A Guide to the Chaplaincy for Student Faith Societies

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Where we refer to Chaplaincy, this encompasses the Central Space, the Jewish Rooms, the Islamic Prayer Hall (IPH), Multi Faith Prayer Rooms and the Buddhist Room.

Chaplaincy Bookings

The Chaplaincy Central Space, Multi Faith Prayer Room at Westwood and the Buddhist Room are available for Faith Societies to book.
https://warwick.ac.uk/services/chaplaincy/about_us/facilities/central/booking/
and
https://warwick.ac.uk/services/chaplaincy/about_us/facilities/westwood/booking-copy/

Student Faith Societies get priority after the Chaplains to book the Central Space or Multi Faith Prayer Room at Westwood for their regular faith society events and are invited to submit their booking requests in Week 8 of each term, for both regular and one-off bookings for the following term.

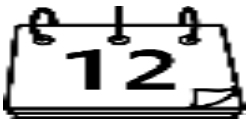
This doesn't stop Faith Societies making a booking request at any other time. For all one-off bookings, a minimum of 3 weeks' notice is required.

!!! The Chaplaincy Safe Operating Procedures and Risk Assessment are on the Website!!! Please familiarise yourself with them.
https://warwick.ac.uk/services/chaplaincy/about_us/facilities/central/booking/ These detail what can and can't be done in the Chaplaincy; including the Islamic Prayer Halls, Jewish Rooms, Multi faith Prayer Rooms and Buddhist Room.

If you wish to invite an external speaker to an event you **must** follow the SU / University procedure to gain authority and 3 weeks' notice is required. No Chaplaincy booking can be confirmed without this.
https://warwick.ac.uk/services/community-safety/events/externalspeaker

If you have 'guest helpers' at your events**, their details must be included on the booking form**. A "guest helper" is any external member of the public, staff member or non-Warwick student who will not be speaking to the event, and therefore not an approved external speaker, but is responsible for an area in the event such as being a welcomer, a group leader, or someone who offers student support or befriending. They may be from an external organisation like a faith group or charity or an independent individual or a member of staff.

Cancelled events



If subsequently you decide not to use the Chaplaincy at any of the times you have booked, please let the Chaplaincy Office know so that someone else has the opportunity to book the space. There may be occasions when the Chaplains need to cancel bookings but this is only done when there is no other alternative.

Building Security and Safety

You are welcome to open the external doors from the Central Space to outside but please ensure that these are locked at the end of every booking. If you use the fire exit at the far end of the building please ensure this is also pulled firmly shut. Fire doors must never be wedged open. **To use real candles, permission must be sought and obtained through the Chaplaincy Office**.

Chaplaincy Keys

Access to keys is granted to Faith Society Exec members as needed and these are held in the Deister cabinet on the wall in the Chaplaincy Foyer. Key holders should ensure the safety of keys whilst in their possession and they must be returned at the end of each session. Keys must not leave the building or be given out to other group members or anyone else.

https://warwick.ac.uk/services/chaplaincy/student_info/faith_societies/keys/

https://warwick.ac.uk/services/chaplaincy/student_info/faith_societies/deister/

Equipment

Chaplaincy equipment should not be taken out of any Chaplaincy spaces/buildings, or 'borrowed'. This includes kitchen equipment, tables, chairs, microphones etc.

The folding chairs in the Chaplaincy Foyer must be returned to the racking carefully after use. Return folding tables to the storage hooks after use.

Any artefacts or religious articles used in Chaplaincy spaces, but not provided by the Chaplaincy, are the responsibility of the owners, and no items should be left in or donated to any space unless agreement has been granted by the Chaplaincy Team.

Sensitivity to other Chaplaincy users

Bookings are for the Central Space only and we would ask you to be respectful of other Chaplaincy users and practice generous hospitality to ensure that you do not encroach into other areas of Chaplaincy life. You may find it helpful to close the doors at the bottom of the Central Space to help with this. Playing faith music should only happen at events in the Central Space and personal property should not be left in other parts of the Chaplaincy.

This is a multifaith Chaplaincy and therefore it is inappropriate to approach others in the Chaplaincy with the intention to convert them to your religion or belief system. Respectful interfaith dialogue is welcomed.

Chaplaincy Kitchens

The Chaplaincy kitchens are available for use by individuals and at Chaplaincy events but cannot be used to cater for events held elsewhere on or off campus.

When using the kitchens to cater for events in the Chaplaincy, other individuals wanting to use the kitchen, must be allowed to do so. Please

ensure that when using the Chaplaincy kitchens, the fan is turned on at the start of food preparation and turned off once the food preparation is complete.
Please make sure that if you use the dishwasher and can't empty it during your session, someone is tasked with coming back to empty it as soon as possible to ensure that this does not negatively impact other users.
Everyone and anyone involved in the preparation or serving of food, must have completed the **Food Hygiene and Food Allergen on-line training Moodles** before they prepare or serve food.
https://warwick.ac.uk/services/chaplaincy/student_info/faith_societies/kitchens/

Zip boilers are available to give instant boiling hot water but should never be emptied entirely as this stops them from working effectively.

Sharp knives should not be stored in the kitchens. Societies wanting to use them need to provide them, wash, dry and store them away in cubes or in locked drawers immediately after use.

Refreshment provisions are for the use of individuals and there is a donations box on the wall in the Chaplaincy kitchen. Any society event giving refreshments should use their own supplies and not the those of the Chaplaincy, particularly this applies to milk kept in the fridge.

Cooking must never be left unattended whilst the heat is turned on.

Chaplaincy Health and Safety

Any **first aid/building problems** e.g. leaks, lighting problems etc, should be referred to the Chaplaincy Office in the first instance. Call from an internal phone **ext 23519** or **02476 523 519** from a mobile.

In an **emergency** e.g. flood or **ext 22083** (02476 522083 from a mobile)

It is always preferable for immediate action to be taken to reduce any potential damage / impact on services. If there is no-one in the Chaplaincy Office or it is out of hours please email Chaplaincy@warwick.ac.uk to explain the problem and any action taken

so that the Chaplaincy Co-ordinator can follow up on this when back in the office.

Fire exits and corridors should never be blocked by personal items such as bags and coats left as a trip hazard. Leaving shoes outside Central Space for an event is a tripping hazard so please use the tensile barrier and put shoes behind it. **In the IPH please always put shoes on the racks provided.**

Societies are responsible for cleaning up after their events / bookings so that the Chaplaincy is returned to a good state for the next users. Vacuum cleaners are available in the Central Space and in the IPH. Spare bags can be sourced from the Chaplaincy office. On no account should you use the vacuum cleaners to clean up food waste. Cleaning materials are available in all kitchens. If you need extra supplies do enquire at the office.

No electrical items – like toasters, kettles – are allowed to be brought in Chaplaincy spaces. All electrical items have to be PA Tested. If in doubt please ask at the Chaplaincy Office. Extension leads are provided in Chaplaincy Study area and in the IPH.

Chaplaincy Noticeboards

Each Faith Society associated with the Chaplaincy has a noticeboard for the Society's to use to express themselves. If you need scissors, backing paper etc. to update your boards, please speak to the Chaplaincy Co-ordinator or Anglican Chaplain. The Chaplaincy does not print things for societies but will make an exception for the notice boards – Chaplaincy Co-ordinator or Anglican Chaplain. The Chaplaincy does not print material for Societies as a rule but makes an exception for noticeboards. You have until the end of week 8 in the third term to update your Society board or it may be reallocated.

Chaplaincy Storage for Faith Societies

JSoc and ISoc have storage within the Jewish Rooms and Islamic Prayer Halls respectively. These storage areas should be regularly cleared out, **checking and removing out of date food supplies** from cupboards and fridges etc.

Any food stored in fridges and freezers MUST be labelled with names and dates and any food not labelled will be removed regularly. Pens and labels are provided in kitchens. All food items should be cleared out at the end of each term to enable the cleaning team to carry out deep cleaning.

The majority of Faith Societies using Chaplaincy can access and use storage cubes. These cupboards should be regularly cleared out, checking and removing out of date food supplies. As a minimum this should happen every term.

By the end of the summer term/academic year all storage cubes **must** be completely emptied and cleaned and all food items removed and taken away. The cleaning team can then carry out a deep clean.

Chaplaincy Social Media

The Chaplaincy has Facebook and Instagram accounts and whilst it cannot publicise all Student Faith Society activities, for big events please do tag the Chaplaincy and they will be reshared.

Lost property

Each year huge amounts of lost property are handed in to our office, mainly clothes, sports kit and personal items.

Outside the main Chaplaincy office is a small lost property box which is emptied termly with unclaimed items being donated to charity or recycled.

In the IPH all lost property items will be kept in the library area and disposed of at the end of each term, again to charity or to recycling.

Anything of value, including phones, jewellery and access cards must be taken to the main Chaplaincy office. We try to find owners where possible but if items remain unclaimed for a longer time they will be taken to Senate House reception.

As a rule never leave any bags or personal items left unattended in any of the Chaplaas we cannot guarantee their safety.

Final Advice

If in any doubt:

- Re-read this booklet
- look at the website warwick.ac.uk/services/chaplaincy/
- ask the Chaplaincy team. – come and see us in the office between 9.30am and 4pm or contact us on chaplaincy@warwick.ac.uk

IMPORTANTLY…

- Have fun
- Make friends and network
- Deepen your beliefs
- Enjoy the facilities

We look forward to seeing you soon!