

Islamic Society of Kingston (ISK)

Non-Overnight Stay Policy

1. Purpose

The purpose of this policy is to clearly outline the Islamic Society of Kingston's (ISK) position regarding overnight stays on ISK property, including the masjid, community hall, classrooms, and any associated buildings. This policy ensures alignment with health and safety standards, insurance conditions, and legal obligations.

2. Policy Statement

No overnight stays are permitted on ISK property under any circumstances unless explicitly authorized in writing by the ISK Executive Committee for **exceptional cases only** (e.g., sanctioned youth qiyams with adult supervision, during Eid prayer nights, Itikaaf during Ramadan with total number of occupants being determined by the ISK based on overall availability of space, or emergency weather events).

3. Scope

This policy applies to:

- All community members
 - Visitors
 - Students and volunteers
 - Staff and contractors
 - Youth group activities
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4. Rationale and Liability Considerations

The prohibition of overnight stays is based on the following key concerns:

a. Insurance Limitations

ISK's facility liability and property insurance does not cover risks associated with overnight occupancy or unsupervised use outside designated operating hours. Unauthorized overnight stays may invalidate coverage in the event of an incident.

b. Health and Safety Compliance

Overnight occupancy without proper accommodations (e.g., sleeping areas, fire suppression systems, and egress planning) **violates fire codes and municipal safety regulations** under the **Ontario Fire Code** and **City of Kingston bylaws**.

c. Duty of Care and Supervision

ISK cannot guarantee appropriate adult supervision, medical emergency readiness, or personal safety standards required for overnight use. In the absence of such safeguards, **ISK may be held legally liable** for any harm, injury, or incident occurring on the premises.

d. Property and Security Risks

Overnight stays increase the risk of unauthorized access, theft, damage to facilities, and improper use of building systems (e.g., kitchen, HVAC, fire alarms).

5. Authorized Exceptions

In the rare event that an overnight program is proposed, it must:

- Be formally submitted at least **30 days in advance** for Executive Committee approval
 - Include a detailed schedule, supervision plan, and emergency protocol
 - Comply with fire safety and occupancy laws
 - Receive **explicit written authorization**
 - Be covered by an **insurance rider** or documented **risk waiver**
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6. Enforcement

Any individual or group found to have violated this policy may face:

- Immediate removal from the premises
 - Suspension of facility access privileges
 - Potential reporting to local authorities (if required)
 - Personal liability for damages or incidents
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7. Acknowledgement

All users of ISK facilities will be required to acknowledge understanding of this policy through centre and mosque use agreement forms.

Contact Information:

For inquiries or to submit documentation, please contact:

Email: centre@kingstonmuslims.ca or social@kingstonmuslims.ca

Approved by the ISK Executives on: July 7th, 2025

Effective Date: July 7th 2025

Review Cycle: Annual or as required by law or insurance updates