

MULTIFAITH CHAPLAINCY BOOKINGS POLICY

The primary purpose of the Multifaith Chaplaincy Centre is twofold. It is a place of hospitality for all members of the University of Bristol and it is the base and key physical resource for the work of the University of Bristol Multifaith Chaplaincy Team. The centre is also a resource which can benefit University of Bristol Union Student Societies and other groups who share the Chaplaincy's ethos. This policy sets out the criteria and priorities for using the centre, to ensure it is used to its full capacity whilst protecting its purpose. If you have any questions, please email: multifaith-chaplaincy@bristol.ac.uk.

Charging for the use of the Centre

There is no charge for University of Bristol staff and student groups who wish to use the Chaplaincy. External groups who wish to use the Chaplaincy will be charged on the following basis (at the discretion of the Co-ordinating Chaplain):

Room	Per Hour*
Common Room	£15
Quiet Room	£10
Reading Room	£10
Activity Room	£10
Whole Building	£30

*Please note that the hourly rates are to be reviewed by the Chaplaincy Team at the beginning of each academic year.

General Principles for the use of the Centre

During term-time Chaplaincy opening hours (11am-5pm, Monday to Friday):

- The Common Room cannot be booked by any group. However, groups may use it providing that their activity does not prevent other users from using it for its core purpose (social/study space)
- The Quiet Room cannot be booked by any group. However, groups may use it providing that their activity does not prevent other users from using it for its core purpose (prayer/meditation space)
- The Anne Spencer Reading Room cannot be booked by any group, since it is reserved for the use of the Disability Service
- The Meeting Room cannot be booked by any group, since it is reserved for the use of the Chaplaincy team
- The Activity Room can be booked out by groups, with bookings taking precedence over those using the space to study
- Music or drama rehearsals may not be booked as these can be noisy and conflict with other quieter uses of the centre

During term-time but outside of Chaplaincy opening hours:

- All rooms except the Meeting Room are bookable
- The order of priority in which bookings should be taken is as follows:
 - Chaplaincy-led activities
 - Student-led activities
 - Activities/events which benefit members of the University
 - Other University Bookings e.g. Departmental Meetings or Teaching
 - Other activities facilitated by Chaplains, or organisations (Churches etc) associated with the Chaplaincy e.g. local church away day
 - Bookings by organisations who share Chaplaincy's ethos e.g. interfaith groups
- Although the Common Room is bookable outside of opening hours, no regular bookings will be accepted on a Wednesday evening, to keep capacity for one-off activities
- Music or drama rehearsals may only be booked when these are not in conflict with other, quieter groups already booked in

Out of term-time bookings:

- These will only be made for known, regular groups at the Chaplaincy team's discretion

Principles relating to all bookings:

- When demand exceeds supply, decisions will be made at the discretion of the Chaplaincy team, considering various criteria, including the order of priority listed above, the size of the booking and the number of bookings already held by a group.
- At all times the kitchen should be a shared resource for all groups using the centre, to be used in line with the Chaplaincy's food safety policy
- All regular bookings will be made for one academic year, and will require renewal for subsequent years, subject to approval
- Bookings which are not used for four consecutive weeks will be lost
- Bookings may be moved to another room or cancelled on a one-off basis, should the Chaplaincy need to use the room for another purpose or in the event of an emergency e.g. flooding or fire. In the event of users being asked to reschedule a meeting, adequate notice will be given of this in all but emergency situations

Conditions for the use of the centre

All bookings which take place during opening hours:

- Must be booked through the Chaplaincy Assistant and entered into the booking calendar
- Leave the room at they found it or as agreed with the Chaplaincy Assistant
- Carry out a Risk Assessment if the activity requires special precautions not covered by the Multifaith Chaplaincy Risk Assessment for standard usage (copy available on request)

All bookings which take place outside opening hours:

- Must be booked through the Chaplaincy Assistant and entered into the booking calendar
- Adhere to the conditions set out in the Multifaith Chaplaincy Centre User Guide

- Appoint a nominated representative for Ucard access
- Pay (if applicable) for the booking within 28 days of the invoice issued for the booking
- Carry out a Risk Assessment if the activity requires special precautions not covered by the Multifaith Chaplaincy Risk Assessment for standard usage (copy available on request)

All bookings wishing to use the kitchen for anything apart from drinks and serving food prepared offsite must:

- Have a nominated representative who holds a Level 2 Food Safety certificate (copy of which has been submitted to the Chaplaincy Assistant) and who will be present for and oversee all cooking
- Agree to abide by the Multifaith Chaplaincy Centre Kitchen Risk Assessment and Guidelines (displayed in the kitchen)

Visitors and external speakers

The Chaplaincy team is delighted that the Multifaith Chaplaincy Centre is so well used for a wide variety of events and activities. We recognise that one of its uses is as a meeting place for student groups and societies, many of whom invite external speakers or student workers to take part in their activities. We welcome the support this offers to those student groups, but we are also aware of the importance of the Chaplaincy team knowing who is using the building, and of having a clear basis on which to oversee this usage. We are accountable to the University for how this space is used, and, in line with the University's safeguarding policy, we need to ensure that we are doing all we can to protect students who may at times be vulnerable. We are committed to the Multifaith Chaplaincy being a safe space for all, and whether students are here to study, meet friends or pray, it is essential that the atmosphere is one of support, openness and welcome.

In light of this, our policy on external users of the Chaplaincy is that they are welcome as long as it is at the invitation of a student society or group who have a booking at the Chaplaincy, and following Bristol SU's external speakers policy: <https://www.bristolsu.org.uk/tools-to-run-your-group/room-booking-events>. During Chaplaincy opening hours, external users report to the Chaplaincy Assistant in the Reception/General Office. They are then the responsibility of the inviting group for the duration of the event and should leave at the end of this.

The procedure outlined above applies to events where, for example, a speaker may present to a group or a student worker is attending a committee meeting. However, it is not appropriate for external visitors to use the Chaplaincy space to meet with individual students, whether within or outside opening hours. Unlike members of the Chaplaincy team, they have not been subject to our appointment process, which seeks to ensure that members of the team have the appropriate pastoral skills, experience and accountability for the role.

This policy is not intended to restrict the activities of student societies, but rather to ensure safe and consistent use of the Chaplaincy centre by all groups.