# Coventry University Spirituality and Faith Centre (S&FC) Booking Agreement 23/24

## Facilities available for booking:

1. The lounge area; only booked spaces may be entered, regardless of card accessibility to other areas.
2. The Lounge entrance door must be kept shut at all times; it is recommended that deputies aid access from the Jordan Well and 3rd Floor entrances in order to deter tailgating by members of the public. Propping open doors is forbidden and monitored. Such action, and allowing non-group members into the S&FC, are abuses of the space and may result in further use being denied.

## Times of availability:

1. The S&FC Lounge is bookable between 5pm-9.30pm and the premises must be vacated no later than 9.30pm.
2. A part of the S&FC Lounge space is available for bookings between 9am-4.30pm for small events only. Screens are available to give your event a little bit of privacy.
3. We endeavour to provide privacy for your event however, due to the use of prayer facilities adjoining the lounge, we cannot always guarantee this.

## Access cards:

1. Entry is via allocated access cards and the event leader is responsible for the cards which must be booked out online via our online booking system prior to the event. The booking must be made and collected by the Society members listed on the booking request form. Information about loaning the access cards will be sent out with booking confirmation emails.
2. If cards are returned late, lost, damaged, or the space is left in an unsatisfactory state, costs may be charged to the named individual for damages and may affect future bookings.
3. Cards must be collected on the day of the booking by the event leader or named deputy only and must be returned the following day.
4. The event is considered cancelled if cards are not picked up by 4.30pm, or the S&FC have not been informed at any point prior to 4.30pm of late entry.

## General Conditions of Use:

1. The event leader accepts ultimate responsibility for the group.
2. For health and safety reasons, please limit the number of attendees to 100.
3. The space is only available for staff and registered student societies of the University. External parties must be signed in on the attached sheet.
4. Visiting speakers must be identified at the time of booking the event.
5. Noise levels must be kept to a minimum until after 7pm as people are working on the floors below and noise carries down through the atrium. Music is allowed after 7pm only.
6. In the event of damages, or the requirement of cleaning beyond that considered normal ‘wear and tear’, the event leader accepts responsibility for reimbursement to the University.
7. All facilities are to be appropriately washed and cleaned so that the premises are left tidy. All furniture is to be put back to its normal position. Failure may result in the denial of future bookings.
8. The primary purpose of the Centre is for university members’ spiritual, physical and emotional wellbeing. Therefore, in the case of a crisis (such as a death, significant event or national/local emergency), the booking may be cancelled without notice.

## EMERGENCIES:

In the event of an emergency dial 999. Evacuation procedures are discussed at the time of booking.

## PLEASE NOTE:

No items of decoration, literature, spoken word, action or event are allowed which could cause damage or bring the University into disrepute. This does not affect the nature of the space in encouraging free speech as we encourage an environment of self-expression. However, for health and safety reasons, certain practices cannot be permitted, and we therefore ask for further information about what may happen during the event. This could include the use of music and noise which may be disruptive or burning items for religious practice such as candles or incense. These may be denied, or the event adapted, and we ask for understanding if that is the case.

We are also careful to prevent the promotion of attitudes and/or behaviours which could be considered disreputable, harmful, or distressing to the University or its members. Some actions may be considered such from a health and safety point of view and in accordance with the University’s Dignity and Respect protocol. If this is felt to be the case, either before the event or in retrospect, use of the facilities may be denied on a permanent basis.

# Spirituality And Faith Centre

The Spirituality and Faith Centre exists as a resource for students and staff of all faiths and none. By signing the booking form, you adhere to the agreement overleaf.

All bookings are provisional until confirmed by the S&FC department. Please ensure you book at least 5 working days prior to your event.

The times of booking include what preparation and restoration time may be necessary so please account for these when booking.

**Policies and access are subject to change at any time.**

Date:

|  |  |
| --- | --- |
|  | **YOUR ANSWERS** |
| **Name:**  |  |
| **Student ID:**  |  |
| **Contact Number:**  |  |
| **Email:**  |  |
| **Name of Student Society:** *Societies must be registered with the Students’ Union*  |  |
| **Your position in the Society:** |  |
| **Date and Time of your event booking:***Please note noise must be kept to a minimum until 7pm*  |  |
| **Please specify the start and end date of your booking, if it is an recurring booking:** |  |
| **Will external speakers be present?** |  |
| **Please note any other requests:** |  |
| **Please indicate and outline your booking needs including any additional requirements:**Lounge space |  |
| **How many attendees are expected?***A maximum of 100 attendees can be accommodated* |  |
| **Please give a brief description of the activities to take place and any potential issues related to conditions overleaf:** |  |

**Please provide details of at least 2 deputised parties responsible for the event booking:**

Name:

Card No:

Phone:

Name:

Card No:

Phone:

|  |
| --- |
| **I understand, and will make known to the group, the conditions of this agreement so that all present adhere to it.**Signed (Event Leader):Position: |

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| **Office use only**Booking Request Outcome: SFC staff member:  |