail what activities can take place and explain the areas out of bounds if necessary. It will also stipulate if any special requirements are required for these activities, for example, a minimum number of volunteers and health and safety advice.

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The Main Prayer Hall

The prayer space is where most activities will take place, therefore the space must be respected and kept clean during and after the activity.

The capacity is 200 people.

Prior to any activities taking place Southgate Mosque will require:

Activity details

Description of the activity

Start time

End time

Who will be attending (men, women, children or mixed)

Site requirements

Electrical usage (no electrical usage is allowed without permission)

Table and chair requirements (we have a limited supply only)

Proposed refreshments (if applicable)

All food must be prepared off site

The Front Kiosk

Southgate Mosque, depending on the activity, will permit usage of the front kiosk, which is suited to serving food and beverages, the details of which will be explained to the activity organiser.

At this time any restrictions and separate terms of use will be detailed.

The Basement Room

The basement room may be made available for use provided the activity organised can be adequately, safely and comfortably housed there.

The room should be used by adults mainly but children may use it if supervised by designated adult/s. It will be limited to 50 people for community activities and up to 100 people for prayer purposes. No other rooms or space can be used or accessed while using the basement room.

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Responsibilities of the Activity Organiser

The prayer space is where most activities will take place, therefore the space must be respected and kept clean during and after the activity.

The organiser of the activity will be responsible for:

- Ensuring there are sufficient volunteers, both male and female, to run the whole activity from start to finish.
- Setting up the activity (tables, chairs, tents, etc).
- Provision of activity items such as food, drink, refreshments, cutlery, plates and cups.
- Suitable protection is in place when eating or drinking over the mosque prayer carpet surface area.
- Vacuuming the carpet in the prayer hall after the activity.
- Cleaning up after the activity and ensuring rubbish is taken off site.
- If using the outdoor space, parking attendants must be allocated. Barriers must be placed to cordon off the area so cars cannot approach the area where activities are taking place.

In the case of children's events, the activity organiser will need to provide evidence to Southgate Mosque that he or she, and all relevant volunteers are DBS-checked.

Health and Safety

Southgate Mosque will show the activity organiser where the first aid bag is kept. When organising an activity, the lead must make sure they have enough first aiders on site depending on the size of their activity.

Children must always be accompanied by an adult.

Parking attendants must control the parking and cordon an area off to make it safe for children.

The fire exit is clearly labelled at the far back and front of the prayer hall. Southgate Mosque will detail fire evacuation procedures.

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Health and Safety continued...

Any accidents or breakages should be reported to Southgate Mosque as soon as possible, to ensure future safe running of the site.

Southgate Mosque will supply the activity organiser with contact details of a member of staff in case of emergency.

Cost

All costing for activities must be fundraised, the mosque cannot fund any small activity at present. Currently the mosque does not have any printing facilities

Documentation/GDPR

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Southgate Mosque has its own GDPR policy on the website at <https://www.southgatemosque.co.uk/data-privacy>. Please refer to this before creating any content.

When collecting personal information, one person must be responsible for keeping this information safe during the activity and hand it over to Southgate Mosque at the end of the activity or destroy it.

On the forms, the public must be told why their information is being collected. People have the right to refuse to give their details.

Any forms that request personal information should be provided to Southgate Mosque for approval prior to being made public or being sent to potential attendees of the event. Standard forms have already been created that may already meet this purpose.

Any content that has been created must be authorised by Southgate Mosque first before being used.

Currently all printing will be the responsibility of the activity organiser.

A proposal of your activity must be submitted to Southgate Mosque at least four weeks prior to the event.