

# PROTOCOL FOR THE USE OF MULTI-FAITH SPACE AT THE UNIVERSITY OF YORK

## 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. Our University Equality, Diversity and Inclusion Strategy highlights our commitment to providing a learning, working and living environment which addresses the needs of our diverse staff and student community and which is accessible, safe and welcoming.

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.

### 1.1 Purpose

The purpose of this protocol is to ensure that there are clear and consistent arrangements across the University for access and use of its multi-faith and dedicated prayer spaces.

Prayer and contemplation facilities are available at a number of locations, as 'neutral' spaces which can be used by people of all faith groups or those who do not identify with a particular faith. In addition, the University has historically provided two dedicated facilities for use by Muslim and Jewish students and staff. More House is the Catholic Chaplaincy at the University and is also open to all members of the University community of all faiths and none.

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, 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.

## 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 meditation. 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 Location and Access

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

Prayer and contemplation space	Location
<b>Wentworth College Prayer Room</b>	Located in Wentworth College (W/029). To obtain access staff and students must present identification at Wentworth College reception (weekdays only).
<b>Church Lane Building</b>	Located within the Church Lane Building on the ground floor (CL/A/055), the wellbeing room is (CL/A056). Access can be arranged via the Reception Desk of the building.
<b>Ron Cooke Hub Prayer Room</b>	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 (24 hours).
<b>The Quiet Place</b>	Located between Derwent College and Heslington Hall, <u>The Quiet Place</u> 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, including visiting staff, academics and tutors etc. 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/functions.

Users may wish to consider hiring other rooms available in the University via the link [HERE](#).

### 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 the link [HERE](#).

### 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 welcome 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.

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

#### **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 Political activity**

The facility must not be used for political activities of any kind.

#### **2.3.6 Invited speakers**

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 [HERE](#) (a University Log-in is required).

#### **2.3.7 Use of equipment**

If individuals are using the facility the following items (including), mobile phones, smart devices, tablets, laptops, or amplifying and recording 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 and must be removed from the facility at the end of worship.

#### **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 Services](#).

### **3 DEDICATED PRAYER SPACE**

### 3.1 **What has been designated as a dedicated prayer space?**

The University has allocated dedicated space for use by the Islamic and Jewish societies. This historic arrangement has been in place for a number of years and the space allocated is solely for the use of our Muslim and Jewish staff and students.

### 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 **Location and access arrangements**

Dedicated Prayer Space	Location
<b>Islamic Prayer Room</b> <i>(Dihah Salah el-Din Room)</i>	Located on the ground floor of the Seebohm Rowntree Building within Alcuin College. Access is via a registered student and staff swipe card system. The same arrangement will be used for access to the nearby wudu/ablution facilities. All swipe cards will need to be registered for access at the building's reception.
<b>Hillel Room</b>	There is a dedicated facility for Jewish members of the University which is managed by the Jewish Society. Please email <a href="mailto:jewish@yusu.org">jewish@yusu.org</a> for further details

### 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 to the facility, including members of extended families or the wider community. The facility is not available for hire or use for community events/functions.

Users may wish to consider hiring other rooms available in the University via the link [HERE](#).

#### 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 [HERE](#) (a University Log-in is required).

#### 3.4.3 **Security and valuables**

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#### **3.4.5 Food and Drink**

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#### **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 Services](#).

### **4 MORE HOUSE CHAPLAINCY**

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 managed by the Catholic Chaplain to the University and it is also regularly used for wider ecumenical (Christian) activities within the University community. 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 [HERE](#).

Dr Wayne Campbell, Academic Registrar

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Ms Anna Reader, Head of Equality and Diversity.

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