

Regulations for Multi-Faith Space Booking and Use

1. Multi-Faith Spaces on UCalgary campuses

- 1.1. This document serves as the terms of reference governing use of the Multi-Faith Spaces at the University of Calgary. The purpose of this document is to define the policies of the Faith and Spirituality Centre (hereafter referred to as “FSC”) with regards to Multi-Faith Space use, in the interest of informing parties seeking to use these spaces for spiritual wellness and religious observances.
- 1.2. The following multi-faith spaces fall under these regulations:
 - 1.2.1. MacEwan Hall Multi-Faith Rooms (MH 317 and 317a)
 - 1.2.2. Vitruvian Space (DC 12)
 - 1.2.3. Foothills Multi-Faith Space (HSC 1001)
- 1.3. Any other spaces on campus, even where designated as spaces for religious or spiritual observances, are not managed by the FSC and may have additional or different regulations concerning their use.
- 1.4. Multi-Faith spaces are available to members of our University of Calgary community for activities related to spiritual health and well-being, wellness, and religious or cultural observance or programming.

2. Room Usage Terms and Conditions

- 2.1. To ensure the multi-faith spaces on campus remain a welcoming and inclusive space for spiritual wellness and observances, the following terms and conditions apply to all bookings and use of the multi-faith spaces.
- 2.2. Please 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. Booking a Space

- 3.1. To book a space you must be a University of Calgary student, staff, or faculty member (hereafter to be referred to simply as “member”). Members may not book the space on behalf of third-party organizations without the express permission of the FSC.
- 3.2. Booking requests must be made at least one week in advance of the requested date.
- 3.3. 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 FSC’s website.

- 3.4. 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)
- 3.5. Should you have any inquiries regarding space bookings, please contact fsbookings@ucalgary.ca.

4. Classification of Bookings

- 4.1. All bookings, regardless of classification are subject to the regulations as outlined in this document. Booking requests open in June for each subsequent year.
- 4.2. Bookings categorized as “Regular Recurring Event Booking” are subject to secondary regulations to be followed by all members of the University of Calgary.
- 4.3. When requesting to book any of our multi-faith spaces, your room booking will be classified in one of two ways:
 - 4.3.1. 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 FSC staff and are subject to the [Use of Facilities for Non-Academic Purposes Policy](#).
 - 4.3.2. Regular Recurring Event Booking: Regular Recurring Event Bookings must be booked through the room booking request form. These bookings occur at a regular interval (e.g. 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 FSC staff. These bookings are also subject to the [Use of Facilities for Non-Academic Purposes Policy](#). A mandatory online orientation is required to confirm the booking.

5. Cancellation of Booking

- 5.1. 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 fsbookings@ucalgary.ca.
- 5.2. While the FSC understands that unforeseen circumstances can arise, bookings which are left empty greatly impact the ability to accommodate the needs of the many religious and spiritual communities at the University of Calgary. Should a booking not be utilized in conjunction with a cancellation notice with adequate explanation, future bookings could be jeopardized at the discretion of the Faith & Spirituality Centre.

6. Booking Times

- 6.1. Regular access to the Vitruvian Space is between 7:00 a.m. and 10:00 p.m., every day of the year. Events outside of these hours are permitted in the Vitruvian Space but must be approved in advance. For questions and concerns regarding hours, or to book events outside regular hours, please contact fsbookings@ucalgary.ca.



- 6.2. Regular access to the MacEwan Hall and Foothills 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.
- 6.3. Multi-faith space event booking schedules will be posted weekly or as near to that as University of Calgary schedules will allow.

7. Drop-in use of the spaces

- 7.1. All the above listed multi-faith spaces are available for drop-in use by members and the broader campus community for campus business.
- 7.2. All use, regardless of drop-in use or booking of spaces, is subject to the regulations as outlined in this document.
- 7.3. 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.

8. General Regulations

- 8.1. Multi-faith space users who wish to perform wudu (foot cleansing) are to only use the ablution stations designated in the Vitruvian Space or MacEwan Hall, and not the washrooms in the vicinity.
- 8.2. Shoes and/or bags must be placed in the designated shoe racks and bag hooks at the entrance of the space in each room.
- 8.3. Access to exits must be kept clear at all times.
- 8.4. Front doors may not be propped open for access to the space unless for accessibility reasons.
- 8.5. 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.
- 8.6. When leaving the space please ensure furniture is left in the original storage location and the area tidied. All prayer mats, yoga mats and meditation cushions and supplies must be stored neatly in the designated storage space.
- 8.7. 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.
- 8.8. 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.

9. Furniture and Caretaking

- 9.1. 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 except by FSC staff.
- 9.2. Yoga mats, cushions, tables, chairs and prayer mats must be returned neatly to the proper storage areas and must remain in storage areas when not in use.
- 9.3. All furniture in the Vitruvian Space must be returned neatly to Utilitas room (DC 12C) for storage purposes. The door code for the Utilitas room will be shared with each group in their booking confirmation email.
- 9.4. Failure to return furniture will result in one warning for non-compliance, afterwards room booking privileges will be revoked.
- 9.5. Groups are not permitted to leave furniture or personal items within any of the multi-faith spaces or storage rooms without the express permission of the FSC. Items left behind will be removed by FSC staff and disposed of at the end of the week.
- 9.6. Users are responsible for general tidying-up and removal of garbage. 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.
- 9.7. Ablution station shoes in the Vitruvian Space are for use in the space only and cannot be removed.
- 9.8. Any damage, leaks, spills, or excess garbage in any multi-faith space must be reported to Campus Facilities at 403-220-7555 or through an [Archibus](#) service request or to fscbookings@ucalgary.ca.

10. Food and Drink

- 10.1. Food is only permitted during booked events. There is no access to kitchen facilities.
- 10.2. For events/activities that are of a religious observance nature, outside food is permitted to be brought in.
- 10.3. 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 (meateatsleep@ucalgary.ca).
- 10.4. 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.
- 10.5. Under no circumstances is alcohol permitted in any of the spaces.

11. Noise

- 11.1. 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.



- 11.2. If it is not possible to keep noise to a minimum due to the nature of the event (e.g. a drum circle or similar events), please contact fscbookings@ucalgary.ca to arrange a special booking.

12. Event Signage and Other Provisions

- 12.1. 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.
- 12.2. Unauthorized signage and posters will be removed, and the room user will be billed for all damage incurred.
- 12.3. Limited storage space is available to groups who have regular recurring bookings. Please contact fscbookings@ucalgary.ca to arrange storage. Storage will be available on a first-come-first-serve basis.

13. Smudging, Candles, Incense

- 13.1. 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.
- 13.2. 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.
- 13.3. The following procedures must be followed when using Firmitas A or Firmitas B for these purposes:
 - 13.3.1. The divider between Firmitas A and Firmitas B must be closed. The doors leading to corridors from Firmitas B are closed.
 - 13.3.2. 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.
 - 13.3.3. 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.
- 13.4. Personal use of cigarettes or vaporizers is not permitted in any of the spaces.

14. Security

- 14.1. Two (2) closed-circuit TV video monitoring cameras are present in the Vitruvian Space and are monitored by Campus Security.

- 14.2. Should there be concerns about inappropriate use of the spaces after regular building hours, or disruptive behaviour at any time, please contact Campus Security at 403-220-5333.
- 14.3. If you experience any immediate concerns to your health and safety, please call the police by dialling 9-1-1.