



Regulations for Multi-Faith Space Booking and Use

1. Multi-

These spaces are for spiritual wellness and religious observances.

The following multi-faith spaces fall under these regulations:

2.1. MacEwan Hall Multifaith (H)4

(all

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3.1. To book a space you must be a University of Calgary student, staff, or faculty member

(in behalf of the department/organization with the permission of the Space

3.2.

- 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 fscbookings@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.

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.

Faith & Spirituality Centre

MSC 487
2500 University Drive NW

- 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.