

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 from your University email address or send a signed paper copy to the Co-ordinating Chaplain, Chaplaincy Office, University of Bolton.
- 3) The group may use the Chaplaincy Quiet Room when the booking has been authorised by a Chaplain via email or text message.

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

Continue over →

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
 - b. The Equality and Diversity Policy and ethos of the University:
www.bolton.ac.uk/Diversity/
 - c. Regulations concerning the Use of the Chaplaincy:
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. If members of the group invite someone outside the University to speak or lead the group, then the person must be authorised by a Chaplain using the form "Invitation to External Speaker / Group Leader".
3. Until the booking is confirmed by email or text, the Quiet Room must not be used by the group.
4. 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 or text 07958 692 454.
5. 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 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.

Signed by the University member detailed overleaf	
Date	