BOOKING THE CHAPLAINCY FOR YOUR EVENT

At the heart of central campus, the Chaplaincy is a vibrant space for all members of the University community. You can come here for meetings, to relax or study together, to enjoy light refreshments, or to spend time in public worship or quiet thought. It’s a popular gathering place that welcomes students and staff of all faiths and of none.

There are regular services for all Christian denominations and congregational prayers for Muslims at all five daily prayer times. Christian, Jewish, Muslim, Hindu, Sikh and Buddhist groups meet regularly for prayer, scriptural text study, discussion and social events.

The Chaplaincy is first and foremost a religious and spiritual place which is consecrated for prayer and Bible study, activities which are encouraged. Other bookings will be considered if they are in keeping with this and do not detract from this spiritual ambience. With this in mind, social functions and other events may take place in the main Chaplaincy octagonal space. Please note that the foyer and the library and study areas are not available to book, as these areas are general spaces for students and staff to use and should not be ‘taken over’ by any event in the Chaplaincy. Bookings are subject to agreement on timing, noise and cleaning. The chaplains strongly discourage excessive alcohol consumption in the Chaplaincy; smoking, vaping and chewing gum are not allowed at all. The aim of these notes is to provide you with the information you will need, together with an outline of your responsibilities in holding an event in the Chaplaincy. Please read these notes carefully prior to your event and contact the Chaplaincy Office if you have any questions.

The Chapel is designed for Christian prayers, worship and meditation. It is not a meeting room for use by groups, and neither food nor drink may be consumed in the Chapel.

All bookings are confirmed on the understanding that occasionally the chaplains may need to cancel events due to unforeseen circumstances. In such cases as much notice as possible will be given.

Please note that the Chaplaincy does not accept booking requests for Sundays during term time, or for food events or music practice at any time, unless these are being held by university faith societies.

A completed Chaplaincy booking request form – together with an external speaker form, if applicable – must be submitted to the Chaplaincy Office by the student or member of staff requesting the booking at least one week before the date of the planned event. The event should be advertised or promoted until you have received confirmation of your booking. Bookings are confirmed on the understanding that students have met all relevant Student Union requirements.

The Chaplaincy is open from 7.30 am to 10.30 pm. Students and staff will need to use their access cards outside of the following hours in university term time: Monday to Friday 9.00 am to 5.00 pm and Sunday 10.00 am to 4.00 pm. The Muslim Chaplaincy is open 24 hours a day all year round and student or staff cards are required for access at all times.
Tables and chairs
There are seven foldable tables for use in the Chaplaincy: four can be found on the wall at the top of the octagonal area steps and three are on the wall behind the altar. Cushions are available for use and there are 38 stackable blue chairs. No items should be removed from the library area. **If you will be using further tables and/or chairs please state where you will be bringing these from on your booking form.**

Kitchen
If the kitchen facilities are required for your event this must be stated on the booking form and agreement granted. Otherwise you will not be permitted to use the kitchen for your event. You will need to bring tea towels, cutlery and crockery with you.

**Note:** in accordance with health and safety regulations food must be brought in or ordered by event organisers, as the Chaplaincy kitchen is not large enough for full-scale event catering.

Projector
If you would like to use the projector for your event please indicate this on your booking form.

Deposit
A deposit cheque for £25.00 per booking, made payable to the UoW Anglican / Free Church Chaplaincy, is required where an event involves food or other substances that may leave a mess, such as art and craft materials. Deposit cheques are not cashed and will be returned after the event if the premises are left clean and tidy.

Where an event is being held during the day please ensure noise is kept to a minimum, to avoid disturbing staff working in the vicinity. Please also check the times of activities in the Chapel (shown on the Chapel door) and Muslim congregational prayers (shown on the digital screens inside the brothers’ entrance to the Muslim Chaplaincy) to enable you to ensure noise levels are moderated during these times.

**Note:** the Chaplaincy altar and piano must not be moved from their positions, nor anything placed on them, even if they are covered and not being used at the time.

Fundraising
There is provision for a limited number of fundraising events to take place in the Chaplaincy. Any student or student group planning to hold a fundraising event must seek guidance from the Student Union Charity Collections Assistance Panel Chair prior to making a booking, and must adhere to the relevant guidelines, which can be found at [https://www.warwicksu.com/execresources/charitycollections/fundraisingtips/](https://www.warwicksu.com/execresources/charitycollections/fundraisingtips/).

Fire and safety
Fire is always a danger. Therefore, in organising your event you must comply with the following.

1. Gangways, thoroughfares, emergency exits, other exits and corridors should not be obstructed in any way. All attendees must be shown the locations of the fire exits.
2. Emergency lighting and signs must not be covered, interfered with or moved.
3. Paraffin, oil, candles or any form of naked light must not be used.
4. Decorations made of inflammable materials must not be used.
5. All possible precautions should be taken to prevent fire, to avoid it spreading if it does occur, and to reduce panic among attendees.
6. If a fire breaks out, no matter how small it may be, the alarm system must be activated and the building evacuated.
7. The maximum capacity of the octagonal area is 150. This is the upper limit for any event booking.
Security
Organiser(s) must ensure that order is maintained throughout their event. They must also comply with the following.

1. Be present at all times and be answerable to any authority, such as Chaplaincy staff, Security and the emergency services.
2. Agree to accept full financial responsibility for any additional cleaning, or for damage to or loss from University property, which may arise from the use of the Chaplaincy for the event.
3. Ensure that the event ends by 10.00 pm so that tidying up can be completed by 10.30 pm, when Security will lock the building.
4. Ensure that the area used (including the kitchen) is cleaned and tidied immediately after the event ends. Chairs and tables should be returned to their original positions and the kitchen should be left free of clutter. Please ensure that all appliances are switched off, with the exception of the fridge-freezer, the microwave, the water boiler and the cooker.
5. Ensure that the food safety guidelines displayed in the kitchen areas are followed.
6. If you no longer require your booking please let the Chaplaincy Office know as soon as possible. Each booking is specific to the individual or group who made it and cannot be transferred to anyone else or ‘sub-let’.
7. Ensure that no Chaplaincy property is removed from the building.
8. All rubbish must be taken away after the event. There are blue bins behind the Le Gusta restaurant.
9. You will find a vacuum cleaner at the top of the step in the octagonal space. Please use this after your event.

Infringement of any of these conditions may result in permission not being granted for future events to be held in the Chaplaincy, and could possibly lead to disciplinary action.

If you have any queries do contact the Chaplaincy Office on 02476 523519 (internal: 23519) or at chaplaincy@warwick.ac.uk.

Data protection
This data protection statement refers to the data held in electronic or hard-copy form by the Chaplaincy. If you have a query regarding the data we hold please contact the Chaplaincy Office.

All data are held securely by the Chaplaincy and will be treated confidentially and appropriately in the ongoing business of the University. Data for University use will not be disclosed to external organisations other than those acting as agents for the University, including HESA and trade union bodies. Data may be used for a range of activities including analysis of the use of the Chaplaincy facilities. Under the terms of the 1998 Data Protection Act you have the right to object to the use of your data for any of the above purposes. Data held by the Chaplaincy are also subject to the central University Data Protection Policy.
I have read and understand the booking conditions given on the Chaplaincy booking information sheet and agree to abide by the letter and the spirit of them. In signing this form I accept responsibility for ensuring that any materials used meet copyright requirements.

**Note:** All individuals responsible for the booking must sign this form. They may be held individually or collectively responsible for any consequences of their event.

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Signature(s)</th>
<th>Student or staff number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact address</td>
<td>Warwick e-mail address and contact phone number</td>
<td></td>
</tr>
<tr>
<td>Date(s) of event</td>
<td>Start and finish time</td>
<td></td>
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<tr>
<td>Name of society or group organising the event</td>
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<tr>
<td>Name and purpose of event (If the event is a play or concert please give an outline of the content)</td>
<td>Approximate number of people expected to attend</td>
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<tr>
<td>How will the event be advertised? Please give details of any web or social media addresses to be used.</td>
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**Is access to the kitchen facilities required?**

Yes / No

**Notes:**
- If you do not request use of the kitchen at the time of booking it may not be available for your event.
- We do not give events exclusive use of the kitchen over the lunchtime period.
- If you would like to use the Chaplaincy's crockery please request a key to the cupboard when you make the booking.

**Will the event involve food?**

Yes / No

**Note:**
It is a University requirement that all food served at events must be consumed on the same premises and not taken away to other parts of the University. This applies regardless of whether food is sold or served free of charge.

**If you will be serving food provided by an external supplier, have you obtained permission from the Students' Union?**

Yes / No / N/A

Please give the name of the supplier.
Have you attached a deposit cheque for £25.00?  

**Yes** /  **No**

**Note:**
This is required only if the kitchen facilities are to be used, or if food will be served, or if art and craft materials are to be used at the event. Cheques should be made payable to the UoW Anglican / Free Church Chaplaincy.

If this is a fundraising event, have you referred to and followed the Students’ Union Charity Collections Assistance Panel guidelines?  

**Yes** /  **No** /  **N/A**

Will there be a charge or entry fee for the event?  

**Yes** /  **No**

If so, we ask that a donation be made to help us cover the cost of cleaning, maintaining and running the Chaplaincy. Will you be making a donation?  

**Yes** /  **No** /  **N/A**

Will you be using extra tables and/or chairs?  

**Yes** /  **No**

If so, where will you be bringing these from?

Will there be an external speaker at your event?  

**Yes** /  **No**

If so, you must follow University procedures for inviting external speakers and complete the request form at [http://www2.warwick.ac.uk/services/centraltimetabling/usefullinks/externalspeakerform](http://www2.warwick.ac.uk/services/centraltimetabling/usefullinks/externalspeakerform). A copy of the permission granted must be attached to this form. We cannot accept bookings without this permission.

Is a copy of this permission attached?  

**Yes** /  **No** /  **N/A**

Please use this space to provide any other information you feel is relevant to your booking.

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For Chaplaincy use:

Approved by:  

Date: