

Use of Multifaith Chaplaincy Spaces in Headington

The Multifaith Chaplaincy manages spaces on each campus that are available for use by students, staff, and visitors of all faiths and none. These rooms are available for prayer and worship, meditation, quiet study or reflection, or social time.

1. Spaces available to the Multifaith Chaplaincy

The following rooms in the Buckley Building are allocated to the use of the Multifaith Chaplaincy:

- 1.1. BCK.G.20 (general use – capacity 25)
- 1.2. BCK.G.22 (general use and storage of prayer mats – capacity 25)
- 1.3. BCK.G.22 q, r, s (washing rooms)
- 1.4. BCK.G.24 (Reflection Room – capacity 5)

2. Booking space

- 2.1. Room 20 is bookable at any time through the Ecumenical Chaplain (or, in the Chaplain's absence, Wellbeing Reception)
- 2.2. Room 22 (alone or in conjunction with room 20) is only bookable outside core teaching hours (08:00 – 18:00) during semester time except in exceptional circumstances.
- 2.3. Room 24 is not bookable.
- 2.4. Provision is currently only made for bookings by staff, affiliate staff, and students,
- 2.5. Bookings outside normal working hours are subject to the agreement of the responsible members of the Directorate of Estates and Facilities Management,
- 2.6. Events including visiting speakers are subject to approval of the speaker in accordance with the University's Code of Practice on Freedom of Speech including Guidance on Visiting Speakers.
- 2.7. Priority will be given to bookings by Chaplains and Faith Advisers, and to events that serve the spiritual and pastoral needs of the community, but all requests will be considered.

3. Use of booked space

- 3.1. At all times, there must be space available for people who need prayer or quiet space. This will ordinarily be room 24.
 - 3.1.1. If a booking includes room 22, prayer mats must be made available in any unbooked space (i.e. room 24 and / or room 20) and a clear notice provided directing people to appropriate space for prayer.
- 3.2. Some furniture in the Multifaith Chaplaincy Rooms is provided for specific worship purposes and must not be used for any other reason. This includes:
 - 3.2.1. Prayer mats,

- 3.2.2. Communion table,
- 3.2.3. Any other clearly identified items.
- 3.3. Candles may not be used except for specific worship purposes and with the prior agreement of the Ecumenical Chaplain. Incense may not be used.
- 3.4. Food and drink may be consumed in the Chaplaincy, as long as the following conditions are observed:
 - 3.4.1. All events involving food and drink must be specifically agreed by the Ecumenical Chaplain,
 - 3.4.2. Food provided must be meat-free,
 - 3.4.3. Alcohol may only be used for specific sacramental purposes, agreed in advance with the Ecumenical Chaplain,
 - 3.4.4. All spillage must be dealt with immediately if possible,
 - 3.4.5. There is to be no eating or drinking where prayer mats and other items for worship are out for use,
 - 3.4.6. Please keep food and drink service and consumption to the tea point and room 20.
- 3.5. Events that will cause disruption to other users, e.g. noise carrying through the building, will not be approved during normal working hours (08:00 – 18:00).
- 3.6. Users are responsible for returning the room to the condition in which they found it.
- 3.7. Any booking refers only to rooms managed by the Chaplaincy, and not to any other space.
- 3.8. Bookings are subject to the event organiser meeting with the Ecumenical Chaplain to view the building and learn the locations of emergency equipment and exits.

If you have any questions about the use of this room (or any other spaces managed by the Multifaith Chaplaincy), please direct them to the Ecumenical Chaplain, Kate Harford, kate.harford@brookes.ac.uk.