



Application must be submitted at least one week prior to the requested date.

APPLICANT'S CONTACT INFORMATION			
FULL NAME		ORGANIZATION/GROUP NAME	
PHONE NO.		SECONDARY PHONE NO.	
E-MAIL			

DETAILS			
DATE (FRIDAYS ONLY)		The table(s) will be available to you between 11:00 AM and 3:00 PM.	
NUMBER OF TABLES	<input type="checkbox"/> 1 TABLE		<input type="checkbox"/> 2 TABLES
Please provide a detailed description below of the reason you are booking a table in the atrium. <i>Your request will not be processed without a valid description.</i>			
WILL YOU BE DISTRIBUTING FLYERS?	<input type="checkbox"/> YES	IF YES, PLEASE ELABORATE BELOW:	
	<input type="checkbox"/> NO		
<i>Please do not leave your flyers behind when done. Flyers can be distributed during the allotted time and at the table provided to you only.</i>			

ATRIUM TABLE BOOKING AND USE POLICY			
<p>Applications must be received at least one week prior to the requested date(s). It should be noted that priority for the use of the atrium is given to the London Islamic School and the London Muslim Mosque. The management reserves the right to cancel reservations to accommodate community functions held by the School or the Mosque. You will be informed at least one week in advance of the cancellation. You will have the option of rescheduling the missed period during another time. All users are required to abide by the rules and regulations pertaining to the use of the facilities. Violation of these rules and regulations may result in cancellation of memberships and/or bookings. The management or the London Muslim Mosque are not liable for any injury, or theft, loss or damage to personal property, sustained by a group or individual while using the facilities. <i>The atrium may not be used for the purposes of solicitation or to run programs for profit unless expressly authorized by the management.</i> The applicant is responsible for any and all damages caused willfully or otherwise, by the applicant or any member of the group. <i>All damages will result in cancellation of the applicant's membership(s) and/or bookings with no refunds.</i> By signing below the applicant accepts all terms and conditions specified on this agreement.</p>			
SIGNATURE OF APPLICANT		DATE	