**University of Birmingham Multi Faith Chaplaincy**

**Terms and Conditions for the Use of St Francis Hall (TCSFH)[[1]](#footnote-1)**

1. **Definitions**
   1. St Francis Hall (SFH) is the home of the University’s Multi Faith Chaplaincy and is building O2 on the University Edgbaston campus map.
   2. The primary purpose of SFH is to meet the spiritual and religious needs of members of the University (as stated in section 6 of the University Statutes (2009)[[2]](#footnote-2)).
   3. The rooms may be booked for any activity which respects and is compatible with the building’s primary purpose.
2. **Use of SFH**
   1. No group must interfere with, or hinder the activities of another group using the building (this includes keeping noise levels to a minimum). Any problems must be referred to SFH staff (either the Administrator or a chaplain, usually via the reception desk) or, if no staff are present, directly to Security.
   2. All users of SFH are required to follow any reasonable directions from SFH staff.
   3. Materials for display on the notice boards should be left at the reception desk. The Administrator will display them at the discretion of the full-time chaplains.
   4. Materials must not be affixed or stuck to the walls.
   5. Furniture may be moved around as necessary, but must be returned to its correct position as per the room plans that can be found by the door in each room.
   6. All litter must be placed in the appropriate bins. Basic cleaning equipment may be found in the kitchen.
3. **Bookings & cancellations**
   1. Rooms can only be booked by members of the University, as per section 2 of PUSFH.
   2. Room bookings are made, dependent on availability, in accordance with the priority guidelines in section 9 of PUSFH.
   3. Room bookings must be in compliance with the Health and Safety regulations and in accordance with the room facilities and capacity overview in section 12 of PUSFH.
   4. Bookings must be made using the ‘SFH Booking Form’, giving a minimum of 15 working days’ notice where external speakers will be in attendance and 10 working days’ notice when catering will be taking place. If approval for an external speaker or catering is required for an event that is taking place in vacation time, the room must be booked the appropriate number of days before the end of the preceding term.
   5. There must be a named person in charge of the event, who is present throughout.
   6. The Administrator must be informed of any cancellations, and ideally a minimum of 24 hours’ notice should be given.
   7. The Chaplaincy reserves the right to cancel bookings. As much notice as possible will be given.
4. **Purpose of Hire**
5. The room must only be used for the purpose named on the booking form. Any change of purpose must be approved by the Administrator in advance of the activity.
6. Any groups which belong to, identify with, are supported by or connected with any organisations which may be considered or judged to be cults, will not be permitted to use any of the Chaplaincy facilities.
7. Other restrictions may be imposed at the discretion of the full-time chaplains or Administrator, with a right of appeal to the Chair of Chaplaincy Committee.
8. **Duration of hire**
9. Users must vacate the room at the agreed time. If an extension is needed this must be agreed with the Administrator.
10. The booked time must include sufficient time to set up and clear and tidy the room.
11. SFH closes at 22.00. All users need to have vacated the premises by then so that Security can lock up, unless prior arrangements have been made.
12. **Security**
13. Security is provided by the University. Any perceived additional security need must be referred to University Security. Any other additional security measures are forbidden.
14. **Health and Safety:**
15. Health and Safety in SFH is the responsibility of the Administrator, who will advise as appropriate.
16. The named person in charge of a room booking must read the ‘SFH Health & Safety Guidelines’, issued at the time of the confirmation of the booking. They must also have the information with them throughout the event.
17. The official room capacity, as defined by the Fire Officer, must not be exceeded:

* Worship Room - 200
* Cadbury Room - 100
* Oasis - 100
* Meeting Room - 12

1. Use of the A.V. equipment must be in compliance with arrangements agreed with the Learning Resources Accommodation Team (LRAT). It is forbidden to make any modifications to the A.V. equipment.
2. Any additional equipment (lighting, heating, power or other electrical fittings/appliances) may only be used with prior consent from the Administrator.
3. There are no specific facilities provided for children, and they remain the responsibility of the persons bringing them onto the premises at all times. Children should also be supervised at all times.
4. No animals are permitted on the premises, except guide dogs.
5. Smoking is not permitted anywhere in the building.
6. It is forbidden to have open fires or fireworks inside SFH.
7. If candles or incense are to be used, it is the responsibility of the person in charge of the event to ensure every care is taken to make them safe and that the smoke alarms are not activated.
8. All illegal substances are banned in accordance with University regulations.
9. The persons in charge of events must acquaint themselves with the procedures for reporting and handling incidents requiring the emergency services (as detailed in the ‘SFH Health & Safety Guidelines’).
10. **Freedom of Speech**
11. External speakers (ie persons who are not members of the University) and groups may only speak at or lead meetings when prior approval has been given. Once a speaker has been approved, the approval remains in place until the end of the academic year. External speakers include employees/volunteers from external organisations that help run regular events with student groups.
12. Guild-recognised groups must apply for permission for outside speakers using the Guild’s standard speaker request form (available from Student Development).[[3]](#footnote-3) At least 10 working days’ notice is required.
13. Non-Guild groups must apply for permission using the ‘SFH Speaker Request Form’.[[4]](#footnote-4) At least 15 working days’ notice is required.
14. If the Administrator has not received notification of approval of the speaker(s), they will be refused permission to attend the meeting.
15. If an external speaker or group addresses or leads an event without permission (and without the Administrator’s knowledge), the group responsible for the event will face disciplinary action from the University and, if applicable, the Guild. This may include, but is not limited to, restrictions to the group’s usage of SFH.
16. **Catering**
17. Catering may only take place if approval has been given by the Hygiene Manager. Approval is required for the serving at SFH of any food that is cooked, homemade or prepared at SFH, or for the preparation of food at SFH that is to be served elsewhere.[[5]](#footnote-5)
18. Approval for catering must be applied for using the ‘SFH Catering Request Form’. At least 10 working days’ notice is required.[[6]](#footnote-6)
19. If the Administrator has not received confirmation from the Hygiene Manager that the catering may take place, access to the kitchen will be refused.
20. If catering occurs without permission (and without the Administrator’s knowledge), the group responsible for the event will face disciplinary action. This may include, but is not limited to, restrictions to the group’s usage of SFH.
21. The kitchen must be left clean and tidy, with all crockery, cutlery, pots and pans returned to their proper places. Failure to do this will result in exclusion from the kitchen for a defined period of time.
22. Any rubbish in excess of the bag provided in the kitchen rubbish bin, must be removed and placed in the skip which is located to the left of the building (at the rear of the Guild).
23. Kitchen users must provide all the cooking ingredients they need, including items such as cooking oil and herbs, and remove them when finished. Any ingredients stored in the fridge must be labelled.
24. Leftovers from meals must be removed and not stored in the fridge.
25. Any unlabelled or undated foodstuffs left in the kitchen will be removed.
26. Groups may bring alcohol onto the premises in moderation and for their own consumption only, in accordance with the ‘University Policy on Drugs and Alcohol’[[7]](#footnote-7). The Chaplaincy takes no responsibility for individuals’ behaviour or health whilst consuming alcohol.
27. **Intellectual property rights**
28. Any copying (either photocopying or displaying on a projector) of Christian hymns or songs must be done under the terms of the Chaplaincy’s CCLI License (as displayed in the Photocopier Room) and a record must be kept of all copyright material used. This record should be given to the Administrator in mid-February.
29. Any other copying must be done under the terms of the University’s CLA License (as displayed in the Photocopier Room).
30. **Cupboards**
    1. Limited storage cupboards are available for the use of groups, primarily for member societies of Chaplaincy Committee. Applications should be made to the Administrator.
    2. If there are spare cupboards available, these may in some cases be made available to non-faith societies. This will be at the discretion of the full-time chaplains.
    3. There will be a charge for any lost cupboard keys or damage to cupboards.
31. **Liabilities/Indemnities**
32. All property is the responsibility of its owner.
33. All accidents or incidents must be reported using the standard forms available at the reception desk, as instructed in the ‘SFH Health & Safety Guidelines’.
34. If there are any problems with the equipment or the facilities, these should be reported to the Administrator.

1. **Conduct[[8]](#footnote-8)**
2. All users must abide by the requirements of relevant statutory and University anti-discrimination legislation, including but not limited to the Equality Act 2010 and the University’s Equality Scheme.
3. All users should be guided by the principle of tolerance and respect for the person, including their religious freedom.
4. Users should not say, write or publish material that incites racial or religious hatred.
5. All groups should at all times be honestly and accurately identified, and should clearly state affiliations to other groups, both within and outside the University.
6. Advertising and promotional material for meetings and events should meet reasonable standards of honesty and clarity. All sponsoring organisations should be clearly identified on publicity material, and missionary objectives clearly stated.
7. A person or group from a given faith community may not undertake activities that specifically target or single out another particular faith community.
8. All activities should respect the personal privacy of members of the University, including respecting a person’s wish not be proselytised.[[9]](#footnote-9)
9. Staff or students should not use University or other student health, welfare or other support services as a platform for proselytising or recruitment.
10. **Complaints procedure**
11. In the first instance, complaints should be made in writing to the Administrator and will be dealt with by the full-time chaplains.
12. If the matter is not resolved to the satisfaction of the complainant, a further complaint may then be made in writing to the Chair of Chaplaincy Committee.

1. This document is effective in conjunction with the ‘Policy on the Use of St Francis Hall (PUSFH)’. These documents will be reviewed annually. [↑](#footnote-ref-1)
2. www.birmingham.ac.uk/Documents/council/Statutes.pdf [↑](#footnote-ref-2)
3. Approval for such requests is the responsibility of the Guild, but the full-time chaplains have the opportunity to raise concerns regarding potential damage to campus relations or hate speech. [↑](#footnote-ref-3)
4. Approval for such requests is the responsibility of the Chair of Chaplaincy Committee, taking into account the recommendations of the full-time chaplains. [↑](#footnote-ref-4)
5. Catering approval is not required for the opening and serving of pre-packaged biscuits, cakes etc or of drinks. [↑](#footnote-ref-5)
6. If an external caterer is to be used, permission must still be given in advance. Any external caterers are used at groups’ own risk and any food, equipment or staff are the responsibility of the group whilst in SFH. [↑](#footnote-ref-6)
7. www.birmingham.ac.uk/Documents/university/legal/drugs-alcohol.pdf [↑](#footnote-ref-7)
8. This code of conduct applies to all groups and events at SFH, but is particularly relevant to member societies of Chaplaincy Committee and religious events. [↑](#footnote-ref-8)
9. No canvassing or proselytising of any sort may be undertaken in University halls of residence or other private or communal living areas. This prohibits these activities in the areas around student flats and rooms in such facilities, but does not prohibit advertising of events in student residences, nor the general distribution of information in the public areas at student residences such as dining rooms. [↑](#footnote-ref-9)