**Policy on**

**Use of St Francis Hall (PUSFH)**

**2018/19**

**University of Birmingham**

**Multi-Faith Chaplaincy**

 **Policy on the use of St Francis Hall (PUSFH)[[1]](#footnote-1)**

1. St Francis Hall (SFH) is the home of the University’s Multi-Faith Chaplaincy, which is primarily available to meet the spiritual and religious needs of members of the University.
2. Section 6 of the University Statutes (2018)[[2]](#footnote-2) states the following persons shall be deemed to be members of the University:
	1. members of the Council
	2. full-time, part-time and honorary staff
	3. graduates including honorary graduates
	4. registered students
	5. such other persons as may be defined by Ordinance
3. The Chaplaincy is served by a team of Full-Time Chaplains and a larger team of Part-Time Chaplains. Chaplains are associate members of staff, and although they are not employed by the University, they are bound by the conditions laid down in the Memorandum of Understanding between the University and their respective sending faith organisations. They also have the same access to University facilities as other honorary staff members.[[3]](#footnote-3)
4. The Chaplaincy comes directly under the authority of the Vice-Chancellor of the University. The Vice-Chancellor appoints the Chair of Chaplaincy Committee as his/her delegate to oversee the operation of the Chaplaincy.
5. The governing body of the Chaplaincy and SFH is Chaplaincy Committee, which reports to University Executive Board (UEB). The Committee’s terms of reference, membership and so on is defined in the ‘Chaplaincy Management Structure’ document.
6. The day-to-day management of SFH is the responsibility of the Full-Time Chaplains under the oversight of the Chair of Chaplaincy Committee. The Full-Time Chaplains will ensure a fair and equal opportunities for all users of SFH. Administrative support and guidance is provided by the University’s Student Services Division (Academic Services).
7. SFH is part of the University of Birmingham and not a public place of worship. Usage of the building is therefore limited to members of the University and their guests.
8. All users of SFH must abide by all Chaplaincy policies and relevant University regulations and codes of practice. Further information on the University’s Code of Practice can be found online[[4]](#footnote-4).
9. Some of the rooms and spaces in SFH may be booked by the following University groups in descending order of priority:
	1. Chaplaincy committee
	2. Chaplains
	3. Member societies of Chaplaincy Committee
	4. University departments
	5. Guild of Students-recognised non-faith societies
	6. Individual members of the University or their families who need large rooms for an occasional event such as a wedding, a funeral or a memorial service
	7. Other University groups (e.g. music groups) and individual members of the University
10. If there is a dispute as to whether a requested booking is consistent with the ethos and purpose of the building this will in the first instance be referred to the Full-Time Chaplains. Groups have the right of appeal to the Chair of Chaplaincy Committee.
11. Groups who contravene any of the rules as set out in “Terms and Conditions for the Use of St Francis Hall (TCSFH)” may have their usage of the building restricted or stopped. This is at the discretion of the full-time chaplains, with the right of appeal to the Chair of Chaplaincy Committee.[[5]](#footnote-5)
12. SFH comprises of the following rooms and spaces:

|  |  |  |  |
| --- | --- | --- | --- |
| **Room** | **Bookable** | **Capacity** | **Notes** |
| Worship Room | Yes, during SFH normal opening hours. | 200 | A.V. equipment is available. |
| Cadbury Room | Yes, during SFH normal opening hours, however bookings are reserved for worship and faith groups only. | 100 | A.V. equipment can be made available.No food or drink allowed. |
| Oasis (Lounge and Kitchen) | Yes, except 09.00 – 17.00 on weekdays, during term time  | 100 | The Lounge and Kitchen ends can be booked separately.Usually available for individual use during term time weekdays, but CMB may occasionally use this space at their discretion.A.V. equipment can be made available. |
| Meeting Room | Yes, except after 18.00 during term time | 12 | Accessed by narrow staircase only. |
| Quiet Space | No | 4 | For individual, silent use only.No food or drink allowed. |
| Offices | No | N/A | For Chaplaincy staff use only. |
| Storage Area | No | N/A | Societies may apply to the Administrator for the use of a cupboard. |

1. SFH is normally open during term-time from Monday to Friday from 08.30 to 22.00. Out of term, the SFH closes at 20.00. Rooms may still be made available outside of normal opening hours at the discretion of the Full-Time Chaplains.
2. Member societies of Chaplaincy Committee (as defined in the ‘Chaplaincy Management Structure’) are entitled to the following additional privileges within the Chaplaincy:
3. The opportunity to apply to Chaplaincy Committee for grants from the Chaplaincy Events and Activities Fund.
4. Priority in applying for a storage cupboard in SFH.
5. Inclusion in Chaplaincy publicity, including the Chaplaincy booklet (published annually) and the Chaplaincy website.
1. This document is effective in conjunction with the ‘Terms and Conditions for the Use of St Francis Hall (TCSFH)’. These documents will be reviewed annually. [↑](#footnote-ref-1)
2. https://www.birmingham.ac.uk/Documents/university/legal/statutes.pdf [↑](#footnote-ref-2)
3. www.intranet.birmingham.ac.uk/hr/documents/public/honorary-facilities.pdf [↑](#footnote-ref-3)
4. https://intranet.birmingham.ac.uk/as/registry/legislation/codesofpractice/index.aspx [↑](#footnote-ref-4)
5. Guild-recognised societies may also have their usage of SFH restricted in the event of disciplinary action being taken by the Guild. In the case of Chaplaincy Committee member societies, any restrictions may also be applied to the privileges detailed in point 14. [↑](#footnote-ref-5)