#

# University Muslim Prayer Room

# Guidelines for use

**For any concerns or complaints relating to the use of this room please contact the Prayer Room Management Group on 0151 794 8453 or equality@liv.ac.uk**

**General Usage Notes**

* **The Prayer Room is to be used for prayer only. It is not to be used as a general communal space, for workshops or society events, or any other use that is not prayer.**
* Before entering the main room, please remove your shoes and leave them in the cloakrooms provided.
* Separate entrances, ablution and prayer areas for female and male users have been provided and should be respected by all Prayer Room users.
* Please leave the Prayer Room as you found it, return any furniture etc to its original location, and make sure that the room is **clean and tidy** when you leave.
* Please **do not** bring alcohol into the Prayer Room at any time.
* Please **do not** bring food or drinks into the Prayer Room.
* Please **do not** bring any electrical equipment into the Prayer Room e.g. kettle.
* Please **do not** light candles or burn incense in the room at any time.
* Please take care to keep all areas of the Prayer Room facility (including wash areas and cloak rooms) **clean and tidy** at all times. Do not leave paper towels on the wudhu floor or in the drains.
* Please do not display posters or notices in the Prayer Room.
* Please report any damage or faults to the Prayer Room Management Group

**Opening Times**

* The Prayer Room **is closed** between **2.30am and 5.00am** every night to enable staff to clean. **No one should be in the prayer room at this time**.
* At all other times the Prayer Room is open in accordance with the Sydney Jones Library opening hours. Please check the Sydney Jones Library website or ask at reception for details for details of opening hours.

**Room Capacity**

The prayer can hold 150 people safely. Users must not exceed this limit. If you feel that too many people are using the room, please contact the Prayer Room Management Group.

**Building Managers, Cleaning Staff and Staff Access**

* **University staff, Emergency Services and agents of the University (e.g. contractors) have the right and responsibility to enter the prayer room without obstruction when deemed appropriate by the University.**
* University cleaning staff will clean the Prayer Room at night. The main Prayer Room will be vacuumed once a week and the Wudhu/Wash Rooms will be cleaned on a daily basis.
* Building managers patrol the Library every night. As part of their patrol they will also check the Prayer Room. This will involve approximately two visits during the night and the managers will be asked to use appropriate male and female entrances.
* Plastic overshoes will be available for these staff to use when accessing the Prayer Room.

# University Muslim Prayer Room

# Guidelines for use (cont)

**Personal Belongings**

Lockers are not provided in the Prayer Room. Users of the prayer room are responsible for the safety of their belongings. Please keep any valuable items on your person or near to you. If there are any security concerns, please contact the Security team on 0151 794 3252.

**Guest Prayer Leaders**

Prayer room users who wish to invite guest prayer leaders should contact the Prayer Room Management Group for the application form or contact ISOC. **At least 2 weeks’ notice** must be given prior to the speaker attending an event.

**Library Charter**

The Prayer Room is based in the Sydney Jones Library. Prayer Room users are asked to be considerate of this and;

* Should abide by the Library regulations (including **Health and Safety, Fire Evacuation, Entrance Policies**) and treat other users and library staff with courtesy and consideration at all times.
* Must have your **University membership card** to gain entry to the Library.
* Should observe noise restrictions in quiet study areas. Mobile phones must be switched to silent and calls must not be made.
* Should show consideration for other users by leaving the study areas clean and tidy and putting litter in the bins provided and paper in the recycling bins.
* Must not smoke in any of the Library buildings or near the doorways.
* Must not bring hot food into the Library.

**Toilets**

* The nearest toilets to the Prayer Room are on the ground floor near to the central staircase.

***Accessible Toilets***

* There are accessible toilets on each floor of the Abercromby Wing and on the ground, first and second floors of the Grove Wing, opposite the central staircase.

**Fire Alarm**

If the alarm sounds, **you must** leave the building at once via the nearest emergency exit or via a staircase (do not use a lift) and move well away from the building to allow access for the Fire Brigade. Failure to leave the building / follow fire warden instructions in the event of an alarm could result in **disciplinary action**.

Wheelchair users or students who have concerns about responding to the fire alarm must inform the member of staff on duty at the Reception when they enter the Library building. They should indicate where they will be and report to the Reception when leaving so that appropriate precautions can be taken to ensure their safety in the event of an emergency.

#### Deaf Message Service

The Library has a Deaf Messaging Service (DMS) in place. When the fire alarm sounds, DMS sends a text message (SMS) to the mobile phone of registered users to let them know the fire alarm is sounding. The user becomes connected to DMS by sending one text with the relevant location code; the user is then registered under that location and will be sent a text when the fire alarm sounds. Details of how to register to the DMS service are displayed in the Library.