



Guidance on the use of the Faith and Belief Centre

1 Introduction

This guidance is to help support a safe, inclusive and diverse campus by ensuring the smooth running of the Faith & Belief Centre. The Centre is a shared use facility for the purpose of faith or belief activities which support the spiritual wellbeing of members of the University community, for example prayer, worship, discussions, celebrations and reflective space. The Centre is also the home of the University's Chaplaincy Team, which is primarily available to meet the spiritual and religious needs of members of the University. The following persons are deemed to be members of the University:

- Registered students
- Graduates including honorary graduates
- Full-time, part-time and honorary staff
- Members of Court
- Such other person as defined by Ordinance

The Chaplaincy is served by a team of voluntary chaplains representing various faiths and beliefs. The Chaplaincy comes directly under the authority of the Chair of the Chaplaincy Committee, the Director of Student Experience.

The Chaplains ensure fair and equal opportunities for all users of the Faith and Belief Centre. Administrative support is provided by the University's Student Services.

2 Use of the Faith & Belief Centre

The day-to-day management of the Faith and Belief Centre is the responsibility of the Student Wellbeing Adviser, within the Students Services team.

The Centre is part of the University and not a public place of worship. Usage of the building is therefore limited to members of the University and their authorised guests.

All users of the Faith and Belief Centre must abide by all relevant University Policies, regulations and codes of practice.

3 Booking Policy

Rooms at the Faith and Belief Centre may be booked by the following University groups in descending order of priority:

- Chaplaincy committee
- Chaplains

- Societies of Chaplaincy Committee
- University departments
- Student Societies
- Individual members of the University or their families for an occasional event such as a wedding or a memorial service
- Other University groups (e.g. choir) and individual members of the University

If there is question as to whether a requested booking is consistent with the ethos and purpose of the Centre, this will in the first instance be referred to the Chaplaincy Committee.

The University will undertake regular monitoring to ensure that users are adhering to the published Terms and Conditions for the Centre (see below). Groups who contravene any of the rules as set out in the Terms and Conditions may have their usage of the Centre restricted or forfeited. This is at the discretion of the Chaplaincy Committee with the right of appeal to the Vice Principal & Pro Vice Chancellor Learning and Student Experience.

The Faith and Belief Centre comprises of the following rooms:

Room	Bookable	Max Capacity
Worship Room 1	Yes	70
Worship Room 2	Yes	10
Worship Room 3	Yes	50
Kitchen	Within worship room 3	
Office	No	6

The Faith and Belief Centre is normally open:

- Monday-Thursday 8.00am – 9.00pm
- Friday 8.00am – 8.00pm
- Saturday and Sunday 9.00am – 6.00pm

All users must vacate the premises 15 minutes before closing time

4 Terms and Conditions of use of the Faith and Belief Centre

Definition

- The purpose of the Faith and Belief Centre is to support the spiritual wellbeing of students, staff and University users
- The Faith and Belief Centre is a shared use facility, intended for the use of members of the University only
The rooms maybe booked for an activity which respects and is compatible with the space's primary purpose

Use of the Faith and Belief Centre

- The Faith and Belief Centre is for the purpose of faith (or belief) based activities
- Each Group must respect all others in line with the University's commitment to equality and diversity, and activities should not interfere with, or hinder, the activities of another Group using the building (e.g. noise level, tidiness etc.)

- Any issues must be reported to faith@gcu.ac.uk or directly to the Security Office
- All materials intended for display on the notice boards must be handed into the Campus Life Desk, George Moore Building in the first instance
- Materials must not be affixed or stuck to the walls
- Furniture may be re-arranged, but should be returned to its correct position at the end of any Group meeting or activity
- All litter must be placed in the appropriate bins and surfaces kept clear and tidy (basic cleaning equipment may be found in the kitchen)

Bookings and cancellations

- Rooms must be booked through the University, email faith@gcu.ac.uk and are subject to availability. A minimum of 15 working days' notice must be given where external speakers will be in attendance and 10 working days' when catering is required. For standard bookings, 5 working days' notice must be given.
- Room bookings must be made in compliance with University Health & Safety regulations and in accordance with the room facilities and capacity
- There must be a named person in charge of the event, who is present throughout the event
- The Student Wellbeing Adviser must be informed of any cancellations and a minimum of 24 hours should be given
- The Student Wellbeing Adviser has the right to cancel bookings and, where this may be necessary, as much notice as possible will be given

Purpose of Hire

- The room/s must only be used for the purpose named on the booking form. Any change of purpose must be approved by the Student Wellbeing Adviser in advance
- Any groups which belong to, identify with, are supported by or connected with any organisation which may be considered or judged to be inappropriate, will not be permitted to use any of the facilities
- Other restrictions may be imposed at the discretion of the Chaplaincy Committee or the Student Wellbeing Adviser, with a right to appeal to the Vice Principal & Pro Vice Chancellor Learning and Student Experience

Duration of Hire

- Users must vacate the room at the agreed time. If an extension is required this must be agreed by the Student Wellbeing Adviser
- The booked time must include sufficient to set up and clear and tidy the rooms
- All users must vacate the premises 15 minutes before closing time to allow Security to secure the premise, unless a prior arrangement has been agreed

Security

- Security is provided by the University. Any perceived additional security requirements must be approved by the University's Operations Manager prior to booking

- Entry to the Centre is via a controlled entry system which requires a valid University (staff or student) ID card

Health and Safety

- Health and Safety in the Faith and Belief Centre is the responsibility of the named person in charge of the booking
- Items e.g. bags, shoes must not be left in the corridor. Please use the shelves provided.
- The named person in charge of a room/s must familiarise themselves with the 'Health & Safety Policy';
http://www.gcu.ac.uk/healthandsafety/policies/documents/HealthandSafetyPolicy_001.pdf
- Use of A.V. equipment must be in compliance with the I.T. Systems Policy. It is prohibited to make any modifications to the A.V. equipment. http://www.gcu.ac.uk/media/gcalwebv2/staff/it/information_systems_policy.pdf
- Any other equipment (light, power or other electrical fittings/appliances) may only be used with prior consent from the Student Wellbeing Adviser
- Children remain the responsibility of the persons bringing them into the premises at all times and must be supervised at all times
- No animals are permitted on the premises, except guide dogs
- Smoking is not permitted anywhere on Campus
- Candles or incense or similar can only be used with permission of the Student Wellbeing Adviser and care must be taken to ensure smoke alarms are not activated
- Collection boxes/buckets for charity must be approved by Chair of the Chaplaincy Committee. The University will not be liable for the security of these items.

Freedom of Speech

- External speakers (i.e. persons who are not members of the University) and groups may only speak or lead at events, meetings or worship when prior approval has been given, 15 working days are required for approvals to be considered. Approval for external speakers will be considered in accordance with the University's Protocol for Managing Speakers and Events
- If an external speaker or group addresses or leads an event without permission (and without the Student Wellbeing Adviser's knowledge), the Group or individuals within the Group responsible for the event will face disciplinary action by the University. This may include, but is not limited to, restrictions to the Group's use of the Centre

Conduct

- All users must abide by the requirements of relevant statutory anti-discrimination legislation, including but not limited to the Equality Act 2010 and the University's Equality and Diversity commitment; <http://www.gcu.ac.uk/equality/>
- All users should be guided by the University's values and the principle of tolerance and respect for others' religion or belief
- Users must not say, write or publish material that incites hatred e.g. racial, religious, sexist, homophobic etc.

- All groups should at all times be honestly and accurately identified, and should clearly state affiliations to other groups, both within and outside the University
- Advertising and promotional material for meetings and events must meet standards of honesty and clarity. All sponsoring organisations must be clearly identified on publicity material and any missionary objectives clearly stated
- A person or group from a given faith or belief community must not undertake activities that specifically target or single out another faith or belief community to the detriment of the other person or group
- All activities must respect the personal privacy of members of the University, including respecting a person's wish not to be subjected to proselytisation

Liabilities/Indemnities

- All property is the responsibility of its owner
- All accidents or incidents must be reported to Campus Security
- If there are any problems with the equipment or the facilities, these should be reported to faith@gcu.ac.uk

Catering

- Approval for University catering must be applied for by contacting the Student Wellbeing Adviser with at least 10 working days' notice
- If catering occurs without the permission and Student Wellbeing Adviser's knowledge, the group responsible for the event will face disciplinary action. This may include, but is not limited to, restrictions to the Group's use of the Centre
- The kitchen must be left clean and tidy, with all crockery, glasses, cutlery, returned to their proper places. Failure to do this will result in exclusion from the kitchen for a defined period of time
- Any foods stored in the fridge must be labelled with name and expiry date
- Leftover food must be removed and not stored in the fridge
- Any unlabelled or undated foodstuffs left in the kitchen will be removed
- Alcohol is not permitted, unless permission is sought and granted by the Chair of the Chaplaincy Committee

Cupboards

- Storage cupboards are available for the use of groups, keys for these can be obtained from the Student Wellbeing Adviser
- There will be a charge for any lost cupboard keys or damage to cupboards

Complaints

- If you have a comment regarding usage of the Faith & Belief Centre, please email faith@gcu.ac.uk



Faith and Belief Centre Room Booking Request

Rooms must be booked through the University, @ faith@gcu.ac.uk and are subject to availability. A minimum of 15 working days' notice must be given where external speakers will be in attendance and 10 working days' when catering is required. For standard bookings, 5 working days' notice must be given. Please note that the approval of external speakers will be subject to consideration under the University's Protocol for Managing Speakers and Events

Name of Club, Society or Group:
Name of person making booking:
Position:
E-mail:
Phone number:
Room Please check off which room(s) you would like to book. <input type="checkbox"/> (Worship) Room 1 (<i>capacity 70</i>) <input type="checkbox"/> (Worship) Room 2 (<i>capacity 10</i>) <input type="checkbox"/> (Worship) Room 3 (<i>capacity 50</i>)
Booking Details Date: _____ Duration/Time: Start _____ End _____
Purpose of your booking. <i>Some bookings may require a risk assessment to be completed</i>
Is catering required? If yes, please provide details.
Please tell us about any speakers, external guests or non GCU students or staff that are attending
Equipment Required?
Signed: Name (Please print): Student Number (if GCU student): Date:

By submitting this form I agree to the Terms and Conditions and Policy of the Faith and Belief Centre and Data Protection Statement of Glasgow Caledonian University.