

Quiet / Prayer Rooms – User Guide

Version Number 2.0

Effective from 1 February 2016

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Student Life

General Purpose

The primary purpose of the quiet / prayer rooms is to provide a safe, clean and inclusive space for peaceful reflection and private prayer, for the community of the University of Salford.

No particular group has an exclusive right to use the facility at any time and all users of the room have an equal right to access the facilities.

All users have the right to raise concerns regarding the room, and its use, through the appropriate channel using the key contacts list below.

Opening Times

The rooms will usually be open between 8am and 5pm. The rooms will close when the building closes or when essential maintenance is carried out by the University Estates team.

University staff may enter the room for operational purposes at any time. However, staff will try to be sensitive to users of the rooms and to give notice of events / works whenever possible.

Bookings and Events

The University will use these rooms to offer drop-in sessions for the provision of spiritual and pastoral support by the University Chaplaincy team. These will be for staff and students of all faiths and none.

Most quiet / prayer rooms are not usually bookable. If you would like to book this room you can discuss this with a Chaplain. If a booking is agreed in principle you should then complete and submit a booking form which you can find here:

<http://www.askus.salford.ac.uk/cms/resources/uploads/files/Multi%20Faith%20Centre%20and%20Chaplaincy%20Room%20Booking%20Procedure%202013.docx>

External speakers can only be authorised to speak after completion **and** approval of the Freedom of Speech Application Form (Faith centre). The University Freedom of Speech Policy and Form are located here <http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures/browse-by-theme/13>

Anyone booking the room should make sure that sufficient time is calculated within the room booking to enable any specific material to be put away and for the room to be left clean and tidy for other users.

Cleaning

The University will ensure the room is cleaned regularly. Bathrooms will be provided in close proximity to the reflection / prayer rooms.

Food should not be consumed in these rooms unless the room has been booked for an advertised activity. After consumption of food on the premises, the area should be cleaned immediately and any left-over food removed.

Code of Conduct

It is not permitted to permanently display imagery, statues, or written materials in the rooms, or just outside the room. If you wish to submit any flyers, posters or promotional literature for display in the

room, you must first request approval from the Chaplains. All users must be sensitive to others who may also wish to use the room after them.

Good behaviour must be observed at all times in the rooms and user behaviour towards each other should be with kindness, respect and tolerance.

Mobile phones should be switched off or kept on silent whilst using the rooms. During private prayer please use a quiet voice so as not to disturb others.

Maintenance

The rooms will be maintained by the University; therefore the users **must not** carry out any maintenance or repair work.

All maintenance issues, repairs and faults, including any practical concerns about the upkeep of the room such as heating, ventilation, cleaning or concerning the fabric of the building itself, should be reported to the Estates Helpdesk or the Faith Co-ordinator (key contacts list).

Safety and Security

Personal belongings or valuable items should not be left unattended on the premises. The University cannot be held responsible for personal items and belongings left unattended in the premises.

Donations received should not be left in these rooms. Donations can only be left in the Muslim Prayer Facility at Newton Annexe Building.

Electrical items should **not** be placed in the facility, unless they are tested and certified by a University Electrician. All electrical items must display a valid PAT certification tag.

The use of candles, incense and joss sticks (including agarbatti and/or electrical bukhur) is **not permitted** due to being a fire hazard*.

Only furniture, fittings and equipment belonging to the University can be used and stored in the rooms. Any furniture, fittings or equipment that have been left without written permission from the University, will be removed and disposed*.

The premises should **not** be used for sleeping at any time

Users should park their vehicles in the designated University Student car parks (Delaney, Irwell Place, Adelphi, Farmer Norton and Mary Seacole) and must **not** park on the double yellow lines.

For Car Park locations see; <http://www.salford.ac.uk/about-us/travel/campus-map>

The University emergency evacuation procedures also apply to the Reflection / Prayer rooms. Upon activation of the alarm, users should proceed immediately outside when a fire alarm sounds. For details of when the alarm is tested please see poster displayed in the room, the alarm will sound for a period of 20 seconds on 5 occasions when testing takes place.

For information on the location of the reflection / prayer rooms please see the Faith & Religion website; <http://www.askus.salford.ac.uk/page/faithandreligion>

*The Chaplaincy team will be exempt from this rule in certain circumstances.

Key contacts list

Name	Telephone	Email
Emergency Contact – University Security	0161 295 3333	
Imam Rashid Musa – Muslim Chaplain	0161 295 2683 / 07713 960 788	R.Musa@salford.ac.uk
Rev'd Kim Wasey – Anglican Chaplain	0161 295 4660 / 07944 155 772	K.Wasey@salford.ac.uk
Fr Shaun Braiden – Catholic Chaplain	0161 295 5961	S.Braiden@salford.ac.uk
Sr Teresa Wild – Catholic Chaplain	0161 295 5961	T.Wild@salford.ac.uk
Rabbi Ephraim Guttentag – Jewish Chaplain	07817 250 557	Ephraim@mychaplaincy.co.uk
Ustadhah Tasnim Musa – Female Muslim Faith Adviser	07961 271 888	T.Musa1@salford.ac.uk
Jane Hopkinson – Faith Co-ordinator	0161 295 3870	Faithcentre@salford.ac.uk
Estates Helpdesk	0161 295 4444	Estateshelpdesk@salford.ac.uk
askUS	0161 295 0023	askUS@salford.ac.uk
Wellbeing	0161 295 7008	Wellbeing@salford.ac.uk
Students Union Activities	0161 351 5400	Studentactivities-ussu@salford.ac.uk

Document Control Information			
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Revision History (published versions)			
Author	Summary of Changes	Version	Authorisation (Board or Role & Date)
J. Hopkinson & P. Smith	Extended scope of document to include all quiet / prayer rooms	V2.0	Director Student Life & Chaplaincy team: 13/01/2016
J Hopkinson	New policy on use of the Muslim Prayer facility	V1.0	Director Student Life: January 2015
Have you completed consultation / formal assessment with the following advisory teams:			
Equality Analysis (E&D, HR)	1. <i>January 2015.</i>		
Legal implications (LPG)	2. <i>N/A</i>		
Information Governance (LPG)	3. <i>13/01/2016 Transferred into template.</i>		
Student facing procedures (QEO)	4. <i>N/A</i>		
Review Due	Annually by January 2017 (maximum review period of 3 years)		
Document Location	University Policy & Procedure pages http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures		