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## MULTI FAITH CENTRE GOVERNANCE GROUP

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### MULTI FAITH CENTRE USER GUIDELINES

Adopted by: Multi Faith Centre Governance Group

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Other relevant policy:

- [Charter of cultural diversity](#)
- [Club Events Policy](#)
- [Club Governance and Management Policy](#)
- [Facilities and Services Group Space Management and Allocation Operating Guideline](#)
- [Space Booking Policy](#)
- [Student General Misconduct Regulations 2012](#)
- [Swinburne Student Charter](#)
- [Swinburne's values](#)

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### Guiding principles

The MFC is committed to providing an environment for expressing spiritual or religious practices and supports the rights and entitlements of all the university's members from diverse backgrounds to mutual respect, equality and understanding free from any discrimination, biases or prejudices.

The MFC provides a space to ensure the preservation and expression of cultural heritage and identity, religion, traditions and languages within the university.

Activities in the MFC will be oriented toward promoting community, belonging, inclusivity, unity, understanding and harmony among the university's culturally diverse community and to fostering a culture of understanding, acceptance, appreciation and respect within and between its diverse communities.

As spiritual wellbeing is an aspect of health, the MFC exists to support the spiritual wellbeing of all Swinburne students and staff regardless of faith. To this end, consideration must be made for non-religious users in the planning of programs in the space.

All activity in the MFC is to be expressed within the context of Australia's shared laws, values, aspirations and responsibilities.

## General guidelines

Acceptable behaviour in the MFC is determined by the guiding principles above, the user guidelines in this document, [Swinburne's values](#) and the [Swinburne Student Charter](#). Swinburne will not tolerate discrimination or any actions that impact student safety. Any use of the space that does not align with this document may result in sanctions in line with [Student General Misconduct Regulations 2012](#).

The Multi Faith Centre Governance Group (MFC GG) oversees the operations of Swinburne's Multi Faith Centre (MFC). The Multi Faith Centre Consultative Forum (MFC CF) provides insights and advice to the Multi Faith Centre Governance Group. Please see MFC GG ToR and MFC CF ToR for reference.

Swinburne University is committed to the spiritual wellbeing of all students and staff through the provision of spaces for spiritual observance, general spiritual wellbeing activities, for faith-based club activities and through the provision of volunteer chaplains.

The Multi Faith Centre is for the use of the University community, that is Swinburne students and staff.

Members of the broader community are welcomed as guests for approved visits and festivals and must abide by the University's policies.

All users of the Multi Faith Centre abide by the University's Policies and Procedures.

Events and any use of the space will comply with Swinburne university policy, procedure and protocols unless granted an exemption.

## Club policies and procedures

All club policies and procedures apply to the use of the MFC.

Users should not engage in fundraising activities unless approved in line with the Club Governance and Management Policy.

## Room bookings

Please see [Space Booking Policy](#)

All rooms must be booked through resource booker to be used. Room booking requests are approved by the Coordinator, Multi Faith Centre.

Recurring Bookings can be booked one semester at a time.

Room bookings are available to individuals and groups of students and staff for the purpose of supporting the spiritual wellbeing of Swinburne students and staff.

Faith based student clubs have access to Resource Booker through their club committee members.

Users without a booking will vacate spaces for those who have a booking.

All rooms are to be left as found. Users who leave rooms in an unfit state for the next user will have their future booking requests denied.

Each request for a booking will be considered and treated with equal respect and all efforts will be made to accommodate the group's needs.

Room bookings can only be made by Swinburne staff, Student Life registered student clubs or by Chaplains. Student Life clubs can only book for the following year after the club has registered with the new committee for that year. In situations where requests for bookings are unusual or conflicting, the Coordinator may consult and seek advice from the Director, Student Life.

### **Speakers and Faith Leaders**

Speakers and faith leaders conducting religious activities in the MFC will be accredited by the CCTI or invited by an accredited chaplain or the coordinator, approved by the Director, Student Life. Speakers and faith leaders will act in line with Swinburne's values, these guidelines and for the benefit of Swinburne students and staff.

The [Club Events Policy](#) applies to the activities of faith-based student clubs, including the requirement for induction and approval of speakers.

### **Maintenance of Space**

The MFC in its entirety is governed by [Facilities and Services Group Space Management and Allocation Operating Guideline](#). These guidelines should be read in conjunction with this section.

No use of incense, burning or otherwise is to be used at all on Level 3 of the George Building.

Squatting or using the Multi Faith Facility for sleeping is not permissible.

Proposals involving functional or structural change to the space (e.g., cutting openings; or altering the surfaces of walls, ceilings or floors) may only be undertaken if coordinated and approved by the Director, FSG.

All groups using the MFC must ensure the space is maintained in a satisfactory condition. Attaching posters, flyers, notices and other items to surfaces (painted and glass) other than pin/notice boards is not allowed.

Facilities and Services is responsible for the cleaning, repairs and maintenance of buildings and services infrastructure. Therefore, maintenance persons (including Cleaning and Security staff) are to be allowed free and un-hindered access at all times to carry out maintenance or address issues as necessary.

Signage for rooms and facilities is provided by Swinburne University and indicates appropriate use of each space.

Modification or alterations to any infrastructure elements is prohibited unless carried out via Facilities and Services.

All circulation space is to remain clear of obstruction and available for free and un-hindered access by all authorised persons in accordance with relevant legislation and guidelines.

## **Festivals**

Funding for student clubs to celebrate religious festivals is available through [Clubs grants](#).

The MFC does not run festivals but may host events for times of significant bereavement for example: natural disasters, war etc.

The MFC provides support to faith based student clubs and other student initiatives to mark festivals and days of significance through the provision of space and access to other Student Life resources.

## **Specific rooms**

### **GS303**

Shoes must be removed to enter this room. FSG staff are exempt.

No food is to be brought into these rooms unless it has been preapproved by the MFC Coordinator as part of a festival, spiritual or religious ceremony.

This room is for reflection, prayer, mindfulness and meditation. Users of this room will use it in accordance with this purpose.

While some prayer and other spiritual practices are loud, users are asked to respect other users of the space at all times.

### **GS305/308**

Shoes must be removed to enter these rooms. FSG staff are exempt.

GS305/308 is to be used for Islamic prayer and religious observance. The space is available for all students and staff who are respecting the requirements for the space to function as such.

Any alterations to the space require approval by the Coordinator, MFC.

Cleaning of the prayer rooms is to be maintained by facilities.

During Friday prayers GS310 is booked for bag storage. The university takes no responsibility for items left there.

No food is to be brought into these rooms unless it has been preapproved by the MFC Coordinator as part of a festival, spiritual or religious ceremony.

### **GS302/310**

These rooms are available to be booked by clubs and their use is to be in line with these guidelines and the purpose of the MFC at all times.

Food is allowed to be consumed in these rooms, however users must leave the room clean and as they found it. Failure to do so will result in future bookings being rejected.

## **GS307**

This room is used by chaplains to meet with students and staff. Other users will vacate the room when it is booked for this purpose.

## **Breach of this document and other Multi Faith Centre guidelines**

Users are encouraged to contact the Coordinator, MFC with any concerns or alleged breaches of these or any other university policies and guidelines. Breaches will be referred through the relevant university channels.

## **Review process**

This document is for annual review by the MFC GG. Minor amendments can be made by approval from the Director, Student Life.