

University of St Mark & St John

The Chaplaincy Centre

- at the heart of the University -

Guidelines for Use of the Chaplaincy Centre

1. Introduction

The University of St Mark & St John is a Church of England Voluntary University and has a Christian foundation. The Chaplaincy Centre is a centre for Christian ministry and worship at the heart of the University and is available for staff, students and visitors to use within the guidelines of this document.

It is not our policy to charge a fee for the use of the Chaplaincy Centre; however we would remind users that use of the facilities does incur costs to the University. Therefore, donations towards meeting these costs are encouraged.

If a charge is made for attendance at your event, the Chaplaincy centre will expect that student attendees will be offered a substantial discount, and that a proportion of the fees charged will be donated back to the Chaplaincy.

All publicity material involving the Chaplaincy Centre must be approved by the Chaplain before it is circulated.

The Chaplaincy is committed to welcoming and offering hospitality to people of all faiths and none. Our mission is to be available for students and staff and this requires the Chaplaincy Centre to be open and staff to be available throughout the working week. Priority will always be given to this work.

The Chaplaincy Centre is a centre for Christian ministry and worship, it is therefore appropriate that all meetings should be in harmony with this purpose. Although activities organized and run at the Chaplaincy Centre need not be overtly Christian, they should not promote or commend practices which might confuse or impede the Chaplaincy's ministry. Specifically, activities will not be permitted which are blasphemous, offensive, or contravene the University's diversity policy.

Use of the Chaplaincy Centre.

2. General Guidelines

Users of the Chaplaincy Centre, and particularly of the Chapel, are expected to

- treat the building and its furnishings with respect
- observe Health & Safety guidelines
- become familiar with the location of fire exits and extinguishers at the front and rear of the building, and with the extinguishers in Marshall Room, where there is also a fire blanket near to the oven.
- wash and dry cups, dishes and utensils and replace in the cupboards after use
- clean surfaces
- return all furniture and other resources to their original positions once used
- dispose of all rubbish in the bins provided, taking care to follow the recycling instructions

- remove all personal belongings. No responsibility can be taken for anything left behind
- ask the Chaplain's permission before leaving advertising material in the Chaplaincy Centre
- as far as is possible only use Fairtrade sourced refreshments

The Chapel is at the heart of the University and symbolises its Christian foundation and identity. It is the usual space for Christian worship at the University. When not in use for services, it is reserved for prayer and quiet activities such as study, reading, or relaxation, which do not impinge on others who are seeking peace and quiet.

However, the Chapel also plays an important part in the life of the University and will sometimes be used for other activities at the Chaplain's discretion. These might include conferences, performances, rehearsals, lectures and exhibitions.

The Quiet Room is set aside for personal prayer and meditation, and priority will always be given to those who wish to use the room for these purposes.

The Marshall Room is a common room and socialising space for all who want to use it. Fairtrade tea and coffee and Fairtrade snacks are available to buy. Honesty boxes are available to receive payment for these and any other donations towards Chaplaincy costs. We are a Fairtrade institution and so would prefer Chaplaincy Centre users to use Fairtrade goods.

Booking use of Chaplaincy Centre Rooms

3. Outside Term Time

Out of term time the Chaplaincy Centre is available for meetings, conferences and extended courses and we would be glad to receive bookings during these times.

4. Term Time

Monday to Friday: The Chaplaincy Centre exists primarily for the use of students and staff of the University. We will not compromise this primary function by accepting term time bookings which might limit the availability of Chaplaincy facilities to our primary users. However, we recognize the value of the space we can offer and so will make the facilities available to those who want to book space according to the following term time guidelines:

- the Marshall Room will not be available before 5.00pm;
- the Quiet Room will not be available on weekdays;
- the Chapel may be available but only at the chaplain's discretion and when such bookings do not interrupt the normal worship pattern of the Chaplaincy;
- Priority will always be given to affiliated societies (cf. below) from the University when booking any part (or the whole) of the Chaplaincy Centre.

Saturday: The Chaplaincy Centre (and in exceptional circumstances the Quiet Room) may be booked on Saturdays; although priority will always be given to affiliated societies; Church of England parishes, groups and organizations; and other Christian Churches and groups.

Sunday: The Chaplaincy Centre (and in exceptional circumstances the Quiet Room) may be booked on Sundays unless it is being used for Chaplaincy worship. Priority will always be given to affiliated societies; Church of England parishes, groups and organizations; and other Christian Churches and groups.

Affiliated Societies

Affiliated societies are those University societies which have expressed a desire to be affiliated to the Chaplaincy, are in sympathy with the Chaplaincy’s Christian basis and ‘Mission Action Plan’, and attend meetings of the Chaplaincy Liaison Committee. The Chaplaincy and its affiliated societies will, wherever possible and appropriate, work together rather than separately. In return, affiliated societies will, wherever possible, have priority in booking rooms, provided the Chaplaincy is notified in advance.

How to book the Chaplaincy Centre

By University Members

In the first instance, all inquiries should be made through the Chaplaincy Assistants at the Chaplaincy Office (x 6528).

By Outside Agencies

In the first instance, all enquiries should be directed through the Chaplaincy Office (01752 636700 x6528). If the booking involves the use of other University facilities enquiries should also be made through the University’s Conference Coordinator (01752 636700 x5641) mentioning the desire to use the Chaplaincy.

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