CHAPLAINCY

Multi Faith Prayer Room at Westwood

CONDITIONS FOR ALL BOOKINGS IN THE MULTI FAITH PRAYER ROOM

This Multi Faith Prayer Room is a place that has been set aside for students and staff for quiet reflection, prayer and meditation. It is not a space for any one faith community to dominate but rather a place for people of all faiths and none to share. This room forms part of the Chaplaincy, central campus.

The primary purpose of the Chaplaincy is to support the spiritual well being of staff and students. The Chaplaincy is first and foremost a religious and spiritual place which is consecrated for prayer and bible study and these activities are encouraged.

Group bookings are considered for the Multi Faith Prayer room if they are in keeping with the above, do not detract from the spiritual ambience and are requested in advance through the Chaplaincy Office who ensure that group bookings do not take over the room.

Groups may not use this room to meet without the prior agreement of the Chaplaincy office.

The Multi Faith Prayer Room is a Holy place for many; please do not use it as a place to eat, work or chat.

Feel free to move the furniture as desired but please return everything to its’ original position after use.

Please take away everything that you bring into the room, the room is not to be used for storage for individuals / groups.

All bookings are confirmed on the understanding that occasionally, the Chaplains will need to cancel events due to unforeseen circumstances which arise and they will give as much notice as is possible in these circumstances.

A Chaplaincy Booking Request Form for the MFPR at Westwood must be completed and submitted to the Chaplaincy office, which is situated in the Chaplaincy building, Central Campus in sufficient time before the date of the intended event. No event should be advertised / promoted until you have received confirmation of your booking from the Chaplaincy Office.

For bookings during the day, please ensure that the noise level is kept to a minimum so as not to disturb staff working in the locality.
FIRE AND SAFETY

There is always a danger of fire, THEREFORE, YOU MUST ENSURE THAT:-

1. Gangways, thoroughfares, exits, emergency exits and corridors are not obstructed in any way. Attendees to any event must be informed of where fire exits are.

2. Emergency lighting and signs must not be covered or interfered with.

3. Paraffin, oil, candles or any naked lights must not be used.

4. Inflammable materials must not be used for decorations.

5. All precautions must be taken to prevent fire, its spread, panic, etc.

6. If a fire occurs, no matter how small, the alarm system must be activated and the building evacuated.

7. The Chaplaincy and Multi Faith Prayer Rooms are a no smoking and chewing gum free zones.

SECURITY

The Organiser(s) must ensure good order throughout the booking, and MUST ALSO:-

1. Be present at all times, and answerable to any authority – Chaplains, Security, Staff, Police, Fire Brigade, etc.

2. Agree to accept full financial responsibility for any additional cleaning, damage to or loss of University property arising from or in connection with the use of the Chaplaincy during the function/event.

3. Each booking is specific to the individual / group that made it and bookings can not be “passed on” or sub let. If a booking is no longer required, the Chaplaincy Office should be informed as soon as is possible

4. Ensure that none of the Chaplaincy’s property is removed from the Multi Faith Prayer Room.

Infringement of any of these conditions can lead to permission for further functions/events being refused, and to disciplinary action being taken.

For any queries / clarification, please contact Angela Ward, Chaplaincy Co-ordinator in the Chaplaincy Office on 024 7652 3519 or email chaplaincy@warwick.ac.uk

Data Protection - This data protection statement refers to the paper and electronic data held by the Chaplaincy. If you have a query regarding the data we hold please contact the Chaplaincy Office. Your data is securely held in the University's Chaplaincy and will be treated confidentially and appropriately in carrying out the ongoing business of the University. The data is for the use of the University and will not be disclosed to external organisations, other than those acting as agents for the University including HESA and Trade Unions bodies. Data will be used for a full 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 is also subject to the central University Data Protection Policy.

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Chaplaincy/chaplaincy booking docs / chap booking form Westwood V.3 AW Jan 2017
I HAVE READ AND UNDERSTOOD THESE CONDITIONS/ REGULATIONS, AND AGREE TO ABIDE BY THE LETTER AND SPIRIT OF THEM. Please note that all persons responsible for the booking must sign this form and they may be held individually or collectively responsible for their event.

**NAME**…………………………….. Signature ………………………Staff / student ID No: …………..

**CONTACT ADDRESS, INCLUDING TELEPHONE NUMBER & WARWICK EMAIL ADDRESS**:–

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**DATE AND TIME OF BOOKING REQUIRED**:–………………………………………………………

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**NAME OF GROUP /ORGANISATION**:–……………………………………………………………………

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**PURPOSE FOR BOOKING THE CHAPLAINCY**:–…………………………………………………………

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**APPROXIMATE NUMBER EXPECTED**:– ………………………………………………………………………

For Chaplaincy use:

**APPROVED BY**……………………………..**DATE**…………………..

**COMMENTS / NOTES**: