



## **Prayer Room Protocols**

### **General**

1. These spaces are made available by the University for the benefit of all students and staff. The rooms offer designated sacred spaces for spiritual/religious activities (individual and small group), designated prayer, as well as a space for peace, quiet and reflection.
2. The University of Nottingham is fully committed to:
  - a. Providing equality of opportunity for our staff and students.
  - b. Freedom from unlawful discrimination on the grounds of race, nationality, ethnic origin, colour, gender identity and/or expression, marital or civil partnership status, disability, sexual orientation, religious, spiritual or political beliefs, age or social class.  
<https://nottingham.ac.uk/student-services/equality-and-diversity/index.aspx>
3. Those using these spaces should be respectful to all users, and agree to adhere to the guidelines in the code "Building Good Relations with People of Different Faiths and Beliefs" produced by the Inter Faith Network.  
<http://www.interfaith.org.uk/publications/all-publications/all-publications/36-building-good-relations-between-people-of-different-faiths-and-beliefs-code-1/file>
4. Room opening times are consistent with respective building opening times and out of hours access will require the use of a University Card. If access is required out of university hours for designated prayer times/events, we respectfully advise that users do so at their own risk.
5. Oversight of religious activity in the rooms is held within the multi faith Chaplaincy team, in cooperation with the relevant student faith societies. All prayer rooms are maintained by the Estate Department.
6. Families, guests and members of the local community are welcome to use the rooms when visiting with students or staff. Students and staff are responsible for the conduct of their guests. They visit the rooms at their own risk.
7. External speakers are not normally hosted in our prayer rooms, other than associates or invitees of the Chaplaincy team. Faith societies hosting public events would normally use other University or Student Union rooms and follow the relevant booking procedures :

- a. Code of practice for Meetings or other activities on University Premises  
<https://www.nottingham.ac.uk/governance/documents/freedom-of-speech-2016.pdf>
- b. <http://www.su.nottingham.ac.uk/societies/committee/events/event-process/>

## **Multi Faith Spaces**

These are the Open Prayer Rooms at Sutton Bonington and Jubilee campuses, and the Prayer Room at King's Meadow campus.

1. Guidance and protocols in the opening section apply.
2. Rooms are available for personal reflection and prayer when not in use by booked groups. Advance bookings may be arranged through the chaplaincy administrator, t: 0115 951 3931. The bookings schedule is shown at <http://www.nottingham.ac.uk/chaplaincy/chaplaincyroomst timetable.aspx> .
3. Bookings can be made by:
  - a. Chaplains.
  - b. Student faith societies registered with the Students' Union.
  - c. Any faith group led by students or staff which completes an application form each semester with names, emails and phone numbers of at least 5 university members (of which at least two should be present at any meeting) and a leader/coordinator to be accountable for the use of the room. These applications are then considered by the Coordinating Chaplain in consultation with the Chaplaincy team, and usually require two weeks' notice.
4. The Multi Faith rooms may be used for quiet contemplation, designated prayer, reflection and meditation. Unless pre-arranged group prayer or worship is taking place, individuals using the room must keep noise to a level that does not disturb others.
5. The Multi Faith rooms are intended to remain accessible and neutral for all users, thus it is not permitted to display permanently in the rooms imagery, statues, or written materials. During the course of a session, a group is permitted to display religious materials. At the end of prayer, meditation or contemplation all these items must be removed from the room or placed in the storage provided.
6. Anyone using 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.
7. Notices, posters, leaflets, or advertisements for forthcoming events must not be left in the Multi Faith room. The Chaplaincy administrator will be happy to advise on use of adjacent chaplaincy noticeboards, and publicising events on various media.
8. No charity box, monies or valuables are permitted to be kept within the room. Users are responsible for looking after their own personal belongings.
9. No food and drink should be consumed unless this forms part of worship requirements. The room must be left clean and tidy and free of any food, drink or wrapping papers.

## **The University Chapel and Library (Christian)**

1. Guidance and protocols in the opening section apply.
2. The chapel is available for use by Christian groups, by agreement with the Christian Chaplaincy team.
3. Individuals may use the Chapel for personal prayer or reflection whenever it is free.
4. Group bookings must be made through the chaplaincy administrator by:
  - a. Chaplains.
  - b. Student Christian societies registered with the Students' Union.
  - c. Christian groups led by current students or staff members.
5. Such groups must complete a form each semester with names, emails and phone numbers of at least 5 university members (of which at least two should be present at any meeting) and a leader/coordinator to be accountable for the use of the room. These applications are then considered by the Coordinating Chaplain in consultation with the Chaplaincy team, and usually require at least two weeks' notice.

## **Muslim Prayer Rooms**

Dedicated Muslim prayer rooms for males and females, with separate washing facilities, are provided at:

**University Park in the Portland Building**  
**Jubilee Campus in the Amenities Building**  
**Sutton Bonington Campus in the Barn**

1. Guidance and protocols in the opening section apply.
2. Daily prayers and religious activity are organised by the University Islamic Society, which operated under the auspices of the Students' Union and works in collaboration with the University Muslim Chaplain and/or Coordinating Chaplain.
3. Access to the Prayer Rooms is limited by a code access keypad, which is changed every six months.
4. A list of individuals – students, staff and visitors – authorised to lead prayers is approved by the Registrar's Department on an annual basis.
5. Cleaning schedules and access for maintenance are agreed between the Islamic Society and the Estates department. The cleaning of the prayer areas is arranged by the Islamic Society.

## **Appendices**

### **A. Derby Campus arrangements**

There is a welcome from the Chaplaincy team of the Royal Derby Hospital for University of Nottingham students and staff to use their Faith Centre. There is a Chapel, and a multi faith Prayer Room ('a space for people of all faiths or none')

These prayer facilities are available 24 hours a day, situated on South corridor level one (near the pharmacy).

Christian services are held in the Faith Centre Chapel on Sundays and Wednesdays, and Ju'mah prayers are held in the multi-faith prayer room on Fridays. There are separate washing facilities for men and women.

Derby Hospital Faith Centre and Chaplains, t: 01332 789500.

### **B. Ningbo Campus**

Separate local protocols are under development.

***23 Sept 2016***  
***Revd John Bentham***