

Policy Name	Multi Faith Room
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Contents

Scope.....	1
1. Introduction	2
2. Compliance	2
3. Procedures.....	2
4. Management	2
5. Space Booking	2
6. Use of Space.....	3
7. Use of Storage and Equipment	3
8. Breach of Code of Conduct or other Multi-Faith room procedures	3
9. Definitions	3
10. Contact Information	4
APPENDIX A.....	5

Scope

This document specifies usage of the designated Multi-Faith room “Serenity” and applies to students, employees and representatives of the college within all campuses, course/program delivery, activities, services and facilities.

1. Introduction

TCAT but recognises the commitment of individual staff and students to pursue a spiritual and religious practice and actively supports their right to do so in an atmosphere of tolerance and respect. The College supports the diversity of staff and student population and acknowledges the need for suitable facilities to enable staff and students to pray/reflect/contemplate during the standard academic day. The College will, as far as is reasonably practicable, provide space appropriate for the purpose of prayer, reflection and contemplation on-site.

2. Compliance

Employees (including contractors) and students are responsible for knowing, understanding, and complying with this procedure to the extent that it relates to their position, employment, or enrolment at the College.

3. Procedures

The use of the designated Multi-Faith room W005B, located on the ground floor of the Walker building, shall be subject to review by the Head of Learner Services and shall respect the following procedures.

4. Management

The Multi-Faith room is managed by Learner Services. The Head of Learner Services, or designate, will oversee the approval of all bookings and inquiries regarding use of space. Where applicable and approved by the Head of Learner Services, the space may be made available for other purposes.

5. Space Booking

- Groups (10 or more people) wishing to use the space must pre-book through Learner Services Secretary.
- Pre-booking the Multi-Faith room a maximum two weeks in advance is permitted. The College reserves the right to limit the number of times any particular group books the space in order to ensure the space is equitably available for various groups and that sufficient drop in times are also available. Exceptions may be considered for special events where booking is needed more than 2 weeks in advance.
- The booking of space may only be made by TCAT students and employees and must be able to provide valid TCAT ID badge while using the space.
- Conflicts regarding the use of the space will be referred for resolution or decision to the Head of Learner Services.
- Individuals are not required to pre-book space in the room and may use it on a drop-in basis as availability permits. Students will be requested to register in the signing in sheet (Appendix A) held in W005B.
- Individuals/groups wishing to use the room during a pre-booked time by another group may only do so if they are provided with prior permission from the pre-booked

group.

- If a pre-booked group does not show up within 15 minutes of the starting time of their allotted booking, the space is considered available to others and the pre-booking is no longer valid.
- Groups are to complete their activities within the scheduled time.
- The privacy of scheduled groups using the space must be respected. Individuals wanting to use the space should quietly wait outside of the room until a scheduled usage is completed unless they have been provided with prior permission to use it at the same time.

6. Use of Space

- The Multi-Faith room is designated for the primary use of spiritual practices, including but not limited to group or individual worship, prayer and devotion. It may be used for faith studies, educational events/groups specifically related to religious practice and spirituality for employees and students of TCAT.
- Studying, sleeping or using the space for anything other than the above is not permitted although room booking for other purposes may be authorised by the Head of Learner Services.
- The main entrance/exit to the Multi-Faith must be kept clear at all times.
- All persons and groups who use the space are required to leave the room according to the posted setup requirements.
- The maximum number of individuals will vary according to how the room is being used. Room capacities will be posted in the space and users must observe posted limits.
- Consumption of food and beverage is prohibited in the Multi-Faith room.
- Burning of candles, incense or other flame or smoke producing materials is prohibited in the Multi-Faith room.
- Symbols of faith must be removed after each individual or group usage, and the overall tone of the room shall be religiously neutral.
- Any damages to space or equipment must be promptly reported to security.

7. Use of Storage and Equipment

- Shelving is available in a closet space for students to leave materials related to their use of space (mats, publications, etc.).
- These items are not locked or supervised. They are stored at the students own risk.
- All persons and groups who use the Multi-Faith must leave the furniture as they originally found it and ensure the area is tidied.
- No decorating, notices, posters, faith symbols, etc. may be fixed inside the room.

8. Breach of Code of Conduct or other Multi-Faith room procedures

Any alleged breach of College policies must, in the first instance, be brought to the attention of the Head of Learner Services. The College reserves the right to withdraw or restrict access to a group, person or persons for breaching College policy.

9. Definitions

- Employees: a person who is currently employed by the College, hired to perform

services.

- Students: a person who is currently registered as a student at the College whether or not for credit. For the purposes of this document, "student" shall be used synonymously for applicants, and students, unless otherwise noted.
- Representatives of the College include employees, advisory or other committee members, or members of the Board of Governors.

10. Contact Information

Learner Services 01952 642382

