BOOKING THE CHAPLAINCY

Central Space

2019 / 2020
BOOKING THE CHAPLAINCY FOR YOUR EVENT

At the heart of central campus, the Chaplaincy is a vibrant space for all members of the University community. You can come here for meetings, to relax or study together, to enjoy light refreshments, or to spend time in public worship or quiet thought. It’s a popular gathering place that welcomes students and staff of all faiths and of none. There are regular services for all Christian denominations and congregational prayers for Muslims at all five daily prayer times. Christian, Jewish, Muslim, Hindu, Sikh and Buddhist groups meet regularly for prayer, scriptural text study, discussion and social events.

Please read these notes carefully prior to your event and contact the Chaplaincy Office if you have any questions: chaplaincy@warwick.ac.uk or 024 76523519

The Chaplaincy is first and foremost a religious and spiritual place. The primary purpose of the Chaplaincy is to support the spiritual wellbeing of staff and students.

- Central Space (large octagonal room) can be booked for events and social functions subject to the conditions below. This space holds up to 150 people (see fire regulations below.
- Chapel is designed for Christian prayers, worship and meditation.
- Foyer and study area are not available to book. These areas are open spaces for students and staff to use and should not be ‘taken over’ by any event in the Chaplaincy.

- The Chaplaincy cannot be booked on Saturdays or Sundays
- Only faith Societies may book the Chaplaincy for music practice or events involving preparing/cooking food.
- The Chaplaincy kitchen cannot be booked independently, and users must allow others to use it at all times.
- All bookings are confirmed on the understanding that occasionally the Chaplains may need to cancel events due to unforeseen circumstances. In such cases as much notice as possible will be given.
- The Chaplains strongly discourage excessive alcohol consumption in the Chaplaincy.
- Smoking, vaping and chewing-gum are not allowed at all.

Bookings must be made at least one week in advance. External speaker authorisation must be obtained from Security before the Chaplaincy is booked (NB Security require 21 days’ notice for external speaker authorisation). We will not approve any booking involving an external speaker without prior authorisation.

Events should be advertised or promoted until you have received confirmation of your booking by email. Bookings are confirmed on the understanding that students have met all relevant Student Union requirements.

The Chaplaincy is open to all Monday to Friday 09.00 to 17.00 and Sunday 10.00 to 16.00. Outside of these times (i.e. from 07.30 – 09.00 and 17.00 – 22.30) access is by Staff/Student ID card only. The Muslim Prayer Halls are open 24/7 by ID card only.
**Timing**

Bookable slots are:

- 16.15 to 19.30 Monday, Tuesday and Thursday
- 16.15 to 18.45 Friday
- 19.45 to 22.00 Monday, Tuesday, Wednesday and Thursday
- 19.00 to 22.00 Friday

Please be considerate of the group using the space after you. The end-time of your bookable slot is not the end-time of your event: **you need to finish your event with enough time to clean and clear the space by the end of your booked slot.**

**Housekeeping & cleaning**

You must leave the Chaplaincy clean and tidy after all events. **Failure to clear the space after your event may result in future bookings being cancelled.**

- Ensure that the area used (including the kitchen) is cleaned and tidied immediately after the event ends. There is a vacuum cleaner behind the piano.
- Tables must be wiped clean at the end of every event.
- Chairs and tables should be returned to their original positions and the kitchen should be left free of clutter.
- All spillages must be dealt with immediately.
- Bags of rubbish should be taken to the large bins behind the Arts Centre or Humanities Studio.
- Please ensure that all appliances are switched off, with the exception of the fridge-freezer, microwave, water boiler and cooker.

**Tables and chairs**

There are seven foldable tables for use in the Chaplaincy: four can be found on the wall at the top of the octagonal area steps and three are on the wall behind the altar. Cushions are available for use and there are 38 stackable blue chairs. No items should be removed from the library area.

- If you will be using further tables and/or chairs please state where you will be bringing these from on your booking form.
- The Chaplaincy altar and piano must not be moved from their positions, nor anything placed on them, even if they are covered and not being used at the time.

**Kitchen**

If the kitchen facilities are required for your event this must be stated on the booking form and agreement granted. Otherwise you will not be permitted to use the kitchen for your event.

- You will need to bring tea towels, cutlery and crockery with you.
- **The kitchen is not big enough to cater for large groups: Large events must be catered for by outside caterers in accordance with SU guidelines.**
- Please be considerate of other who may need to access the kitchen whilst you are using it, to make a drink or collect something from the fridge etc.

**Projector**

If you would like to use the projector for your event please indicate this on your booking form.

**Deposit**

A deposit cheque for £25.00 per booking, made payable to the UoW Anglican / Free Church Chaplaincy, is required where an event involves food or other substances that may leave a mess, such as art and craft materials. Deposit cheques are not cashed and will be returned after the event if the premises are left clean and tidy.
Noise
Where an event is being held during the day please ensure noise is kept to a minimum – there may be staff and fellow students working, and there may be people praying in the adjacent Chapel and Prayer Halls.

Fundraising
There is provision for a limited number of fundraising events to take place in the Chaplaincy. Any student or student group planning to hold a fundraising event must seek guidance from the Student Union Charity Collections Assistance Panel Chair prior to making a booking, and must adhere to the relevant guidelines, which can be found at https://www.warwicksu.com/societies-sports/exec-support/activities-and-planning/rag/charityfundraising/.

Fire and safety
Fire is always a danger - you must comply with the following.

1. Gangways, thoroughfares, emergency exits, other exits and corridors should not be obstructed in any way. All attendees must be shown the locations of the fire exits.
2. Emergency lighting and signs must not be covered, interfered with or moved.
3. Paraffin, oil, candles or any form of naked light must not be used.
4. Decorations made of inflammable materials must not be used.
5. All possible precautions should be taken to prevent fire, to avoid it spreading if it does occur, and to reduce panic among attendees.
6. If a fire breaks out, no matter how small it may be, the alarm system must be activated and the building evacuated.
7. The maximum capacity of the octagonal area is 150. This is the upper limit for any event booking.

Security
Organiser(s) must ensure that order is maintained throughout their event. They must also comply with the following.

1. Be present at all times and be answerable to any authority, such as Chaplaincy staff, Security and the emergency services.
2. Agree to accept full financial responsibility for any additional cleaning, or for damage to or loss from University property, which may arise from the use of the Chaplaincy for the event.
3. Ensure that the event ends by 10.00 pm so that tidying up can be completed by 10.30 pm, when Security will lock the building.
4. Ensure that the food safety guidelines displayed in the kitchen areas are followed.
5. Ensure that no Chaplaincy property is removed from the building.

Infringement of any of these conditions may result in permission not being granted for future events to be held in the Chaplaincy, and could possibly lead to disciplinary action.

If you have any queries do contact the Chaplaincy Office on 02476 523519 (internal: 23519) or at chaplaincy@warwick.ac.uk.

Data protection
This data protection statement refers to the data held in electronic or hard-copy form by the Chaplaincy. If you have a query regarding the data we hold please contact the Chaplaincy Office.

All data are held securely by the Chaplaincy and will be treated confidentially and appropriately in the ongoing business of the University. Data for University use will not be disclosed to external organisations other than those acting as agents for the University and will be held for a period of 2 years. Data may be used for a range of activities including analysis of the use of the Chaplaincy facilities. You have the right to withdraw your consent at any time by contacting the Chaplaincy coordinator at Chaplaincy@warwick.ac.uk.

Your rights under the data protection legislation can be found at https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/*
I have read and understand the booking conditions given on the Chaplaincy booking information sheet and agree to abide by the letter and the spirit of them. In signing this form I accept responsibility for ensuring that any materials used meet copyright requirements.

**Note:** All individuals responsible for the booking must sign this form. They may be held individually or collectively responsible for any consequences of their event.

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Student or staff ID number(s)</th>
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<table>
<thead>
<tr>
<th>Contact address</th>
<th>Warwick email address and contact phone number</th>
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<thead>
<tr>
<th>Date(s) of event</th>
<th>Circle the slot you would like to book</th>
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<tbody>
<tr>
<td></td>
<td>Mon</td>
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<tr>
<td></td>
<td>19.45 - 22.00</td>
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| Name of society or group organising the event |
|                                              |
|                                              |

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<thead>
<tr>
<th>Name and purpose of event</th>
<th>Approximate number of people expected to attend</th>
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<tr>
<th>How will the event be advertised?</th>
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<tr>
<td>Please give details of any web or social media addresses to be used.</td>
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<tr>
<th>Is access to the kitchen facilities required?</th>
<th>Yes / No</th>
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<tr>
<td>If you do not request use of the kitchen at the time of booking it may not be available for your event.</td>
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<tr>
<td>We do not give events exclusive use of the kitchen over the lunchtime period.</td>
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<tr>
<td>If you would like to use the Chaplaincy’s crockery please request a key to the cupboard when you make the booking.</td>
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<tr>
<th>Will the event involve food?</th>
<th>Yes / No</th>
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<td>It is a University requirement that all food served at events must be consumed on the same premises and not taken away to other parts of the University. This applies regardless of whether food is sold or served free of charge.</td>
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<th>Food provided by external supplier(s)?</th>
<th>Yes / No</th>
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<td>If yes, have you obtained permission from the Students' Union?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>If yes, please give the name of the supplier(s):</td>
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</table>
## Have you attached a deposit cheque for £25.00?

Yes / No

This is required only if the kitchen facilities are to be used, or if food will be served, or if art and craft materials are to be used at the event. Cheques should be made payable to the UoW Anglican / Free Church Chaplaincy.

## Fundraising event?

Yes / No

If yes, have you referred to and followed the Students’ Union Charity Collections Assistance Panel guidelines?

Yes / No

## Will there be a charge or entry fee for the event?

Yes / No

If so, we ask that a donation be made to help us cover the cost of cleaning, maintaining and running the Chaplaincy.

Will you be making a donation?

Yes / No

## Will you be using extra tables and/or chairs?

Yes / No

If so, where will you be bringing these from?

## Will there be an external speaker at your event?

Yes / No

If so, you must follow University procedures for inviting external speakers and complete the request form at [https://www.warwicksu.com/societies-sports/societies/activities-and-planning/extspeakers/](https://www.warwicksu.com/societies-sports/societies/activities-and-planning/extspeakers/)

A copy of the permission granted must be attached to this form. **NB Security require at least 21 days to grant permission**. We **cannot** accept bookings without this permission.

If yes, is a copy of this permission attached?

Yes / No

## Please use this space to provide any other information you feel is relevant to your booking.

### Signature(s):
- I agree to follow the guidance outlined above.
- I have read the above guidance on data protection and accept the terms.

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## For Chaplaincy use:

Approved by:  

Date:

Applicant notified by:  

Date:

Event added to Chaplaincy Calendar by:  

Date: