

City Faith Centre: Welcoming every faith, belief and culture

Guidelines - updated October 2024

These guidelines have been developed to support the use of the Multi-Faith rooms available to all City St George's students and staff. They cover:

- Purpose and management
- Scope
- Opening times
- External speakers
- Bookings
- Expectations of use
- Room-specific requirements
- Failure to comply with expectations of use
- Contact details

Purpose and management

As part of its commitment to promote and support a diverse community, City St George's, University of London, recognises the importance of religious and spiritual identity to a large proportion of our students and staff. City St George's aims to create an environment on campus where religion and spirituality can be fully observed, celebrated and respected as well as debated, and those with non-religious beliefs can find space for quiet reflection. The facilities in City Faith Centre are provided by the University to reflect this recognition.

City Faith Centre is managed on a day-to-day basis by the Chaplaincy team. They are responsible for overseeing the booking process for the Multi-Faith Room and monitoring the condition and usage of all four spaces.

The Centre consists of the following facilities:

- A Multi-Faith Room (bookable)
- A male Muslim prayer room with ablution facilities (non-bookable)
- A female Muslim prayer room with ablution facilities (non-bookable)
- A Quiet Reflection Room (non-bookable).

Scope

City Faith Centre is available to all students, staff and authorised visitors regardless of their faith, belief or spirituality, and can be used for prayer, meditation, and reflection. The specific purpose of these rooms should be respected at all times. City St George's provides alternative spaces for study, recreation and more general gatherings. Food is only permitted in the Multi-Faith Room and only as part of a pre-booked event. Eating and drinking in other parts of City Faith Centre is not permitted.

Those using City Faith Centre should be respectful to all users and agree to adhere to these guidelines. Debate is encouraged and mutual respect is expected at all times. Students and staff

are expected to read the [City St George's Student Charter](#) for more information about the responsibilities and aspirations we have set for ourselves as a community.

Opening times

Room opening times are between 7am to 9pm during [term time](#). Out-of-hours access will require permission from the Security team in agreement with the Chaplaincy team. Those using the facilities out-of-hours are respectfully advised that they do so at their own risk. The Security team may require users of the centre to leave earlier than the advertised times, for example in an emergency situation. Their requests should be adhered to promptly. Any changes to these stated opening times will be clearly displayed on the Chaplaincy noticeboards and on the [Chaplaincy Student Hub pages](#).

External speakers

Oversight of activities in the City Faith Centre is held within the Chaplaincy team. External speakers can be hosted in the Multi-Faith Room as part of a booked event only. External speakers are not to be hosted in the Muslim Prayer Rooms, or in the Quiet Reflection room as the purpose of these rooms is prayer and reflection, only.

Faith Societies inviting an external speaker should follow the [External Speaker Policy](#) of City St George's Students' Union and should contact the [Student Communities Coordinator](#) within the Students' Union for support with this. Other groups should liaise with the Chaplaincy team. All groups and individuals organising events at City St George's, which include external speakers should familiarise themselves with, and adhere to, City St George's [Code of Practice on Freedom of Speech](#).

Bookings

Bookings can be made by the following:

- Chaplains (members of the Chaplaincy team)
- Student Faith Societies who are registered with the Students' Union, by completing the [MS Booking form](#) (also available on the [Chaplaincy's Student Hub page](#))
- Any group led by students or staff who meet the following criteria:
 - Having completed the [MS Booking form](#) (also available on the [Chaplaincy's Student Hub page](#))
 - Meeting for a purpose linked to faith, belief, culture, reflection or spirituality
 - Consisting of at least four members of the City St George's community, including at least two individuals who will be present at the meeting
 - Appointing a designated lead or coordinator to be responsible for the room booking.

You can check the availability of the Multi-Faith Room on the [MS Booking page](#)

Expectations of use

The following expectations of use apply to all spaces within the City Faith Centre:

- Rooms within City Faith Centre should only be used for quiet contemplation, designated prayer, reflection and meditation, or other activities relating to faith, spirituality or belief.
- Individuals using the rooms must keep noise to a level which does not disturb others accessing the spaces.
- Mobile phones and any other electronic devices should be switched off or kept on silent.
- Food can only be consumed in the Multi-Faith Room as long as it is in conjunction with a booking or part of a religious ceremony. Food should not be stored in the cupboard in the Multi-Faith Room. All users must clear away any unused food, drink and any other waste. Food should not be consumed in any of the other spaces.

- Notices, posters, advertisements and religious literature should only be displayed on noticeboards outside of the rooms in the City Faith Centre and should not be left inside any of the spaces.
- Personal belongings, valuables and monies should not be left in the spaces. Any items left will be logged as lost property and passed to the Security team.
- Charitable collections should not take place in City Faith Centre spaces, in order to maintain their prayerful atmosphere.
- Gender segregation only applies to the Muslim Prayer Rooms, or to other rooms if a religious ceremony is taking place which requires segregation.
- Equipment owned by Faith Societies may be left in the Multi-Faith Room cupboard with prior agreement from the Chaplaincy team.
- It should also be noted that the Chaplaincy team reserves the right to use any of the City Faith Centre spaces and will publish details of this outside the relevant room.

Room-specific requirements

Multi-Faith Room

- Individuals and groups are permitted to display religious and spiritual materials and icons in the Multi-Faith Room during their sessions, however these must be removed at the end of a session or stored within the cabinet provided.
- It is understood that people from different faith and belief backgrounds may use the room at the same time if not already booked. In this instance, no one group should attempt to dominate the shared space.

Muslim Prayer Rooms

This room has been provided for staff and students self-identifying as Muslim. Users are reminded of the following guidance laid out in the [Student Charter](#).

- Muslim prayer rooms are intended to remain accessible and neutral for all forms of Islamic prayer. Please ensure your prayer is conducted in a way that does not disturb others offering their prayer.
- Priority for use of the prayer room is for obligatory prayer and we ask you to move out of the prayer room as soon as you have finished your prayers to allow others to come in, particularly between 12-3pm.
- Please ensure that any mobile devices are switched off or on silent mode.
- While using the ablution facilities, please be mindful of other users and keep water use to a minimum to reduce the risk of slippages.
- Posters and religious literature may be displayed on the notice boards provided outside of the room with permission of the Chaplaincy Team.
- Notices, posters, leaflets, or advertisements for events must not be left in the room.
- Shoes must be placed on the racks provided rather than in the open spaces on the floor.
- Personal belongings, valuables and monies should not be left in the room. These items will be logged as lost property and left with the Security Team.
- Charitable collections should not take place in the Prayer Rooms.
- Equally individual societies and groups are requested to use alternative space for their activities.
- Food and drink are not permitted within the Muslim Prayer Rooms, except water.

In addition:

- Please respect other users and enter and leave the room quietly.
- Copies of the Qur'an, Turbat (clay), Tasbeeh (prayer beads), hats and turbans are provided for your use and are located on the shelves in the Prayer Rooms. The female prayer room also has scarves. Please do not remove any of these from the space.
- Please do not leave donations, books (all types) in the prayer room, without prior agreement from the University Imam.
- For your own comfort and to keep the space dry you can bring your own towel to use or

- use the hands and feet dryers provided.
- Belongings that are left on the shelves will be removed and taken to lost property. You are encouraged to use lockers available on campus for valuables.
- Please take care of the carpet so that it is kept in good condition for all users.

The Prayer rooms are cleaned daily, however if you feel that the area where you are praying is not clean, there are handheld hoovers available for your use, in the drawer in the Prayer Rooms.

If you have a health and safety concern for you, another student, or staff member when you are using the prayer room, then please contact Security on – 020 7040 3333 for First Aider information.

This guidance document has been designed to ensure a positive and safe experience for users and that our faith spaces are kept in good condition for all our students and staff. Please make sure you are familiar with and follow this guidance when using the Muslim Prayer Rooms.

Separate arrangements for Jumma Prayer are in place in the Great Hall.

Failure to comply with the expectations of use

Anyone failing to comply with these guidelines may have future booking requests refused. In extreme cases the Chaplaincy team may choose to raise a formal complaint with the Students' Union, in relation to the conduct or behaviour of an affiliated Faith Society.

The Chaplaincy Team is responsible for the City Faith Centre spaces, ensuring that they remain neutral, accessible, and suitable for all. The Chaplains will work with individuals and groups to provide solutions to support and enable activities related to religion, faith, spirituality and reflection, in line with the expectations of use set out in this document.

Contact details

For general enquiries (answerable by any Chaplain): chaplaincy@city.ac.uk.

For queries specifically related to the Muslim Prayer Rooms: Musa.Admani.1@city.ac.uk.

Noticeboards:

- Sheikh Musa Admani (Muslim Prayer Room Noticeboards): Musa.Admani.1@city.ac.uk
- Revd Ian Worsfold (Multi-Faith Room, Quiet Reflection Lounge): ian.Worsfold.1@city.ac.uk

Room Usage:

For any questions about room usage or the application of this policy please contact the Coordinating Chaplain: ian.Worsfold.1@city.ac.uk

Complaints or Issues:

For any complaints relating to the availability, suitability or readiness of the City Faith Centre spaces or to make issues known to the Chaplaincy team: chaplaincy@city.ac.uk.

Webpages:

For any further information, visit: www.city.ac.uk/faith.