

## MULTIFAITH CHAPLAINCY

### EVENT ORGANISERS USER GUIDE

This document is issued to all event organisers of the Multifaith Chaplaincy centre. It should give you all the information needed to ensure the success of your event, the safety of those attending, and the security of the building. Please familiarise yourself with the contents.

If you have any questions, please email: [multifaith-chaplaincy@bristol.ac.uk](mailto:multifaith-chaplaincy@bristol.ac.uk).

#### **How to Use the Multifaith Chaplaincy as an Event Organiser**

##### **Before Arriving**

- Only use the room that you have booked, during your allotted time, to avoid clashing with other bookings. When you book, allow time for setting up and packing away.
- When you made your booking, your UCard should have been activated to give you access to the building. If UCard access does not work, ring security (University of Bristol Security Services: [0117 928 7848](tel:01179287848)).

##### **On Arrival**

- Please respect other peoples' space when moving through the Multifaith Chaplaincy.
- Think about the room occupancy suggestions (stated below).
- You have a responsibly to monitor who comes in and out of the building:
- Do not prop either of the doors open to allow people to come in.
- Do not let anyone into the building unless they have arrived for another booking or can justify themselves in another way (e.g., Chaplaincy staff or security).
- If you have problems with intruders in the building, contact security straight away.

##### **Before Leaving**

- Clear away rubbish and put furniture back to original layout.
- Wash up, dry, and put away all kitchen utensils.
- **Close and lock windows.**
- Turn lights off.
- **Shut doors behind you.**

### **IMPORTANT: Windows and Doors**

Just an **extra** reminder to please **shut any open windows and close doors behind you** (especially the **main door**) after your booking has ended. We get in trouble with campus security otherwise!

We will review future bookings if this requirement is not met and may not offer you the space if we lose trust in your society/group.

#### **Dor Guards**

Dor Guards are the 'propping open' system used by the university for the fire doors in the Multifaith Chaplaincy. They are connected to the fire safety system of the building to automatically release, thus closing the door if the fire alarm goes off.

As such, please **do not** prop open doors using a chair or doorstep; this is important for fire safety.

Pictured below is a Dor Guard (in released position). To prop open a door, push the black step button down (direction shown by yellow arrow). This should lock the door in place. To release a door guard, use your foot (or hands) to pull the button up (direction shown by green arrow). This should allow the door to close.

If the door is beeping constantly, this means the batteries are running out and the door will not prop open. In this case, please keep doors shut – again for fire safety.



**Photo of Dor Guard.** Yellow arrow indicates direction to push black button to prop open door, green arrow indicates direction to release Dor Guard, thus allowing the door to close.

## What are the Room Occupancies?

Room	Occupancy Suggestion	Notes
Quiet Room	20	Bookable for Activities
Common Room	35	Bookable for Activities
Activity Room	20	Bookable for Activities
Kitchen	8	Shared by anyone in the MFC
Anne Spencer Reading Room	8	Bookable for Activities
Meeting Room	3	Only used for 1-1 meetings with Chaplains

## Can I use the kitchen?

You are welcome to use the kitchen to make hot and cold drinks and to serve snacks that you have brought. You must not heat up or cook any food unless you have sent a valid Food Safety Level Two certificate in advance of the booking to the Chaplaincy Assistant. Please do not cook outside the kitchen and remember to respect that the Chaplaincy centre is an alcohol-free and meat/fish-free zone.

## What should I do in an emergency?

In the case of fire or a medical emergency, call 999. If the main fire alarm sounds, University Security will be notified and should arrive quickly. If necessary, evacuate the building quickly and calmly by either of the two fire exits (the main entrance and the door opposite the disabled toilet). First Aid Kits are available in the hallway and kitchen.

## What if the alarm goes off, but there is no emergency?

If the main fire alarm sounds, always leave the building (even if you cannot see a fire). University Security will come and reset the alarm.