



Jafaria Islamic Society Ltd

Policy & Procedure

Mosque & Community Centre — Facilities & Operations Policy

94 Research Road, Pooraka — use, bookings, maintenance, access and safety

Version	Status	Adopted	Next review	Owner
1.0	Board-adopted policy (Directors; Trustee oversight)	[date]	[+12 months]	Director (Property/Facilities)

1. Purpose

To govern the safe, respectful, well-maintained and well-controlled use of the community centre and mosque facilities.

2. Scope

All use of the 94 Research Road premises by members, programs, hirers and contractors, and the assets within them.

3. Policy principles

- The premises are used for the Society's religious, educational, welfare and community purposes.
- Facilities are kept clean, safe, accessible and well-maintained.
- Respect for the sanctity of prayer and gathering spaces is maintained at all times.
- Access to the premises and keys is controlled and recorded.

4. Requirements and procedures

Use, bookings and access

- Activities and external bookings are approved in advance, recorded, and subject to conditions of use and any hire fee.
- Keys, alarm and gate codes are issued only to authorised people and recorded in a site-access register; access is recovered when roles end.
- Decorum, gender arrangements and cleanliness/shoe norms are observed; capacity and fire limits respected.

Cleaning and maintenance

- Engage a contracted weekly cleaning service for toilets and amenities, with consumables restocked, and keep a cleaning log.
- Maintain a planned-maintenance schedule; log faults and obtain quotes per the Delegation/Procurement thresholds.
- Maintain grounds via a scheduled contracted service rather than ad-hoc working bees.



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Safety

- Maintain fire safety (exits, signage, extinguishers, lighting) and complete scheduled inspections (see WHS Policy).
- Ensure the premises are left clean, secure and powered-down after each use.

5. Roles and responsibilities

Who	Responsibility
Director (Property/Facilities)	Oversee premises, access register, maintenance and cleaning contracts.
Event coordinators	Leave the premises clean and secure after use; report damage.
All users	Follow conditions of use; report hazards and damage.

6. Records and review

Records made under this policy are kept in the Society's central system and retained per the Records Management & Retention Policy. This policy is reviewed at least every 12 months by the Board of Directors (changes require Trustee approval), and sooner if law, risk or operations change.

7. Related documents

WHS Policy · Events & Programs Policy · Delegation of Authority & Financial Approvals · Risk Management Policy · Safeguarding Policy

8. Adoption

Adopted by resolution of the Board of Directors of Jafaria Islamic Society Ltd, with the oversight of the Board of Trustees.

Resolution / meeting date	Chairperson — sign & name	Secretary — sign & name
[date]		