

**Chaplaincy:**  
Exploring faith and beliefs...  
supporting spiritual development



## Chaplaincy Quiet Room Booking Form

A member of the University or Chaplaincy may book the Chaplaincy Quiet Room on behalf of a group:

- 1) Only events of a spiritual, religious or similar nature which are open to all members of the University will be authorised. The event may be advertised by the Chaplaincy.
- 2) Please complete this form and either email it to [chaplain@bolton.ac.uk](mailto:chaplain@bolton.ac.uk) from your University email address or send a signed paper copy to the Co-ordinating Chaplain, Chaplaincy Office, University of Bolton.
- 3) If an external speaker is to be invited the procedure outlined on the "Guest external speaker" form must be followed. This form can also be obtained from the Chaplaincy Office or downloaded from the Chaplaincy web page at [www.bolton.ac.uk/chaplaincy](http://www.bolton.ac.uk/chaplaincy).
- 4) The group may use the Chaplaincy Quiet Room when the booking has been authorised by a Chaplain via email or text message.

<b>Name of the group</b>	
<b>Describe the nature and activity of the group</b>	
<b>Is this a Students' Union Society</b>	Yes / No
<b>Your name</b>	
<b>Bolton ID</b>	
<b>Mobile</b>	
<b>University Email</b>	@bolton.ac.uk
<b>Is the group linked to any organisation? If so, give its name and contact details (postal and/or web address)</b>	
<b>For a SINGLE BOOKING: Date requested</b>	
<b>Start and End time</b>	
<b>For a REGULAR BOOKING: Regularity</b>	Weekly / Monthly
<b>Day of the Week or Date of the Month</b>	
<b>Start and End Date</b>	

**Notes**

The Chaplaincy values diversity and promotes respect for different beliefs. It is open to all, both students and staff, regardless of race, belief, religion, gender, disability, marital status, social class, age or sexual preference.

1. Members of the group must conform to the regulations, policies and procedures of the University of Bolton and the Chaplaincy including:
  - a. Health and Safety Policy:  
[www.bolton.ac.uk/AboutUs/Resources/HealthAndSafetyPolicy.pdf](http://www.bolton.ac.uk/AboutUs/Resources/HealthAndSafetyPolicy.pdf)
  - b. The Equality and Diversity Policy and ethos of the University:  
[www.bolton.ac.uk/Diversity/](http://www.bolton.ac.uk/Diversity/)
  - c. Regulations concerning the Use of the Chaplaincy:  
[www.bolton.ac.uk/Chaplaincy/Documents/UseOfChaplaincy.pdf](http://www.bolton.ac.uk/Chaplaincy/Documents/UseOfChaplaincy.pdf)
  - d. The Policy on Proselytising:  
'The principal of moral and emotional freedom of the person shall be adopted in the advertising, invitation and conduct of faith based events at the University of Bolton and events advertised at the University. Information may be freely given about events, but there should be no unreasonable pressure applied to people to attend the event. Acceptance or otherwise of the invitation should be free from judgement. The same principal of autonomy should also apply at the event itself, with no unreasonable pressure being exerted'.
2. Until the booking is confirmed by email or text, the Quiet Room must not be used by the group.
3. It will be assumed that regular bookings will only be for term time (teaching weeks 1 – 16) unless specifically booked outside these periods. If the room is not required, you must inform the Co-ordinating Chaplain on [chaplain@bolton.ac.uk](mailto:chaplain@bolton.ac.uk) or text 07958 692 454.
4. You may use the Chaplaincy Quiet Room a quarter of an hour before your start time for preparation. Please leave the Quiet Room promptly at the end of the booking time.

**Either** email this form to [chaplain@bolton.ac.uk](mailto:chaplain@bolton.ac.uk) from your University email account. This will signify your agreement to the above conditions.

**Or** sign and date below a paper copy and send it to the Co-ordinating Chaplain at the Chaplaincy Office, University of Bolton. Make sure you keep a copy for yourself.

<b>Signed by the University member detailed overleaf</b>	
<b>Date</b>	