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| Image result for university of birmingham logoMulti-Faith Chaplaincy Room Booking Request Form 2019-20Multi Faith Chaplaincy at St Francis Hall |

 |
|  **Please complete all sections or your booking will not be processed** |
| Contact Details

|  |  |
| --- | --- |
| Requester’s Full Name: |  |
| University ID Number: |  |
| Contact Telephone Number: |  |
| Contact email address: |  |
| Society name (if applicable): |  |
| Group email address (if applicable): |  |

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| Booking/s DetailsPlease provide information below on the activity that will take place during the booking(If you require rooms for more than one type of activity, please submit a separate form per activity):

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NoWill children under 16 be present during the booking?(\*if so, the booking will only be processed with written agreement of chaplains to ensure appropriate safeguarding arrangements)NoYesAre people being charged or donations requested to attend the event?

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Day | Date | Start time | End time | Repeats through term | Expected numbers | Preferred room (see notes overleaf) | Speaker/film info.(see \* if applicable) | Catering provision(see \*\*if applicable) |
|  | \_\_/\_\_/\_\_\_\_ |  |  | Yes / No |  |  |  |  |
|  | \_\_/\_\_/\_\_\_\_ |  |  | Yes / No |  |  |  |  |
|  | \_\_/\_\_/\_\_\_\_ |  |  | Yes / No |  |  |  |  |
|  | \_\_/\_\_/\_\_\_\_ |  |  | Yes / No |  |  |  |  |
|  | \_\_/\_\_/\_\_\_\_ |  |  | Yes / No |  |  |  |  |
| Mond. | 13/05/2015 | 9am | 10am | No | 30 | Worship Room | Submitted, N/A, Not yet submitted | Submitted, N/A, Not yet submitted  |

\*If the activity involves an outside speaker or showing a film, you will need to complete a ‘Speaker Request’ form, after you have had the location confirmed. The form is available on our website or on request via email. This form must be submitted at least 14 days prior to the event. If showing a film, you must not charge admission.\*\*To ensure the highest possible standards of Food Safety are maintained, and to comply with the requirements of the Food Safety Act 1990, General Food Regulations 2004 (England), EC Regulation 852/2004 & University Food Safety Codes of Practice please submit a catering request form if you are cooking and/or serving food in the Chaplaincy. The form is available on our website or on request via email. This form must be submitted at least 14 days prior to the event. |
| By signing this I have disclosed all of the required information and I agree to abide to the Terms and Conditions of use (see over). The University reserves the right to refuse the use of University facilities to students or student groups who breach the conditions of use.

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| --- | --- | --- | --- |
| Committee member name: |  | Date: |  |

Please email completed form to: sfhreceptiondesk@contacts.bham.ac.uk |
| Official only:SFH Approval: |  |

**Bookable room’s information**

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| **Worship Room**  | **Cadbury Room** | **Oasis Lounge end** | **Oasis Kitchen end** | **Meeting Room** |
| Capacity 200.AV equipment available with arrangement. | Capacity 100. For Prayer and Faith bookings only. | Capacity 55-60.Not available 09.00 – 17.00 term time weekdays. | Capacity 40-45.Not available 09.00 – 17.00 term time weekdays. | Capacity 12.Not available after 18.00 in term time.Restricted access. |

**Terms & Conditions of Use**

1. A minimum of 2 weeks’ notice is required for all bookings.
2. If you are organising an outside speaker or showing a film/video clip, you will need to complete a “Speaker Request” form, copies of which are available on the website, or on request via sfhreceptiondesk@contacts.bham.ac.uk. **This must be submitted at least 14 days prior to the event.** You must have the venue confirmed before submitting the speaker request form.
3. The expectation is that society bookings are attended exclusively by current University of Birmingham students (except for any declared external speakers.) If you intend to invite any external delegates to an event, this must be declared when making the booking request.
4. If you are planning to use any audio-visual equipment in the rooms, you must contact the Learning Resources and Accommodation (LRAT) team (Tel 0121 4143322) to arrange for a demonstration, if you have not done so before. You must not connect any of your own devices or equipment to the equipment in the rooms, without prior agreement with LRAT.
5. In some circumstances, there may be a charge for the use of a room. For example:
* You have external people attending
* There is any damage to the room or equipment
* The room requires cleaning after use
* If the nature of the event requires Security cover.
1. Smoking is **strictly** prohibited in all rooms, at all times.
2. If food is being served at an event, permission must have been given by the Hygiene Manager. The Hygiene Manager will advise on food safety issues and it is the responsibility of the person in charge to ensure compliance with this advice.
3. **In rooms with movable furniture, the furniture must be returned to the illustrated layouts on the notice boards at the end of every session.**
4. It is your responsibility to respect other users within the building with regards to noise and behaviour. If you feel you may disrupt other building users, it is your responsibility to inform the Administrator
5. Only room requests made by email by University or Guild email accounts will be accepted.
6. **Room(s) may only be used for the activity indicated on this form. If you decide to change the nature of the event then you must submit a new request.**
7. Bookings cannot be transferred from one society to another.
8. Do not attach any signs, displays or posters to university buildings, except on designated open poster boards.
9. The University reserves the right to change the room booked to a different location, if the original room is required for a faith based activity, or, where necessary to provide adequate Security cover.