

MUHAMMADI TRUST

of Great Britain & N. Ireland
131 Walm Lane, London, NW2 3AU

Telephone: +44 (0) 20 8452 1739

E-mail: info@mtrust.org.uk

Hall Booking Guidelines

Please observe the following guidelines during and subsequent to hall bookings

1. Please advise all users that **outdoor shoes** must **NOT** be taken into the washrooms under any circumstances. Slippers are provided inside, which may be used.
2. Please dispose of all rubbish in black disposal bags (which are provided). Please ensure these bags are tightly closed and place them inside the wheelie bins. Please place these bags carefully, so they do not blow away due to wind. Kitchen bins must **NOT** be used for waste disposal under any circumstances. At the end of the session, please kindly ensure the following:
 - ❑ **Main Hall:** Please ensure it is left exactly how it was found. Please remedy any untidiness. Please leave chairs stacked **as they were found**, and all furniture placed back to its **original position** for other users.
 - ❑ **Kitchen:** Please leave this as it was found. Please leave kitchen surfaces, sink, cooker and associated areas as found. Please ensure any utensils used (Kettles, Pans, etc) are put back in their original abode.
 - ❑ **Washrooms:** Please endeavor to ensure that the washrooms are left up to standard for other users. This can be achieved by implementing point one of this sheet.
 - ❑ **Main Corridor:** Please ensure it is left **how it was found**. Please remedy any untidiness.
 - ❑ **Library/Classrooms:** Please ensure these are left **how they were found**. Please remedy any untidiness. Please leave all furniture placed back to its **original position** for other users.

Note: A vacuum cleaner and other equipment may be found in the kitchen, should this be required.

The above are guidelines only. In essence, we would be most grateful for the premises to be left as they were found. We endeavor to keep the premises to a high standard, and it is our collective duty to ensure the above is strictly adhered to under ALL circumstances. Thank You.

Administration / MT/ 2008