



Madina Mosque, 27 William Henry Street, Preston, PR1 4XH, TEL: 01772 798847  
[www.madinamasjid.net](http://www.madinamasjid.net) Email: [info@madinamasjid.net](mailto:info@madinamasjid.net)

Please complete this form and send it to us via post or email.

NAME OF SCHOOL:

ADDRESS:

TELEPHONE NO:  EMAIL:

TEACHER IN CHARGE:

DATE/TIME OF VISIT (please confirm availability by phone before sending in form):

DATE:  TIME:

NO. OF CLASSES:  YEAR GRPS AND KEY STAGES

NO. OF PUPILS:  NO. OF ADULTS:

TIME OF ARRIVAL:  TIME OF DEPARTURE:

PLEASE INDICATE WHAT YOUR VISIT AIMS TO COVER:

RELIGION:  HISTORY:  ART:

HERITAGE/TOURISM:  OTHER:

EDUCATIONAL SPECIAL NEEDS AND/OR FACILITIES REQUIRED:  Yes / No

If Yes, Please Specify

Please note that this form is only for initial booking enquiry, confirmation of your visits depends on the availability of the mosque at the dates and times you are requesting for. We shall contact you to confirm your planned visit once we have received this form. For further information, please read our visitors' guide or ring us on 07974694606.

NAME:

JOB TITLE:

SIGNATURE:



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## **ADMISSIONS POLICY**

Visits to Madina Mosque must be booked in advance, preferably 2 weeks before the anticipated date. The teacher or leader in charge of the group must complete and sign the form. We cannot accept forms completed by coach or tour operators, guides or other third parties offering their services.

Please note that we may ask you to supply proof of status and of the educational work that you will be doing on site. All visitors must comply with the dress code and etiquette for visiting Madina Mosque.

### **How to make a booking**

Please complete all sections of the form in BLOCK CAPITALS. You may photocopy the form if you are making more than one booking.

Please photocopy the form and retain for reference with these guidelines. Post the completed form at least 2 weeks before you wish to visit.

At busier times (during Ramadan & Fridays) we recommend that you enquire about available times and dates before sending in your form. We can tell you whether the date and time you want is free at the time of your call, but please note that a fully completed form must be sent before any booking can be confirmed.

It is extremely important that your group arrives on time for the sake of other visitors and staff. If you are unavoidably delayed please contact Madina Mosque immediately. In case of an emergency it is possible that the Mosque may have to close at short notice for public safety.

### **Additional Information**

For detailed information on opening hours, location, access and facilities please contact us or visit our web-site at [www.madinamasjid.net](http://www.madinamasjid.net). If you have specific needs for members of your group please check this when making your booking.



## **Risk Assessments And Health And Safety**

Please remember that you are responsible for doing your own risk assessment. If you make a preparatory visit our staff or committee member will advise you of any important points to look out for. Please do not ask our staff or any committee member to check or sign any sections of your risk assessment form as they do not have any responsibility to do so.

We require you to have at least one adult to every six children in a group containing pupils of school Years One to Three. The ratio must be at least 1 to 10 for four to sixteen years olds.

Group leaders must take responsibility for their group and supervise their pupils or students during the visit. Remember that whilst every effort has been made by Madina Mosque to protect visitors from unsuspected hazards it is not possible to make a historic property as safe as a modern building. Teachers must stress this to pupils or students before the visit, and must ensure that they are closely supervised at all times while on site. As part of risk assessment, group leaders should check with their Local Education Authority or employer about their own insurance and health and safety requirements.

## **Dress Code and Etiquette for visiting Madina Mosque**

Modesty, cleanliness and purity are the basic tenets on which one's appearance are based for presenting oneself before Allah. Based on these the following aspects need to be kept in mind while visiting Madina Mosque, be it for prayer or for simple observation or for lessons.

1. All parts of the arms and legs should be modestly covered.
2. It is not permissible to wear only singlets, vests or shorts when visiting the mosque.
3. Women and girls should wear modest length skirts or trousers.
4. When entering the mosque chambers or halls, women should cover their hair and head with a scarf.
5. All would need to take their shoes off when entering the prayer halls or chambers.
6. Please speak softly whilst inside the mosque chambers or prayer halls.
7. When seated or standing within the mosque chambers or prayer halls, please maintain a deferential posture.
8. If there are copies of the Quran in Arabic, do not touch them without Wudu or ablution.
9. At any time you should not have on your possession any alcoholic beverage or food containing pork or pork-related substance.
10. Dogs are strictly not allowed within the precincts of the mosque.
11. Definitely switch off your mobile phones, beepers, pagers or any other such device which would cause distraction.

Remember that at all times, while one is in the presence of Allah in the mosque, one should behave respectfully.