

PRAYER ROOMS AND FAITH-RELATED FACILITIES POLICY

Policy Statement

Imperial College London provides its students, staff, and registered visitors with a number of rooms and virtual spaces ('Facilities') for prayers and faith-related activities. The College is committed to enabling access to these Facilities for those wishing to make use of them. Use is subject to the terms and conditions set out in this policy.

Terms and Conditions of Use

1. Principles

1.1 Rooms are made available by the College on its South Kensington campus for use as [prayer and faith-related facilities](#) for the benefit of all College staff, students and registered visitors ('Authorised Users'):

1.1.1 14B Prince's Gardens (basement) – Islamic Prayer Room, managed by Imperial College Union on behalf of the College

1.1.2 The Chaplaincy Multi-Faith Centre, located in 15 Prince's Gardens (15PG)

1.1.3 The Prayer and Meditation Room (Basement, 15PG) is used during the hours of 07:00 to 20:00 for prayers by female Muslims (this may be extended at certain times)

1.1.4 Imperial College Union, Beit Quadrangle – Friday Prayer provision, managed by Imperial College Union

1.2 Additional prayer and faith-related facilities are made available to Imperial College staff and students at the White City campus and on NHS sites. Access to these facilities is governed by the relevant Building Managers.

1.3 The Chaplaincy Multi-Faith Centre offers hospitality to people of all faiths and world views: therefore Authorised Users are required to make use of these facilities in a spirit of sharing and mutual respect.

1.4 Online meeting spaces set up by the Chaplaincy are also made available from time to time to Authorised Users. Use of these facilities is subject to the same principles set out under 1.3 and in the College's guidance on [Netiquette](#) and [Synchronous Communications](#).

2. Hours

- 2.1 Rooms in the Chaplaincy Multi-Faith Centre are available Monday to Friday, to all authorised users from 08:00 to 20:00; and
- 2.2 Use outside of these hours and on Saturday and Sunday can be arranged for individuals and groups: please (see 4.1).
- 2.3 There are no time restrictions in place on the use of the Islamic Prayer Room.

3. Access

- 3.1 Authorised Users have access to the Chaplaincy Multi-Faith Centre, 15PG, from 08:00 to 20:00 daily.
- 3.2 Extended access from 07:00 to 23:59 may be granted by registering with the Chaplaincy (see 4.1).
- 3.3 Available rooms that have not been booked in advance may be used freely by Authorised Users with the expectation that they may need to share the space with other Authorised Users in accordance with the Chaplaincy's Principles and Ethos (see 1.2).

4. Booking

- 4.1 Authorised Users wishing to make room bookings individually or on behalf of a group must first contact the [Chaplaincy](#) to register.
- 4.2 Each Imperial College Union Club/Society is entitled to register two members to make bookings. This would normally be two of the President, Treasurer and Secretary.
- 4.3 Booking requests should be submitted a minimum of 24 hours prior to the desired start time, and not later than 16.00 the day before the room is requested, or not later than 16.00 on Friday where the room is required for the following Monday. (Events involving external speakers must be submitted two weeks in advance (see 6, below).

5. Use of Rooms

- 5.1 Authorised Users may change the layout of a room as required for their event but must return it to its original layout, tidy, and clean it before leaving.
- 5.2 Use of rooms must be lawful, for example, this must comply with the College's [Prevent duty](#) under the Counter Terrorism and Security Act 2015. Any issues or concerns around possible inappropriate use of the Multi-Faith Centre (1.1.2) should be reported promptly to the Chaplain; issues or concerns relating to the other

facilities listed under 1.1 should be reported to both the Chaplain and the Managing Director of Imperial College Union.

6. External Speakers

- 6.1 The Chaplaincy must be notified via [email](#) two weeks in advance of the event of the name of the speaker and the subject of their talk.
- 6.2 Imperial College Union affiliated student groups should declare their external speakers as per the [Freedom of Speech and Events Approval Policy](#). Students should use the ICU Visiting Speaker and Visitor Approval form.
- 6.3 Other Authorised Users should request a form from the Chaplaincy with their email (6.1).