



## Thornlie Mosque Policy

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## **Policies, Rules, and Regulations**

Thornlie Mosque has been established to serve Australian Islamic College students and the broader Muslim community. The mosque serves not only as a place of worship but also offers opportunities for religious, educational, and Islamic social activities.

All activities are expected to comply with Islamic teaching, and all people visiting or using the Mosque premises are expected to behave in accordance with Islamic teaching and etiquette.

In order to safeguard and protect the Mosque, and in order for activities to be conducted in an orderly and disciplined fashion in accordance with Islamic etiquette, all visitors to and users of the Mosque are expected to observe the following policies, rules, and regulations. These policies, rules, and regulations will be reviewed periodically and amended as necessary.

### **Dress Code / Clothing in the Mosque**

- Men and women are expected to dress modestly according to Islamic teaching.
- Men and women are expected to wear clothes that cover their whole body in a non-revealing way. In addition, women are expected to wear a headscarf.
- Shirts advertising rock bands, messages, etc. should be avoided.

### **Announcements**

- All personal or public announcements shall be made in writing and prior approval from The Mosque Committee and School Management shall be sought and obtained.
- Announcements for Friday prayer must be e-mailed or communicated by other means to The Mosque Committee and School Management by 5pm on Thursday.
- Exceptions may be made after consultation with The Mosque Committee and School Management and prior approval of The Mosque Committee and School Management obtained.

### **Mosque Speaking Policy**

- Individuals or groups wishing to speak or address the congregation must seek and obtain prior permission from The Mosque Committee and School Management. Such requests must be made **at least 3 days in advance**. In addition, these individuals or groups must submit to The Mosque Committee and School Management a detailed plan of any talk, presentation, lecture, etc. they wish to make. Such a plan must be submitted to The Mosque Committee and School Management and receive its approval **at least 3 days prior** to any talk, presentation, lecture, etc. to be delivered.
- The Mosque Committee and School Management reserves the right to not grant its approval.
- The Mosque Committee and School Management reserves the right to interrupt and/or cancel any activity it has approved if in its judgment the activity deviates from the submitted plan; or if the content being delivered is found to be in conflict with THORNIE MOSQUE policies, rules and regulations; or if the content being delivered is judged by The Mosque Committee and School Management not to be in accordance with Islamic teaching or Islamic etiquette.

## **Notice Board Policy**

- Only THORNLIE MOSQUE related news or approved articles/flyers/posters by The Mosque Committee and School Management are allowed on the Mosque notice board.
- No advertising material (flyers, business cards, etc.) shall be placed inside the Mosque or dropped off without prior approval of The Mosque Committee and School Management.

## **Mobile Phones**

- Mobile phones must be turned off during the five daily prayers and Friday / Eid prayers.

## **Young Children**

- Young children are welcome and are encouraged to attend the Mosque. However, they must be under the supervision of their parents /guardians or other authorised adults.
- It is the parents'/guardians' responsibility to keep a close watch over their children, to keep them safe, and to make sure that they do not disturb prayers or activities, or harm themselves.
- THORNLIE MOSQUE shall not be held liable and / or responsible for children left unattended inside or outside on Mosque property.

## **Smoking**

- Smoking is not allowed on the whole Mosque property (inside or outside the Mosque).

## **Mosque Usage**

- The prayer area will only be used in accordance with islamically acceptable norms and practices. No private gatherings or private educational classes will take place therein without prior permission of the School Management.
- For the comfort of users of the prayer hall area, socializing in the hallway must be avoided. People wishing to socialize can do so outside the Mosque.
- There is a separate wudhu/washroom area for brothers and sisters. Please make sure that these premises are used properly (they must be left clean and tidy after usage, light turned off, trash in the designated receptacles, etc.).
- Men and boys must sit when going to the washroom.
- Shoes must be removed and placed in the shoe racks.
- No food or drinks are allowed in the Mosque, inside or outside
- Photography/video recording is not allowed in the Mosque building without prior approval of The Mosque Committee and School Management.
- Only authorized persons are allowed to use the Mosque microphone and sound system.

## **Serving Food**

- Food can only be served in the designated areas in activities that are islamically compliant and for which prior approval has been sought and obtained from The Mosque Committee and School Management.
- All those who serve food and/or organize activities, in which food is served must ensure that all leftover food and items used are removed from the premises, and the area used is cleaned.

## **Cleanliness**

- It is expected that people attending the Mosque activities show proper cleanliness in clothes and bodies.
- Users of the washrooms and wudu (ablution) areas are expected to leave these premises as clean and tidy as possible after use.

## **Parking Policy**

- Parking is only allowed in the designated areas. Vehicles blocking entrances or parked in prohibited areas will be clamped at owners' expense, payable to the school.
- Remember to park appropriately and not to block anyone especially at Friday prayer, Taraweeh and Eid prayers etc.
- No overnight parking is allowed without prior approval of The Mosque Committee and School Management. In addition, THORNIE MOSQUE will not be responsible for vehicles left overnight in its parking lot.
- Vehicles left overnight in the Mosque parking lot without prior approval of The Mosque Committee and School Management will be clamped at owners' expense.
- Do not park in the neighbours' driveway, or block their driveways.
- THORNIE MOSQUE assumes no liability arising from damage sustained by vehicles in the Mosque parking lot, nor will it be responsible for vehicles and their contents.

## **Charity / Donations**

- All public donations or collections must receive prior approval of The Mosque Committee and School Management, and funds donated or collected shall be channeled through the school.
- Donations to the Mosque Fund will go towards meeting Mosque expenses.

## **Mosque Overnight Stay Policy**

- The Mosque will be closed after Isha Prayer and no one is allowed to stay overnight inside the Mosque.

## **Books and Literature**

- THORNIE MOSQUE will establish guidelines as to the selection of books and literature that are to be placed in the Mosque.
- Prior approval of The Mosque Committee and School Management must be obtained before books and/or literature are placed in the Mosque.
- No books and/or literature shall be distributed or posted in the Mosque before prior approval of The Mosque Committee and School Management is sought and obtained.

## **Quranic and Islamic Teachings and Halaqas (Study Circles)**

- Quranic and Islamic teachings, and halaqas (study circles) are encouraged. However, brothers and sisters wishing to establish such activities must seek and obtain prior approval of The Mosque Committee and School Management.

Implementation date: [February 2018]

Approved by: [Executive Principal]

Next review: [February 2019]