

# Use of the Chaplaincy



## The Chaplaincy...

- is open at the same times as the university, other than when the university is open only for a special event.
- may be used by those of any world-view, faith, belief or spirituality.
- is for the use of university staff and students, university chaplains, pastoral assistants, governors and guests of the university.
- is for the use of all members of the university and no one group shall have exclusive use of any facility.
- should be left tidy, so that it can be used immediately by others.

## Prayer Room:

- The Prayer Room is open to all. It is designed specifically to help Muslim staff and students fulfil their religious duties. Shoes must be removed in the designated area and placed in the rack provided. Males and females are asked to use different areas separated by the curtain.

## Quiet Room:

- The Quiet Room may be used by individuals for their own personal use (for prayer, meditation, contemplation or quiet) except when the room is being used for a group event. Individuals may use audio-visual facilities but must be sensitive to the needs of other users.
- It may be booked using the form at [www.bolton.ac.uk/Chaplaincy](http://www.bolton.ac.uk/Chaplaincy). Current availability will be displayed on the Chaplaincy Notice Board.
- Group events are restricted to events organised by the chaplaincy or authorised through the room booking procedure. These will normally be of a spiritual, religious or similar nature.

## Questions or Concerns:

For questions relating to the use of the chaplaincy, please contact the Coordinating Chaplain ([chaplain@bolton.ac.uk](mailto:chaplain@bolton.ac.uk)) or Chaplaincy Administrator ([ChaplaincyAdmin@bolton.ac.uk](mailto:ChaplaincyAdmin@bolton.ac.uk)) or telephone the Chaplaincy Office: ext 3415

If you have any concerns about the use of the Chaplaincy, or about any religious / faith events, literature, speakers or any other related issue on campus, please contact the coordinating chaplain, the Student Centre or the Students' Union.

## Restrictions of use:

- Those leading prayers or discussions, or giving sermons or talks must obtain written permission. Please see the Guest External Speaker form, available at [www.bolton.ac.uk/Chaplaincy](http://www.bolton.ac.uk/Chaplaincy)
- Temporary artefacts shall not present any fire hazard and must conform to Health and Safety regulations. In particular, no lighted candles are allowed. After use all individuals/groups shall remove any of their own items/artefacts or replace on the shelves provided for their storage.
- Only material (books, pamphlets and notices) authorised by one of the chaplains may be displayed.
- It shall only be used in ways which are consistent with the Equal Opportunities Policy of the university and by those whose behaviour is consistent with the Equal Opportunities Policy.
- All activities must conform to the University Chaplaincy's 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'*.
- Those not abiding by this notice shall be referred to the Head of Student Services, as a representative of the Vice Chancellor's Advisory Group on Faith and Spirituality, who may withdraw the privilege of the use of the facility.