



MARTIN LUTHER KING MULTI-FAITH CENTRE

CONDITIONS OF BOOKING AND USE

The MLK Multi-faith Chaplaincy Team welcomes groups of all faiths and none.

The Centre is available to any group concerned with issues of a religious, international, social or political dimension, which wishes to explore, like Martin Luther King, the great themes of Justice, Peace, Mutual Understanding, Faith and the search for the Meaning of Life.

Therefore, it is intended to be an open and inclusive space, which values diversity and where all are welcome. The chaplains, seeking to serve the whole University community, are based at the centre, and their use of the Centre to further the above vision (both by running groups and events, and by providing a place of quiet and welcome within the University) takes precedence over other requests. Other groups ("Users") may make use of the space to further the Centre's vision.

Groups who seek to legitimise themselves through implying a relationship where none exists (for example by saying they are meeting at the centre when there is no booking or working with us when there is no explicit agreement with the Centre to do so) or whose aims or actions are contrary to this vision will not be welcome and the centre will inform the university and the student guild of their concerns.

The Multi-faith Centre can be booked for meetings and events subject to a number of conditions.

Please read these notes carefully **before** you organise your 'event'.

- All meetings should adhere to Aston University CODE OF PRACTICE: MEETINGS HELD ON UNIVERSITY PREMISES AND FREEDOM OF SPEECH REG/87/155(5) and the Counter Terrorism and Campus Safety Act 2015
- A provisional booking may be made by contacting the Chaplaincy Administrator, either in the MLK Centre or by email or phone.
- An booking form must be completed and permission granted by the MLK Centre, University and the Students' Union, prior to the date of the intended function or event.
- Separate permission must be obtained from the Students' Union and Aston Campus Safety for any external speakers at a booking. This can take up to 15 working days.
- The event/meeting must be as described by the coordinator on the booking form and should not be being held for any other purpose
- A formal application to use the Centre must be made each term.
- No hazardous materials or substances are permitted in the centre
- No Student bookings will be taken after 5pm during outside of term time.
- All student bookings must finish at 10pm.
- Any weekend bookings must also get Campus Safety authorisation via <http://es-unima-app-01.aston.ac.uk/external/EPForm.html>

Nature of meetings

- Priority will be given to university / Students' Union recognised faith groups followed by other university / Students' Union groups felt to be furthering the vision of the Centre as set out above
- Any group meeting in the Centre must be open to all members of the University community.
- The University must be informed in advance of the nature of the meeting and if the meeting is in any way controversial. The Aston University Code of Practice understands this as being one in which "there is a real likelihood that participants may not be able to enter or leave the building safely without impediment or intimidation, and/or the speaker deliver their speech and be heard".
- The MLK centre can only be booked by student groups affiliated with the Students' Union.
- Where a booking is a joint meeting with another student group from another University, this must be agreed in advance with the MLK, Aston Campus Safety and Aston Students' Union. The MLK centre has the right to refuse joint meetings where there may be a large number of non-Aston Students present.

Cancellation: The University reserves the right to refuse any booking. The Chaplaincy Teams demands have an overriding priority such that, whilst these are usually planned well in advance, there may be rare occasions when it is necessary to cancel a hiring at short notice.

Children: If your group booking includes children (under 18 years of age), then it is your responsibility to ensure that the children are supervised **at all times** by 2 responsible adults. For safety reasons, children must not be unsupervised at any time. The MLK Centre cannot be held responsible for any independent body using the Centre failing to comply with these regulations. Any group found failing to provide adequate supervision or not following appropriate safeguarding procedures will not be allowed to use the Centre. **Children are expressly not allowed in the kitchen area of the MLK centre.**

Installations: No alterations to the electrical, water or gas installations are to be made by hirers. No nails, tacks, screws, etc shall be driven into any walls, floors, fittings furniture structure, nor shall adhesive substances be attached to them. Nothing must be stuck to any painted wall with sellotape or blue tack.

The Chaplaincy does not undertake to move furniture on behalf of the hirers. The premises must be left as found or according to specified layout provided by MLK Administrator.

No Smoking: The whole of the Centre is a non-smoking building. Hirers must ensure that those who attend their function respect this condition.

No Alcohol: The whole of the Centre is an alcohol free building. Hirers must ensure that those who attend their function respect this condition.

No Food: Due to Health and Safety Rules you are only allowed to bring in 'nibbles' i.e. crisps, nuts, biscuits, cakes etc. If in doubt please speak to Chaplaincy Administrator for clarification. Aston Catering is permissible.

Storage: It is not able to store hirers' property; please bring all equipment and materials onto the site at each visit.

Please ensure that during daytime 'events' **the noise level is kept to a minimum** so as not to disturb staff working in other areas of the Centre.

FIRE AND SAFETY

There is always a danger of fire, **THEREFORE, YOU MUST ENSURE THAT:-**

1. Gangways, thoroughfares, exits, emergency exits and corridors are not obstructed in any way.
2. Emergency lighting and signs ***must not*** be covered or interfered with.
3. Paraffin, oil, candles or any naked lights ***must not*** be used other than for specific religious ceremonies which must first be discussed with a chaplain.
4. ***All precautions must be*** taken to prevent fire, its spread, panic etc.
5. ***If a fire occurs***, no matter how small, the alarm system must be activated and the building evacuated.
6. No fire doors, internally or externally, should be propped open.

SECURITY

The Coordinator(s) must ensure good order throughout the functions, and MUST ALSO:-

1. ***Be present at all times***, and answerable to any authority – Chaplains, Campus Safety Staff, Police, Fire Brigade etc.
2. ***Agree to accept full financial responsibility*** for any additional cleaning, damage to or loss of University property arising from or in connection with the use of the Chaplaincy during the function/event.
3. Ensure that the function/event ends by 10pm.
4. Ensure that the Centre (***including the kitchen area***) is cleaned immediately after use, and all appliances, ***except the fridge/freezer*** are switched off.
5. Please ensure all the blinds are open in both the Events Space and the Luther Room when you leave.
6. If the event is out of normal Chaplaincy opening hours (9am to 4pm), the meeting Co-ordinator (or a nominated substitute) is responsible for collecting the keys for the Centre from the Campus Safety [Main Building] and then returning them to Campus Safety, and they alone are permitted to use them. No duplicate copies of the keys may be made, nor may they be retained overnight. If the designated Co-ordinator of a group changes during the year a new application must be made and the policy agreed to by the new Co-ordinator.

Infringement of any of these conditions can lead to permission for further functions/events being refused, and to disciplinary action being taken.