1. INTRODUCTION
The University of York (the University) is committed to treating people of all faiths fairly and to giving students and members of staff access to prayer, worship or quiet contemplation facilities, where practicable. Under equality legislation all students and staff should enjoy protection from discrimination and harassment on account of their religion or belief, including non-belief. The University roundly condemns all acts of hate crime, harassment, discrimination and violence against any member of the University community, and would strongly encourage staff and students to report all incidents so we can fully understand the levels of this activity and provide appropriate support.

Prayer and contemplation facilities have been set up at a number of locations, as ‘neutral’ space which can be used by people of all faith groups or those who do not adhere to a particular faith. In addition, the University has historically provided two dedicated facilities for use by Muslim and Jewish students and staff.

Throughout this document the words ‘facility’ or ‘facilities’ may be used to include one or more rooms or a designated place(s) at the University.

2. MULTI-FAITH SPACE

2.1 Purpose
Multi-faith space is designated for spiritual/religious activities such as individual or group worship, quiet contemplation, reflection, meditation or prayer. All students and staff have a duty to respect other users and to ensure the environment remains welcoming to people of all faiths and beliefs, and for those who do not adhere to a religious faith. It is of the utmost importance that all users of the facility behave reasonably and considerately towards each other. It may be used for any activity that plays a part in individual acts of worship, contemplation or for practicing meditative yoga. The facility should be respected for the purpose that is intended and should not to be treated as an additional meeting room or storage space.

2.2 Access

Multi-faith space
The following multi-faith facilities are available at the University and must be booked online before use:

- **Wentworth College Prayer Room**
  Located in Wentworth College (W/029), the prayer room is accessible 24 hours a day. To obtain access staff and students must present identification at Wentworth College reception.

- **Ron Cooke Hub Prayer Room**
  Located on the second floor of the Ron Cooke Building. To obtain access staff and students must present identification at reception. The room can be accessed at any time the building is open; reception staff can provide directions.
The Quiet Place
Located between Derwent College and Heslington Hall, The Quiet Place is a resource for all members of the University community for quiet reflection or prayer. Comprises an upper room for groups to use and an enclosed garden and ground floor room for individuals. To obtain access staff and students must present identification at Derwent College reception.

2.3 Stipulated Conditions

2.3.1 Who can use the facility?
Facilities are available for use by all registered students or members of staff of the University. Any exception to this rule must be approved by the Space Management Team. No guests or children are to be admitted to the facility, including members of extended families or the wider community. The facility is not available for hire or use for community events such as celebrating the birth of a child, weddings, birthdays and other similar social-orientated functions. Users may wish to consider hiring other rooms available in the University.

2.3.2 Physical set up of the facility
The facility must be set up to make it possible for people of all faith groups to use. Users of the facility will need to bring their own religious texts/books.

The facility must be booked for group worship sessions of up to three hours via roombookings@york.ac.uk

2.3.3 Display of objects/written materials
The facility will remain ‘neutral’ and therefore it is not permitted to permanently display imagery, statues, or written materials in the rooms, or just outside the room. During the course of a booked session, a group is permitted to display religious materials/objects. At the end of prayer, worship, meditation or contemplation all these items must be removed from the facility. This is to permit all users to feel comfortable and free to use the facility. All users are asked to be sensitive to others who may also wish to use the facility after them.

2.3.4 Vacating the facility
After using the facility, users should ensure that any items of furniture etc. are packed away and the facility left in a clean and tidy condition for other users. Anyone booking the facility should make sure that sufficient time is set aside within their allocated time to do this work.

2.3.5 Notices, posters, leaflets
Notices, posters, leaflets, or advertisements for forthcoming events must not be left in the facility.

2.3.6 Political activity
The facility must not be used for political activities of any kind. All external speakers, including those considered non-political can only be invited to speak at the University once they have been cleared to do so via the University’s procedure on external speakers via the link below: https://www.york.ac.uk/admin/hsas/safetynet/Event%20Management/eventmanagementonline.htm
2.3.7 Use of equipment
If individuals are using the facility on a drop-in basis, mobile phones, kindles, tablets, laptops, or amplifying equipment are not permitted.

2.3.8 Security and valuables
No charity box, monies or valuables are permitted to be kept within the facility. Users are responsible for looking after their own personal belongings.

2.3.9 Fire Safety Regulations and Evacuation Procedures
Smoking, the lighting of candles and burning of incense is not permitted. The University's emergency evacuation procedures also apply to the facility. Upon activation of the alarm, users should proceed immediately to the nearest fire exit and go to the designated Fire Assembly Point (FAP) and must not re-enter the building until permitted to do so by an approved University representative (Security Services, Fire Warden or Receptionist).

2.3.10 Food and Drink
No food is permitted anywhere in the facility, in order to ensure that food hygiene and safety regulations are not breached. The only exception to this rule is on the occasion when the use of food is required as a direct part of worship requirements. All food related materials and drink must be removed from the facility.

2.3.11 Contact for any enquiries or to report misuse of the facility
If you have a concern about the use of any multi-faith facility, please contact the Space Management team via roombookings@york.ac.uk.

3 DEDICATED SPACE

3.1 What has been designated as dedicated space?
The University has allocated dedicated space for use by the Islamic and Jewish societies on the Ground floor of the Seebohm Rowntree Building within Alcuin College and the Hillel Room within Derwent College respectively. This historic arrangement has been in place for a number of years and the space allocated is solely for the use of these societies.

3.2 Purpose
Dedicated space is designated for spiritual/religious activities such as individual or group worship, quiet contemplation, reflection, meditation or prayer. It is of the utmost importance that all users of the facility behave reasonably and considerately towards each other.

3.3 Access arrangements
Al Imam Islamic Prayer Room
Located on the ground floor of the Seebohm Rowntree Building within Alcuin College. Access is via a registered student and staff swipe card system, and the same arrangement will be used for access to the nearby washroom facility. All swipe cards will need to be registered for access.
Hillel Room
Located within Derwent College, the Hillel Room is available for use by the Jewish Society. Access is via a student and staff swipe card system.

3.4 Stipulated Conditions

3.4.1 Who can use the facility?
Facilities are available for use by all registered students or members of staff from the Muslim or Jewish faiths (see section 3.3 above). No guests or children are to be admitted, including members of extended families or the wider community. The facility is not available for hire or use for community events such as celebrating the birth of a child, weddings, birthdays and other similar social-orientated functions. Users may wish to consider hiring other rooms available in the University. Each faith group must ensure that their facility remains in a clean and tidy condition at all times.

3.4.2 Political activity
The facility must not be used for political activities of any kind. All external speakers, including those considered non-political can only be invited to speak at the University once they have been cleared to do so via the University’s procedure on external speakers via the link below: https://www.york.ac.uk/admin/hsas/safetynet/Event%20Management/eventmanagementonline.htm

3.4.3 Security and valuables
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3.4.5 Food and Drink
No food is permitted anywhere in the facility, in order to ensure that food hygiene and safety regulations are not breached. The only exception to this rule is on the occasion when the use of food is required as a direct part of worship requirements. All food related-materials and drink must be removed from the facility.

3.4.6 Contact for any enquiries or to report misuse of the facility
If you have a concern about the use of any dedicated facility, please contact the Space Management team via roombookings@york.ac.uk.

4 FURTHER INFORMATION

4.1 More House Chapel
More House is the Catholic Chaplaincy for the University, located on Heslington Lane near Campus West. It is not owned or managed by the University. More House is open from morning to evening every weekday of the academic year. It is available to students and staff of all faiths and none. There is a chapel,
study area, kitchen, sitting room and a small library. The garden to the rear of More House is also open to students. Further information is available at: www.uycc.org/more-house.

Dr Wayne Campbell, Academic Registrar
Mr Denis Fowler, Director of Health and Safety Services.

September 2019