

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 Student Union faith 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.

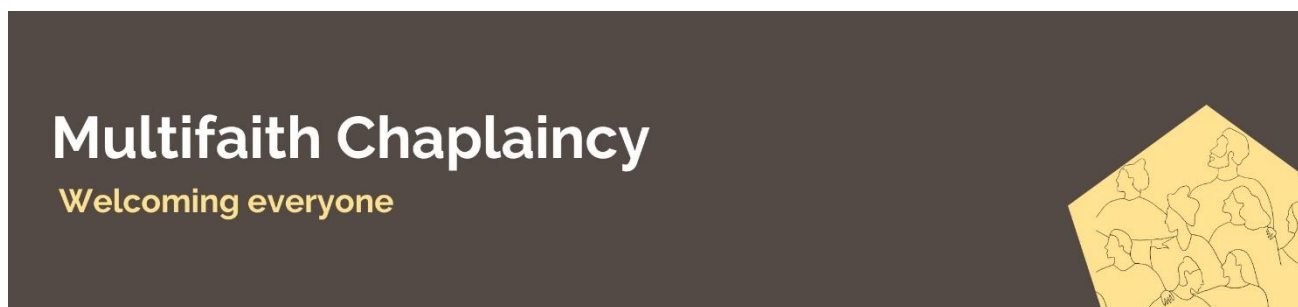


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Understanding Bookings

The Multifaith Chaplaincy has two types of bookings: **inside open hours** and **outside open hours**. Below specifies the open and closed hours and sets out the **order of priority** for which bookings are decided. The Chaplaincy team reserve the right to refuse bookings if the request does not fit the stated criteria.

Inside open hours

This is during the University term, Monday to Friday: 11am to 3pm. In this time, Chaplaincy staff are present and the centre is active for Chaplaincy-run events and socials. Please note that while the Chaplaincy centre is open, **only** the **Activity Room** is available for booking. This is bookable by:

- Any Bristol Student Union group*
- University staff

*This booking must not be disruptive or noisy as the Chaplaincy is used as a space to relax/study – *for example*, music, dance or drama rehearsals are unfortunately not appropriate.

Outside open hours

This is when the centre is closed, and the space is only reserved for groups with a booking. Chaplaincy staff may not be present; therefore, security and risk assessment precautions fall to the individuals responsible for the booking (see in '[Conditions for Booking](#)' section). Below specifies the available times for booking outside of open hours.

During University term time

- **Weekdays: 7:30am to 11am or 3pm to 9:30pm**
- **Weekends: 7:30am to 9:30pm**

During University's vacation period

- **Every day: 7:30am to 9:30pm***

*Bookings during the University's vacation periods will only be made for known, regular groups at the Chaplaincy team's discretion

The Chaplaincy is **only** bookable outside open hours by:

- University **student faith and spirituality groups** only
- University staff
- External groups that share common ethos and purpose with the Chaplaincy - e.g. interfaith groups.

Order of priority for bookings

- Chaplaincy-led activities
- Student-led activities
- Activities/events which benefit members of the University
- 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



Charging for use of the Centre

There is no charge for University of Bristol staff and student faith groups who wish to use the Chaplaincy. **External groups** who wish to use the Chaplaincy will be charged on the following basis:

Room	Per Hour*
Common Room	£16.50
Quiet Room	£11.00
Reading Room	£11.00
Activity Room	£11.00
Whole Building	£33.00

Table of price list to book a room/whole building in Multifaith Chaplaincy. *Please note that the hourly rates are to be reviewed by at the beginning of each academic year.



How to Request a Booking

To book the Multifaith Chaplaincy, send us an email at multifaith-chaplaincy@bristol.ac.uk specifying:

- The **group** who is booking
- The **date** and **time** you wish to book
- The **room** you wish to book
- **What** the room is being booked for, e.g. committee meeting or talk group.

When requesting a booking, please make sure this is **at least 3 working days** before your booking. This is to make sure there is enough advance for the Chaplaincy team to respond to your request. This is all dependent on the bookings calendar; we will try our best to fit everyone in but cannot guarantee your exact request time. The Multifaith Chaplaincy can reject your booking request if the booking does not align with the above criteria set out in the '*Understanding Bookings*' section above.

For booking outside open hours, we also request the name and University email address of two group members (from the University) to be **given UCard access** to the building. Please note, we will hold groups responsible for following security and risk assessment protocols as set out in our Events Organiser User Guide.

If you wish to use our kitchen facilities, please see '*Conditions of using the kitchen*' section below.

By proceeding with this booking, you are confirming that you have thoroughly read, understood and agree to abide by the content in this Booking Policy and the Events Organiser's User Guide.

If you have any questions or need anything clarified, please feel welcome to email our mailbox.



General Principles for Bookings

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
- Do not enter the Chaplaincy before 7:30am or remain in the centre after 9:30pm, an alarm will go off and University security automatically notified.

Conditions for Bookings

- Must be booked through the Chaplaincy Assistant and entered into the booking calendar
- Adhere to the conditions set out in the Multifaith Chaplaincy Centre **Events Organiser User Guide** – please email us if you have not received this.
- Carry out a Risk Assessment if the activity requires special precautions that are not covered by the Multifaith Chaplaincy Risk Assessment for standard usage (copy available on request).
- Appoint a nominated representative for UCard access (if the booking is taking place outside opening hours)
- Agree to not cook in the Chaplaincy centre outside the kitchen
- Complete the Student Unions external speaker form (if an external guest speaker is being invited)
- Leave the room at they found it or as agreed with the Chaplaincy Assistant
- Pay (if applicable) for the booking within 28 days of the invoice issued for the booking

Conditions of using the kitchen

- 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)
- Respect that the Chaplaincy is an alcohol-free zone. No alcohol should be brought into or consumed in Chaplaincy building
- Respect that the Chaplaincy is a meat/fish-free zone. No meat or fish should enter, be cooked or stored in the kitchen or wider Chaplaincy building

