## Al Manaar, the Muslim Cultural Heritage Centre

E'etikaf Registration Form Ramadan 1436 (June-July 2015)

These guidelines are necessary for Health and Safety considerations. Please complete in full and read all guidelines before signing.

هذه البيانت مطلوبة لاعتبارات الصحة والسلامة وحالات الطورائ، فيرجى ملئ كل البيانات، والإطلاع على كل التوجيهات قبل التوقيع

| Full Name, Age and Date of Birth:              |                             |                 | الإسم كاملا:                       |
|--|-----------------------------|-----------------|------------------------------------|
| dehcatta DI fo ypoC                            |                             |                 |                                    |
| Permanent Home Address:                        |                             | العنوان:        |                                    |
| Tel. No:                                       | Next of kin contact number: | هاتف أقرب قريب: | رقم الهاتف:                        |
| Did you make Eetikaf at this Centre before? Ye | s / No                      | نعم / لا        | هل سبق لك أن اعتكفت في هذا المركز؟ |

## Rules relating to Eetikaf Programme at the Centre

- 1. The Centre will appoint an Amir from amongst the Mu'atakifeen who will act as the point of contact with the Centre's management team.
- 2. E'etikaf is for adult brothers (18 years and over) only. Regrettably, there are no E'etikaf facilities available for sisters. No children (under 18 years) either of the Mu'atakif or of others are allowed in the E'etikaf Programme in general or the Sleeping Room, *at any time*.
- 3. The maximum number that can be accommodated for E'etikaf is 15 brothers.
- 4. There are no fire drills scheduled during these 10 days. If the fire alarm is heard please leave the building in accordance with the published fire action plan. Please familiarise yourself with the fire action plan.
- 5. Mu'atakifeen are to spend the maximum time in the Prayer Halls for Dhikr and Quran recitation.
- 6. Sleeping should be *only* in the designated Sleeping Room.
- 7. There should be no sleeping or eating in the Prayer Halls.
- 8. Mu'atakifeen are expected to provide their own bedding and food. Please note that Al Manaar provides Iftar free of charge for the community throughout Ramadan and Suhur free of charge during the last 10 days.
- 9. There are no storage facilities for personal belongings and it is strongly recommended that each Mu'atakif brings only absolutely necessary items of clothing and items relating to personal hygiene and to avoid bringing equipment. The Centre does not accept responsibility for any loss or theft of personal property.
- 10. The sleeping room is to be cleared between from Asr prayer to End of Taraweeh prayers daily.
- 11. On Friday, the Sleeping Room is to be cleared from 12 noon until after Jumo'ah Prayer.
- 12. Food and drink is to be consumed in the atrium only and not inside the Sleeping Room.
- 13. The Centre doors will close at 12 midnight each night, no access is allowed after this time till just before Fajr.

توجيهات للمعتكف (يرجى الاطلاع على التوجيهات في صورتها الكاملة باللغة الانجليزية، وطلب المساعدة في ترجمتها إن لزم الأمر):

- الاعتكاف يبدأ مع غروب شمس يوم 20 رمضان.
- نعتذر للأخوات حيث لا توجد مرافق مناسبة لاعتكافهن،
  ولايسمح للأطفال مرافقة آبائهم في الاعتكاف.
- نهيب بالاخوة قضاء جل وقتهم في المسجد للذكر، وقراءة وتدبر كلام الله، ولكن لا يُسمح بالنوم أو الأكل داخل المسجد،
- النوم في القاعة المخصصة لذلك ، علما بضرورة إخلاء قاعة النوم من وقت صلاة العصر إلى الانتهاء من صلاة التراويح، وكذلك وقت صلاة الجمعة.
  - تناول وجبات الطعام في المكان المخصص لذلك وبإشراف الأخ المكلف، ولا يسمح بالأكل أو الشرب في قاعة النوم أو في المسجد، أو في بقية مرافق المركز.
- أبواب المركز تقفل على الساعة الثانية عشرة والنصف ليلا، ولا يسمح بالدخول بعد ذلك، الى حين قبيل صلاة الفجر.
- يرجى الإلتزام بالهدوء وعدم إزعاج المعتكفين، والإمتناع عن

- 14. Mu'atakifeen are required to abide by the Centre's Health and Safety Rules and maintain quietness at all times to enable other Mu'atakifeen to concentrate on E'etikaf.
- 15. The use of mobile phones for telephone calls, texting or the internet, recorders or similar gadgets is not permitted in the Sleeping Room.
- 16. Using alarm clocks in a mobile phone is permitted.
- 17. No fund raising is allowed by the Muatafkifeen any one breaking the rules of the centre will be asked to leave

There is a <u>non returnable</u> contribution of £25 (for those who are working) and £5 (for those who are on benefits) required in order to secure a place on the Programme. This supports the cost of administration, utilities costs and cleaning relating specifically to the E'etikaf programme. It does not cover the cost of food and drink. This application forms will be available from 6th Ramadan) from the Liaison Team at Reception, from the website or from <a href="mailto:info@mchc.org.uk">info@mchc.org.uk</a>. There is no deadline for receiving applications. A decision on applications received by 12 Ramadan will be made on that date. You may like to know however that, in the past, some places have been awarded at the last minute and during the 10 days itself so it is worth registering even at a later stage and putting your name a waiting list.

There are 15 places on the programme and these places will be awarded on the basis of the following criteria(and **not** "first come, first served"), in order of priority:

- (a) Firstly, at least two places will be reserved for applicants (if any) who have given outstanding service to the Centre during the year leading up to Ramadan.
- (b) Secondly, at least five places will be reserved for those applicants who have not done E'etikaf before; and/or
- (c) Thirdly, at least ten places will be reserved for those applicants who are locally based, defined as a permanent home address with a postcode within 2 miles of the Centre as measured by "Google Maps";

If there are more applicants than places, selection will be made by Quora' (a randomized selection process). The Centre's decisions are final and not the subject of any appeal.

Places are awarded to the applicant and are not transferrable to family or friends.

- قاعة النوم المخصصة لا تتسع لأكثر من 15 معتكفا، ولذلك نعتذر مقدما إذا لم نتمكن من تلبية طلب الاعتكاف لكل الراغبين في ذلك.
  - لايسمح بجمع تبرعات من قبل المعتكفين لصالح أية جهة
  - أي إخلال بهذه اللوائح والشروط قد يتسبب في الاستبعاد
    وطلب المغادرة.

| I have read and accepted the above rules.                   | لقد قرأت التوجيهات أعلاه وقبلت بها، |
|---|-------------------------------------|
| Signature   | النى قيع:                           |
| For further information, please contact info@mchc.org.uk or | للمزيد من المعلومات يرجى الإتصال بـ |
| Reception between 12 noon and 6pm                           | منسق برنامج الاعتكاف،               |