

City Faith Centre: Welcoming every faith, belief and culture Guidelines – updated February 2019

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 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 Multi-Faith Room (bookable);
- A daily prayer room with washing facilities for Muslim men (non-bookable);
- A daily prayer room with washing facilities for Muslim women (non-bookable);
- A Quiet Reflection Lounge (non-bookable).

Scope

City Faith Centre is available to all students, staff and authorised visitors regardless of their faith, belief or spirituality, and can be used for prayer, meditation, reflection, or for groups to 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 more general gatherings. Food is only permitted in the Multi-Faith Room and only as part of a pre-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. Students and staff are expected 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 in agreement with 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 stated opening times will be clearly displayed on the Chaplaincy noticeboards and on our webpages (<https://www.city.ac.uk/faith>).

External Speakers

Oversight of religious activity in the City Faith Centre is held within the Chaplaincy team.

External speakers can be hosted in the Multi-Faith Room as part of a booked event only. External speakers are not to be hosted in the Muslim Prayer Rooms, or in the Quiet Reflection Lounge, as the primary purpose of these rooms is prayer and reflection, only.

Faith Societies inviting an external speaker should follow the Freedom of Speech procedures of City Students' Union, and should contact the Societies Coordinator within the Students' Union for support with this. Other groups should liaise with the Chaplaincy team for additional support. All groups and individuals organising events at City, which include external speakers, should familiarise themselves with, and adhere to, the [City Code of Practice on Freedom of Speech](#).

Bookings

Bookings can be made by the following:

- Chaplains (members of the Chaplaincy team);
- Student Faith Societies who are registered with the Students' Union, by completing the application form on our webpage: <https://www.city.ac.uk/faith>;
- Any group led by students or staff which meet the following criteria:
 - Completing the application form: <https://www.city.ac.uk/faith>
 - Meeting for a purpose linked to faith, belief, culture, reflection or spirituality
 - Consisting of at least four members of the City community, including at least two individuals who will be present at the meeting
 - Appointing a designated lead or coordinator to be responsible for the room booking.

You can check the availability of the Multi-Faith Room on the calendar here: <https://teamup.com/ksdimpwkzq3t263z3n>.

Expectations of Use

The following expectations of use apply to all spaces within the City Faith Centre:

- Rooms within City Faith Centre should be used for quiet contemplation, designated prayer, reflection and meditation, or other activities relating to faith, spirituality or belief.
- Individuals using the rooms must ensure that noise is kept to a level which will not disturb others accessing the spaces.
- Mobile phones and any other electronic devices should be switched off or kept on silent.
- Food can only be consumed in the Multi-Faith Room, as long as it is in conjunction with a booking or part of a religious ceremony. All users must clear away any unused food, drink and any other waste. Food should not be consumed in any of the other spaces.
- Notices, posters, advertisements and religious literature should only be displayed on noticeboards outside of the rooms in the City Faith Centre, and should not be left inside any of the spaces.
- Personal belongings, valuables and monies should not be left in the spaces. Any items found to be left in the spaces will be logged as lost property and passed to the Security team.
- Charitable collections should not take place in City Faith Centre spaces, in order to maintain their prayerful atmosphere.
- Gender segregation only applies to the Muslim Prayer Rooms, or to other rooms if required by a particular faith group for a particular act of worship.
- No equipment owned by any Faith Society should be left or stored in any of the City Faith Centre spaces. Any equipment found to be left by a Society will be returned to the Students' Union.

It should also be noted that the Chaplaincy team reserve the right to use any of the spaces within the City Faith Centre in order to carry out their work, and will provide advance notice on the external noticeboards of times when the spaces will not be available for student use.

Room-Specific Requirements

Multi-Faith Room

Individuals and groups are permitted to display religious and spiritual materials and icons in the Multi-Faith Room during their sessions, however these must be removed at the end of a session or stored within the cabinet provided.

If using the Multi-Faith Room without having booked the room in advance, it is expected that students will share the space alongside other groups as a communal area for worshipful practice. In this instance, no one group should attempt to dominate the shared space.

Muslim Prayer Rooms

- While using the ablution facilities, please be mindful of other users and keep water use to a minimum.
- Copies of the Qur'an, Turbat (clay), Tasbeeh (prayer beads), hats, turbans or scarves, provided for prayer by others, should not be removed from the Muslim Prayer Rooms by anyone other than their owners.
- Separate male and female rooms are provided to enable gender-segregated worship.
- Shelves are provided for the storage of shoes and bags during prayer, and these should be used to ensure that walkways and floor spaces remain clear.
- Users are advised to bring their own towels for use with the ablution facilities.

Failure to Comply with the Expectations of Use

For individuals, groups and Faith Societies who fail to comply with the expectations of use set out in this document, the Chaplaincy team may reserve the right to decline future booking requests for the Multi-Faith Room, and may also choose to make a complaint to the Students' Union, in relation to the conduct or behaviour of an affiliated Faith Society.

The Chaplaincy Team is responsible for monitoring the usage of the City Faith Centre spaces, and for ensuring that these remain neutral, accessible, and suitable for all. The Chaplains will work with individuals and groups to provide solutions to support and enable activities related to religion, faith, spirituality and reflection, in line with the expectations of use set out in this document.

Contact Details

For general enquiries (answerable by any Chaplain): chaplaincy@city.ac.uk. For queries specifically related to the Muslim Prayer Rooms: Musa.Admani.1@city.ac.uk.

Noticeboards:

- 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 of the application of this policy please contact the Coordinating Chaplain: Ian.Worsfold.1@city.ac.uk

Complaints or Issues:

For any complaints relating to the availability, suitability or readiness of the City Faith Centre spaces, or in order to make issues known to the Chaplaincy team: chaplaincy@city.ac.uk.

Webpages:

For any further information, visit: www.city.ac.uk/faith.