City Faith Centre: Welcoming every faith, belief and culture
Guidelines – August 2017

GENERAL:

Purpose and Management

As part of its commitment to promote and support a diverse community, City, University of London recognises the importance of religious and spiritual identity to a large proportion of our students and staff. City aims to create an environment on campus where religion and spirituality can be fully observed, celebrated and respected, as well as debated and challenged, and those with non-religious beliefs can find space for quiet reflection. The facilities in the City Faith Centre are provided by the University to reflect this recognition.

City Faith Centre is managed on a day to day basis by the Chaplaincy Team. They are responsible for overseeing the booking process for the Multi-faith room and monitoring the condition and usage of all four spaces.

The Centre consists of the following facilities:

- A bookable Multi-faith Room
- A daily prayer room with washing facilities for Muslim men (Not bookable)
- A daily prayer room with washing facilities for Muslim women (Not bookable)
- A Quiet Reflection Lounge (Not bookable)

Scope

City Faith Centre is available to all students, staff and authorised visitors regardless of faith, belief or spirituality to pray, meditate, reflect and explore their faith or beliefs together. The specific purpose of these rooms should be respected at all times. City provides alternative spaces for study, recreation and general gatherings. Food is only permitted in the Multi-Faith room and only as part of a booked event. Eating and drinking in other parts of City Faith Centre is not permitted.

Those using City Faith Centre should be respectful to all users, and agree to adhere to these guidelines. Debate is encouraged and mutual respect is expected at all times. Staff and students are encouraged to read the City Student Charter for more information about the responsibilities and aspirations we have set for ourselves as a community.

Opening Times

Room opening times are between 07.00 and 23.00, those being consistent with current Tait Building opening times. Out of hours access will require permission from the Security Team with the agreement of the Chaplaincy Team. Those using the facilities out of hours are respectfully advised that they do so at their own risk. Any changes to these opening times will be clearly displayed on the Chaplaincy noticeboards and on our web pages (www.city.ac.uk/faith)

Oversight of religious activity in the rooms is held within the Chaplaincy Team.
External speakers can be hosted in the Multi-Faith Room as part of a booked event (see below for details of how to make a booking). External speakers are not hosted in our Muslim Prayer Rooms, or in the Quiet Reflection Room as these are non-bookable spaces reserved for the purpose of individual prayer and reflection. Faith Societies inviting an external speaker are required to follow the Freedom of Speech procedures of the Students’ Union. Other groups should speak to the Chaplaincy Team for guidance of how to invite an external speaker.

MULTI-FAITH ROOM:

The General Guidelines above apply to this space.

Bookings can be made by:

1. Chaplains
2. Student Faith Societies registered with the Students’ Union, by completing the application form: [https://forms.city.ac.uk/forms/67269](https://forms.city.ac.uk/forms/67269)
3. Any group led by students or staff which completes the application form ([https://forms.city.ac.uk/forms/67269](https://forms.city.ac.uk/forms/67269)) and includes the names and contact details of at least 4 university members, (of which at least two should be present at any meeting), and an appointed person designated as leader/coordinator to be responsible for the booking and use of the room.

The Multi-Faith Room Calendar booking schedule and guidelines for booking are shown here: [https://teamup.com/ksdimpwkzg3t263z3n](https://teamup.com/ksdimpwkzg3t263z3n)

The Multi-Faith room can be used for personal use (quiet contemplation, designated prayer, reflection and meditation) when not in use by a booked group. Individuals using the room outside of booked times must keep noise to a level that does not disturb others.

Please ensure that any mobile devices are switched off or on silent mode.

The Multi-Faith room is intended to remain accessible and neutral for all users. During the course of a session, groups and individuals are permitted to display religious materials and icons. At the end of the session, these items should be removed or stored away in the cabinet at the back of the room, and not left on permanent display. As this is a public space, nothing of significant value should be left in the cabinet. Items left in the cabinet remain the responsibility of the group.

Posters and religious literature may be displayed on the notice boards provided outside of the room with permission of the Chaplaincy Team. Notices, posters, leaflets or advertisements for events must not be left in the room.

Gender segregation only applies in the Multi-Faith room if required by a particular faith group for an act of worship.

Personal belongings, valuables, monies, or charity collection boxes should not be left in the room. These items will be logged as lost property and left with the Security Team.

Only food that is in conjunction with a booking or part of a religious ceremony should be consumed in the room. All users must clear away unused food, drink and other waste.
The use of candles for use in prayer and worship must be logged in the booking and agreed by the Chaplaincy Team for Health and Safety reasons. Due to the sensitivity of the smoke alarms it is not possible to use incense in the room.

**QUIET REFLECTION LOUNGE:**

The General Guidelines above apply to this space.

The Quiet Reflection Lounge can be used for quiet contemplation, designated prayer, reflection and meditation. Individuals using the room must keep noise to a level that does not disturb others.

Please ensure that any mobile devices are switched off or on silent mode.

The Chaplaincy Team may occasionally use this room for the purposes of its work and will provide advance notice on the external noticeboards and webpages of times when the space is not available.

The Quiet Reflection Lounge is intended to remain accessible and neutral for all users. Individuals are permitted to display religious materials and icons. At the end of the session, these items should be removed and not left on permanent display.

Posters and religious literature may be displayed on the notice boards provided outside of the room with permission of the Chaplaincy Team. Notices, posters, leaflets or advertisements for events must not be left in the room.

Personal belongings, valuables and monies should not be left in the room. These items will be logged as lost property and left with the Security Team.

Charitable collections should not take place in the Quiet Reflection Lounge in order to maintain its peaceful atmosphere.

Food is not permitted within the Quiet Reflection Lounge.

**MUSLIM PRAYER ROOMS:**
The General Guidelines above apply to this space.

Muslim Prayer Rooms are intended to remain accessible and neutral for all forms of Islamic prayer. Please ensure your prayer is conducted in a way that does not disturb others offering their prayer.

Please ensure that any mobile devices are switched off or on silent mode.

While using the ablution facilities, please be mindful of other users and keep water use to a minimum in order to reduce the risk of slippages.

Posters and religious literature may be displayed on the notice boards provided outside of the room with permission of the Chaplaincy Team. Notices, posters, leaflets or advertisements for events must not be left in the room.

Personal belongings, valuables and monies should not be left in the room. These items will be logged as lost property and left with the Security Team.
Charitable collections should not take place in the Prayer Rooms to maintain their prayerful atmosphere. Equally individual societies and groups are requested to use alternative space for their activities.

Food is not permitted within the Muslim Prayer Rooms.

Please also refer to the additional guidelines on display in the rooms. Please see here for Muslim prayer rooms guide for users.

Separate arrangements for Jumah Prayer are in place in the Great Hall. Please check the website for the updated schedule: http://www.city.ac.uk/current-students/health-wellbeing-sport/faith/muslim-prayer

CONTACT DETAILS:

General enquiries: chaplaincy@city.ac.uk

Noticeboards:
For approval of items for the noticeboards please contact:
Sheikh Musa Admani (Muslim Prayer Room Noticeboards): Musa.Admani.1@city.ac.uk
Revd Ian Worsfold (Multi-Faith Room, Quiet Reflection Lounge): Ian.Worsfold.1@city.ac.uk

Room Usage:
For any questions about room usage or the application of this policy please contact the Chaplaincy Coordinator: Ian.Worsfold.1@city.ac.uk

Webpages: www.city.ac.uk/faith
Muslim Prayer Rooms guide for users

This room has been provided for staff and students self-identifying as Muslim. Users are reminded of the following guidance laid out in the City Faith Centre guidelines:

- Muslim Prayer Rooms are intended to remain accessible and neutral for all forms of Islamic prayer. Please ensure your prayer is conducted in a way that does not disturb others offering their prayer.

- Please ensure that any mobile devices are switched off or on silent mode.

- While using the ablution facilities, please be mindful of other users and keep water use to a minimum in order to reduce the risk of slippages.

- Posters and religious literature may be displayed on the notice boards provided outside of the room with permission of the Chaplaincy Team. Notices, posters, leaflets or advertisements for events must not be left in the room.

- Personal belongings, valuables and monies should not be left in the room. These items will be logged as lost property and left with the Security Team.

- Charitable collections should not take place in the Prayer Rooms to maintain their prayerful atmosphere. Equally individual societies and groups are requested to use alternative space for their activities.

- Food is not permitted within the Muslim Prayer Rooms.

In addition:

- Please respect other users and enter and leave the room quietly

- Copies of the Qur’an, Turbat (clay), Tasbeeh (prayer beads), hats and turbans are provided for your use. The female prayer room also has scarves. Please do not remove any of these from the space.

- Space is provided for your shoes on the shoe shelves opposite the Wudhu area. Please use the shelves provided for your bags.

- For your own comfort and to keep the space dry you are asked to bring your own towel.

- Please ensure that any mobile devices are switched off or on silent mode.

- Belongings are left on the shelves at your own risk. You are encouraged to
use lockers available on campus for valuables.

- Please take care of the carpet so that it is kept in good condition for all users.

- This guidance supplements the City Faith Centre guidelines displayed on the noticeboards outside and on-line (https://www.city.ac.uk/current-students/health-wellbeing-sport/faith). Both sets of guidance are designed to ensure a positive and safe experience for users and that our faith spaces are kept in good condition for all our staff and students. Please make sure you are familiar with, and follow, both sets of guidance when using the Muslim Prayer Rooms.

- Separate arrangements for Jummah Prayer are in place in the Great Hall (http://www.city.ac.uk/current-students/health-wellbeing-sport/faith/muslim-prayer).

Version: September 2017 (approved as part of the City Faith Centre guidelines)