 

**University of Salford Faith Centre Room Booking Form**

**Booking information**

* **Before completing this form, please read the guidance at the end of this form to ensure your group is eligible to use the Faith Centre.**
* Bookings in the Faith Centre may only be made by current staff and students of University of Salford.
* Priority is given to Faith based activities.
* Bookings for Societies should be made by an officer of the Society.
* Repeat bookings may be made for the whole trimester or academic year at a regular time.
* A FoS declaration should be made for each speaker/community meeting if it changes for regular bookings.
* If your activity involves external visitors and/or community members please submit a Freedom of Speech Speaker Request Application, **giving at least 15 working days’ notice**. This must be done even if external guests are not official speakers.
* A guide to when a Freedom of Speech Speaker Request form should be submitted is included in the guidance below.
* Bookings requiring a Freedom of Speech Speaker Request Form will not be considered until confirmation has been received that the event has been approved to go ahead. Evidence should be provided upon submission of this form.

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| **Your details** |
| Name of SU Society, Staff Network, Group or University Department  |  |
| Contact details of lead person making booking(Must be a current officer of society or staff) | Name | Email (active University account) | Phone |
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| University ID Number (student only) | Role |  |
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| Contact details of person in charge and attending the event on the day(if different from above) | Name | Email | Phone |
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| **Group category** (Please tick one box) |
| Faith Centre Team |  | Other University Group |  |
| Students Union Faith Society |  | Local Community Faith Group |  |
| University Department |  | Students Union non-faith society |  |
| Staff Network |  | Individual member of the University |  |
| Other |  | Details of Other: |

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| **Event details** |
| Title of Event  |  |
| Date  |  | Is this a single or recurring booking? If recurring, please state end date. |  |
| What will happen at the event (giving as much detail as possible)?* Who will attend?
* Who are your Chairs and speakers?
* Will there be an opportunity for any attendee to speak to the group? e.g. Q&A session
 |  |
| Name of all external speakers (if relevant) including any other names known by |  | Freedom of Speech Speaker Request Form submission | Date Submitted |  |
| Submitted to |  |
| Date approval received |  |
| Evidence of approval attached to booking | YES / NO |
| Topic of Event/Speech |  | Expected number of external community numbers to attend? |  |

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| **Special requirements – Any additional detail** |
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| **Room Details** |
| Tick room required |
|  | Multi-Faith RoomCapacity 50Food & drink NOT permitted | Meeting Room FC111Capacity 10Food & drink NOT permitted | Meeting Room FC112Capacity 10Food & drink NOT permitted | Red PodSocial SpaceCapacity 10Food & drink permitted |
| Time of arrival(please include time to set up the room) |  |  |  |  |
| Time of departure(please include time to break down the room |  |  |  |  |

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| **Terms and Conditions** |
| I have read the Terms and Conditions for the use of and agree to abide by them (listed below). I will take full responsibility for any contravention of these terms and conditions.Please note that any change in purpose for a booked room must be put in writing and approved by the Faith Centre Coordinator in advance of the activity. |
| Signed: | Date:  |

Please submit this form via email to faithcentre@salford.ac.uk

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| **For office use only** |
| Date received: | Decision: | Group contacted: |
| Speaker Request Form: | Submitted on: | Authorised by:  |

**Faith Centre Booking Procedure**

The Faith Centre provides a space for staff and students of all faiths and none. The University Chaplaincy team provide spiritual and pastoral support. The purpose of the Faith Centre is to support the spiritual wellbeing of students, staff and University users and to increase our understanding of and respect for religious beliefs and practices. It does so by providing opportunities for members of the community to reflect, worship, contemplate, teach and learn, read and study, celebrate, mourn, engage in dialogue and interact on a daily basis.

**Activities:**

These objectives will be achieved through the day-to-day activities of the Centre, including:

* Prayer, worship, and other spiritual practices
* Faith-focused educational events, such as conferences, panel discussions, forums and guest speakers
* On-site chaplaincy, including spiritual counselling and guidance
* Faith based social events including those involving food
* Quiet, solitary contemplation and reflection
* Research, reading, teaching and learning
* Community service opportunities

**When booking please provide the following required information on the booking form.**

Not providing sufficient detail will delay confirmation of your booking.

**Room required:** Multi-Faith Room, Meeting Rooms FC111 and FC112, or Red Pod in Social Space

**When:** Please state date and time room is needed including any set up / break down times

**What group:** i.e. Islamic Society or Christian Union, etc.

**Purpose of booking:** i.e. debate or social event, etc.

**Attendees**: speakers, delegates, facilitators, community, staff and students and any other individuals

**Kitchen needed:** Please state if needed and what will be prepared

**Lead person to use room:** Please give name of the main contact for the particular event

**Contact details:** Student roll number, telephone number, an active University of Salford Email Address

**By booking a room in the Faith Centre, you agree to the following terms and conditions:**

1. The Faith Centre rooms and spaces are booked on a first come first served and faith-based priority basis. Faith Centre facilities are shared across the University community.
2. It is intended for the use of students and staff.
3. FAITH ACTIVITIES are given priority.
4. Please make room bookings as early as possible to ensure that it will be available.
5. If there are no bookings the rooms will remain open for all to use for quiet space, meditation, prayer or reflection. Please be mindful ad-hoc users may be asked to move for prior bookings.
6. We ask that you are respectful of others using the Faith Centre.

**We expect you to agree to the following Guidance:**

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| **YOUR FAITH CENTRE USER GUIDE** |
| **This space is for everyone. Everyone is welcome here.** |
| **HOW WE DO THINGS TOGETHER** |
| Be kind, respectful and tolerant. Treat others how you would like to be treated. |
| This space is for everyone, and we are all equal here. Everyone has the same right to use the facilities. |
| Keep it clean! This needs to be a safe and clean space for peaceful reflection and personal prayer. Please leave the rooms as you would want to find them. |
| Cleanliness applies to the kitchens too. When you use the kitchens, please clean them up straight away. They should be clean at all times. |
| The social space is for everyone to use: you can’t occupy it just for you or your friends. Please make others welcome. |
| The doors, internal and external, are there to keep us all safe. Please don’t prop them open.  |
| This is your space. When you are visiting outside of normal working hours, please use your swipe card to get in. |
| If you want to use a meeting room now, please speak to a University Chaplain or the Co-ordinator. If you want to book a space for an event, society or meeting the Chaplains and Co-ordinator can help you with that too. |
| If you want to promote your event or cause, please speak to the Chaplaincy team who will consider displaying your flyers, posters or promotional materials |
| This is a comfortable and peaceful space, but it’s not for sleeping. Please don’t sleep here. |
| One of the great things about the Faith Centre is that is gives us a chance to step outside of the hectic pace of normal life. To make sure everyone can have that peace, please put your mobile phone on silent when using the prayer and quiet spaces. |
| The Faith Centre is primarily for our staff and students. To ensure it remains a peaceful space, **we don’t allow children under 16 in the Faith Centre**.  If you have someone with you who is under the age of 18, please keep them with you and ensure they respect the quiet, peace and cleanliness of the facilities. |
| **THIS IS OUR PLACE** |
| The Faith Centre provides a space for staff and students of all faiths and none. |
| The University Chaplaincy team provide spiritual and pastoral support. You can talk to us about anything that matters to you, at any time. |
| The University will ensure the building is cleaned daily. |
| We will always give fair consideration to all groups that ask to use the space. As you would expect, faith groups take priority but we always accommodate as many requests as we can. |

**University of Salford Faith Centre FAQs**

**Does our group have to setup and take down?**

Each group is responsible for room set up/take down regarding the set up of chairs and tables. Any artifacts must be put away in the cupboards so that the room is returned to a neutral state. All chairs and tables must be reorganized at the completion of the event. Please ensure that you have removed all religious artifacts and the room is ready for the next user(s). Contact Estates to request chairs or table set up. **Email:****Estates-SupportTeam@salford.ac.uk****.**

**Can we bring our own food?**

There is a shared kitchen which is equipped with an oven, a microwave, refrigerators, kettles and prep area that is available for your group’s use but please bear in mind that this is a shared space. There is a kosher kitchen which is equipped with two microwave ovens, refrigerator, kettle and prep area that is available for kosher use only. If you are requesting the use of the kitchen, arrangements must be confirmed in advance.

**Is the space free for our student group?**

All room bookings in the Faith Centre are free to current staff and students.

**Is there audio-visual equipment that can be used?**

There are no AV facilities in the Faith Centre, please bring your own projector and laptop if you require AV.

**Are arts and crafts activities permitted?**

This will depend on the craft activities undertaken. Please provide details and we will contact you with any questions.

**Any questions:**

Please contact the Faith Centre for any bookings or enquiries at: faithcentre@salford.ac.uk

**Freedom of Speech – When is a Speaker Request Form required?**

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| Who is attending the Event | Freedom of Speech Request Form Required | Booking Request to: | Submission of Form to: |
| Please remember priority for booking the Faith Centre will always be given to faith-based activities |
| Students (non-society) only | No form required | Faith Centre | n/a |
| Student Society members only | No form required | Faith Centre | n/a |
| Student or Student Union Society led event with any external speakers, guests, delegates or community attendees | Yes – form required | Faith Centre | Student Union Activities |
| Staff only(e.g. staff meeting, faith group or network or staff only training where no external trainers or delegates will attend) | No form required | Faith Centre | n/a |
| Non-Faith staff led event with any external trainers, speakers, delegates or community attendees | Yes – form required | Conferencing & Events Office | Conferencing & Events Office |
| External and/or Community members only | Yes – form required | Conferencing & Events Office | Conferencing & Events Office |
| Non-worship, faith-based staff event with any external or community guests | Yes – form required | Faith Centre | Faith Centre |