

Regulations for Multi-Faith Space Booking and Use

1. Multi-Faith Spaces on University of Calgary campuses

The following multi-faith spaces fall under these regulations:

- MacEwan Student Centre (Large Multi-Faith Room (MSC 317a) and Small Multi-Faith Room (MSC 317))
- Dining Centre (Vitruvian Space (DC 12))
- Foothills Campus (HSC 1001)

2. Room Usage Terms and Conditions

To ensure the multi-faith spaces on campus remain a welcoming and inclusive spiritual wellness and observance space, the following terms and conditions apply to all bookings and use of the multi-faith spaces. Please note that in the event of any damage or if there is additional clean up required, a fee may be assessed for non-compliance. Also, note that there are policies used to govern the use of facilities on campus, including but not limited to the [Use of Facilities for Non-Academic Purposes](#) policy, which applies to the use of all spaces, including multi-faith spaces on all University of Calgary campuses.

3. Drop-in use of the spaces

Multi-Faith spaces are available to members of our university campus community (including students, staff and faculty) for activities related to spiritual health and well-being, wellness, and religious or cultural observance or programming. All the above listed multi-faith spaces are available for drop-in use by students, staff, faculty, and the broader community on campus for campus business. All use, regardless of drop-in use or booking of spaces, is subject to the regulations as outlined in this document.

Before using one of the spaces, please ensure that the space is not being utilized by a scheduled group. You may check the posted schedules outside of each room. When the space has not been pre-booked, drop-in is available.

4. Booking the Space

To book the space you must be a member of the University of Calgary. University of Calgary members may not book the space on behalf of third-party organizations without permission. Please contact fscbookings@ucalgary.ca should you have any questions.

Please note that the following multi-faith spaces are not available for booking, and are only available on a drop-in basis: Foothills campus (HSC 1001).

Multi-Faith spaces are listed in the Ad Astra room booking system, but all potential users are required to complete the [room booking request form](#), found on the Faith and Spirituality Centre's website, or contact fscbookings@ucalgary.ca with any inquiries.

5. Classification of Bookings

When requesting to book any of our multi-faith spaces, your room booking will be classified in one of two ways:

- 1) One-Time Event Booking - 5(a)
- 2) Regular Recurring Event Booking - 5(b)

All bookings, regardless of classification are subject to the regulations as outlined in this document.

Bookings categorized as "Regular Recurring Event Booking" are subject to secondary regulations to be followed by all members of the University of Calgary.

a) One-Time Event Booking

One-Time Event Bookings must be booked through the [room booking request form](#). These bookings occur on a singular date and time and are subject to the multi-faith space regulations as outlined in this document. All One-Time Event Bookings must be approved by a member of the Faith and Spirituality Centre staff and are subject to the [Use of Facilities for Non-Academic Purposes](#) policy.

b) Regular Recurring Event Booking

Regular Recurring Event Bookings must be booked through the [room booking request form](#). These bookings occur at a regular interval (ex. every Wednesday from 6:00 p.m. until 8:00 p.m.) throughout the academic calendar and must be approved by a member of the Faith and Spirituality Centre staff. These bookings are also subject to the [Use of Facilities for Non-Academic Purposes](#) policy.

Additionally, Regular Recurring Event Bookings are subject to the following regulations:

- a. All bookings must complete a mandatory orientation to either the MSC rooms, or the Vitruvian Space rooms.
- b. Regular Recurring Bookings for weekly programming will open on July 1st of each subsequent year and can be booked for the following fall and winter semesters ONLY. For spring/summer bookings, those open on January 2nd of the subsequent year.

6. Cancellation of Booking

Should a booking need to be cancelled, please ensure that you formally cancel the booking at least **three working days** prior to the date of your booking by emailing fscbookings@ucalgary.ca. Should a booking not be utilized in conjunction with a cancellation notice with adequate explanation, future bookings could be jeopardized by the discretion of the Faith and Spirituality Centre.

7. Booking Times

Regular access to the Vitruvian Space is between 7:00 a.m. and 10:00 p.m., 365 days a year. Regular access to the MSC, Foothills, and Downtown campus rooms are subject to their building access hours and are closed during regularly scheduled campus closures. Please contact Facilities at 403-220-7555 to find out building hours.

After-hours events are permitted in the Vitruvian Space but must be approved in advance during your booking request. For questions and concerns regarding extended hours, please contact fscbookings@ucalgary.ca.

8. Furniture and Caretaking

- a) Users are responsible for general tidying-up and removal of garbage.
- b) Yoga mats, cushions, tables, chairs and prayer mats are available for use but may not be removed from any multi-faith space under any circumstances.
- c) Yoga mats, cushions, tables, chairs and prayer mats must be returned as found to proper storage areas and must remain in storage areas when not in use.
- d) Access to the exits and storage areas must be kept clear at all times.
- e) Front doors may not be propped open for access to the space unless for accessibility reasons.
- f) All furniture in the Vitruvian Space must be returned neatly to Utilitas Room (DC 12C) for storage purposes
 - a. *Failure to return furniture will result in one warning for non-compliance, afterwards room booking privileges will be revoked.*
- g) Ablution station shoes in the Vitruvian Space are for use in the space only and cannot be removed.
- h) Any damage, leaks, spills, or excess garbage in any multi-faith space must be reported to Campus Facilities at 403-220-7555 or through [Archibus](#).

9. Food and Drink

- a) Food is only permitted during booked events. There is no access to kitchen facilities.

- b) For events/activities that are of a religious observance nature, outside food is permitted to be brought in.
- c) For events/activities in the Vitruvian space that require catering, Aramark catering must be used. No other caterers are permitted. Please contact Conference and Events Management to book your catering through Aramark (cem@ucalgary.ca or 403-220-3111).
- d) Please do not leave leftover food or any disposable food containers in the space. Coordinate with the caterer for pick-up of these items immediately following your meeting. When food is delivered, the person booking the space is responsible for cleanup and disposal. Any extra clean up required will be billed to the room user.
- e) Under no circumstances is alcohol permitted in any of the spaces.

10. Noise

Many of the activities taking place within any of our multi-faith spaces are of a contemplative or meditative nature for which noise could be a disturbance. In addition, there are offices and conference rooms adjacent to the spaces. Please be mindful of those around you and keep noise to a minimum unless prior approval has been granted (e.g. drum circle after office hours).

11. Event Signage and Other Provisions

- a) Directional signage is the responsibility of the users and must not be taped, tacked or glued to the walls within the multi-faith spaces. Only those surfaces designated as poster board can be used.
- b) Unauthorized signage and posters will be removed, and the room user will be billed for all damage incurred.
- c) Limited storage space is available to groups who have regular recurring weekly bookings. Please contact fscbookings@ucalgary.ca to arrange storage. Storage will be available on a first-come-first-serve basis.

12. Smudging, Candles, Incense

Heat detectors are sensitive to all forms of smoke and will trigger fire-alarms should these guidelines not be followed. Should an alarm or fire occur whether intentionally or inadvertently, the person who made the booking will be held responsible for the costs incurred.

The use of candles, incense and/or smudging is only allowed in Vitruvian Space Firmitas A & Firmitas B and intent to use the space with those purposes must be indicated in the booking request.

The following procedures must be followed when using Firmitas A or Firmitas B for these purposes:

- a) The divider between Firmitas A and Firmitas B must be closed. The doors leading to corridors from Firmitas B are closed.

- b) The EF-3 exhaust fan switch on the wall is turned on. This switch will close the transfer air damper on the wall between the corridor next to Firmitas A and Firmitas B.
- c) When the ritual is complete and there are no traces of smoke, the switch for fan EF-3 can be turned off, and the system will go back to standard operation.

Personal use of cigarettes or vaporizers is not permitted in any of the spaces.

13. General Regulations

- a) Multi-faith space users who wish to perform wudu (foot cleansing) are to only use the ablution stations designated in the Vitruvian Space or MSC and not the washrooms in the vicinity.
- b) Shoes and/or bags must be placed in the designated shoe racks and bag hooks at the entrance of the space in each room.
- c) Access to exits must be kept clear at all times.
- d) Please note that the University of Calgary is not responsible for lost or stolen items in the multi-faith spaces. Please report any losses to Campus Security.
- e) When leaving the space please ensure furniture is left in the original location and the area tidied. All prayer mats, yoga mats and meditation cushions and supplies must be stored neatly in the designated storage space.

Should any questions or concerns arise from the use of the space, those questions and concerns are to be raised to fscbookings@ucalgary.ca or the Faith & Spirituality Centre (FSC) staff at 403-210-7245.

If those using the Vitruvian Space do not adhere to the conditions mentioned above, an FSC Staff will meet with those individuals and note the infraction in writing. Three (3) such meetings will be allowed to take place before the University of Calgary will have full discretion to revoke the use of space to those individuals. If such termination of the agreement were to take place, one (1) week written notice will be provided.

14. Security

- a) Two closed-circuit tv video monitoring cameras are present in the Vitruvian Space and are monitored by Campus Security.
- b) Should there be concerns about inappropriate use of the spaces after regular business hours or disruptive behaviour at any time, please contact Campus Security at 403-220-5333.
- c) For immediate concerns about safety, please call 911.

