



Guided Tour Request Form

Palmers Green Mosque
Muslim Community & Education Centre

Registered Charity No. 119540

Questions about this form?

Please call 020 8920 3990 (4pm – 9pm)

or email enquiries@mcec.org.uk

Email or return signed & completed form to:

MCEC, 30 Oakthorpe Road, Palmers Green, London N13 5JL

General Information

The MCEC, Palmers Green Mosque, is both a community centre and a Mosque. The Mosque is open to worshippers for the 5 daily prayers. Visitors are welcome anytime when the Centre is open but, it is recommended that an appointment is arranged to avoid conflict with prayers, other visitors, site maintenance work or disappointment by finding no one to assist.

MCEC is happy to receive school visits as Islam is part of a World Religion taught in schools within the National Religious Curriculum. The school visits present an opportunity for children and teachers to widen the knowledge, experience and promote integration and cohesion by understanding the many aspects of Islam.

Guided tours are 1½ hours in duration for schools and will be given between the hours of 10:00am to 11:30am, and can only be arranged by prior appointment. The tour begins with an Islamic awareness and world Mosques presentation, followed by visit to the Mosque prayer hall and a "Question & Answer" session. Schools may bring their own work sheet of questions for their students to go through with our guide.

Applicant Details

NAME OF SCHOOL / ORGANISATION

ADDRESS

POST CODE

CONTACT PERSON NAME

TELEPHONE

EMAIL

MOBILE

Visit Details

PURPOSE OF VISIT (please provide as much information as possible)

We will endeavour to accommodate your first choice, however please provide an alternate date should your first choice not be available.

1st CHOICE VISIT DATE

2nd CHOICE VISIT DATE

NO. OF STUDENTS/VISITORS

NO. OF CLASSES

YEAR GROUP

NO. OF ADULT SUPERVISORS

SUPERVISOR'S NAME

SPECIAL REQUIREMENTS (if any)

Guidelines

When visiting the Muslim Community and Education Centre, especially the Mosque prayer hall areas, please note the following guidelines:-

Dress Code: It is important that both men and women MUST be dressed modestly and have their legs covered. Minimum cover must be below the knees. It is further advised that women and girls must cover their head with headscarves when entering the Mosque prayer hall.

Conduct: Please refrain from talking loudly within the Mosque prayer halls. To maintain the spiritual atmosphere please observe silence during prayer times. Abusive language will not be tolerated.

Shoes: All visitors MUST remove their shoes before entering the Mosque prayer hall area. Shoe racks are provided.

Disabled: A wheelchair is available; please ask staff for assistance to use wheelchair or lift for visitors.

Smoking: No smoking on the premises. Please dispose of cigarettes prior to entering the MCEC gates.

Mobile Phones: Please switch off / silence all mobile phones prior to entering the premises.

Photography & Video: Photography & video (including mobile phones) inside the building is strictly prohibited unless prearranged.

Food & Drink: No food or drinks are allowed inside the Mosque prayer halls. Please discard any chewing gum in bins provided before entering.

Parking: Car parking is available at the owner's own risk. MCEC will not accept any responsibility for any loss or damage.

Security: For the safety of all visitors, various security measures are in place. Visitors are advised not to leave any bags or valuables within the premises. MCEC will not accept any responsibility for any loss or damage.

Donations: MCEC do not charge for arranged visits however, visitors can make a donation for the centres' maintenance and upkeep. Cheque should be made payable to 'Muslim Community and Education Centre' or 'MCEC'.

MCEC is a charity supported by the local Muslim community and volunteers carry out the majority of day-to-day duties. We value respect, for all races, nationalities and cultures, most highly. The MCEC Board of Trustees reserves the right to refuse admission to those who are not following the guidelines and to those who are inappropriately dressed or use abusive language.

Agreement

PRINT NAME

SIGNATURE

DATE

