



Chaplaincy / Mansefield Building Rules – 2011/2012

General Information

Booking of the Chaplaincy/Mansefield

Many Societies and Groups use the Chaplaincy/Mansefield but priority is given to Faith Societies first then Cultural and Value groups. Other groups may book the rooms during the week day, 9am-5pm and occasionally in the evenings if spaces are available but bookings can only be done on a Monday morning for that week. Groups may be religious or not religious, issue related, or exist for provision of mutual support, but always in accordance with the ethos of the Chaplaincy.

Times of use of both building and garden, arranged through the booking system, must be strictly adhered to and where activities may affect other users, (for example through a higher than usual level of noise, or use of more than one room and therefore moving around the building), this should be specified at the time of booking, as should bookings which will explicitly require a very quiet atmosphere. If there are occasions when a cancellation is necessary you must phone 46 2866 to cancel the booking as soon as possible, as others may wish to use the rooms. Failure to do so will mean that you may be denied use on future occasions.

Management: The management of the Chaplaincy/Mansefield lies with the Chaplain who may consult with others, including the convener of Religious Council, and take decisions over use as and when appropriate.

Building Use and Access: Access in the evening is permitted to those attending booked events or the Prayers Rooms only. Nobody should be in the building after the hours of 11 p.m. due to security concerns.

Ethos of the Chaplaincy/Mansefield: The ethos of the Chaplaincy/Mansefield is a peaceful setting where people, both as individuals or groups, should feel welcomed and respected; where they can meet, relax and enjoy company; and where they can find space to be quiet, to pray, to meditate and develop spiritually.

Respect: Respect for individuals and other groups must be paramount in any individual or group using the building or garden, and no person should feel that he/she has been coerced into any activity within a group.

Legitimacy: Use of the premises does not thereby confer legitimacy on any group or group activity, and each group is responsible for what it may do.

Storage: No item may be stored in rooms, passageways or on top of the kitchen cupboards or anywhere else.

Plays: Please note that rehearsals must not exceed normal speaking volume, remembering that the Chaplaincy has a 'quiet' ethos and 'dramatic movement' must be kept to a minimum. The only rooms available for rehearsals are Lochnagar and the Lounge.

Films: The Chaplaincy/Mansefield does not hold a licence to show films. Films directly relating to a University of St Andrews taught module must be covered by the school/departmental licence and can then be shown in the building. The signature of the relevant Lecturer/Professor is required. Permission to show the film in the Chaplaincy/Mansefield may be sought by completing a 'Film Application Form' which can be obtained from the Chaplaincy Secretary. If films are shown they must not be publicly advertised and no charge can be made.

Posters should not be displayed anywhere other than on the notice boards outside the lounge. If requested, permission may be granted to display a poster on the door of a meeting room for the duration of the meeting only.

Facilities Available: Groups are welcome to use the garden but must be booked in conjunction with the Lochnagar or Lounge.

Practical and General Room Booking Rules

As no services can be provided to groups booking the rooms in the Chaplaincy/Mansefield, the person booking the room will be responsible for ensure all members/attendees adhere to the following:

- Setting up the rooms, tidying up afterwards, hoovering, sweeping and mopping floors, placing chairs around the walls and putting away tables (Lochnagar: folded, Lounge: stacked).
- Completing the cleaning checklists after use of Lochnagar, Kitchen or Lounge. (Checklists are in wall mounted folders in each room)
- Collecting equipment from reception and returning it after meetings
- Providing catering
- Closing windows and doors if any have been opened.
- The event/meeting is as described by the organiser and is not being held for any other purpose
- No candles or incense are permitted unless as part of a religious ceremony and only with the permission of the Chaplain
- No hazardous materials or substances are permitted
- The organiser and participants will comply with any directions issued by members of staff in the interests of security or safety
- The Chaplaincy reserves the right to withdraw permission, add further conditions, or require clearance of the site on the day if it is deemed necessary
- Groups will have to provide their own provisions and anything unused must be taken away at the end of the meeting.
- **Tables and chairs** should not be moved around the building unless absolutely necessary, with prior permission. No furniture must be placed in the entrance hall or main staircase area. This is strictly against health and safety regulations - this is the main route out of the building should there be a fire, so the passageways should never have obstructions in them.
- We are still discovering that some groups are jamming open the entrance door - if we can discover who, they will not be granted use of the facilities.
- **Consumption of Food:** No cooked food may be brought into the building unless supplied by a restaurant or bought from a shop. No food can be used that is prepared in a student or staff member's home. Disposable plates and cups should be used which can easily be cleared away and disposed off at the end of an event.
- **Recycling:** Glass bottles, plastic bottles and aluminium cans should be taken to the Union recycling
- **Heating:** All rooms have thermostatically controlled radiators which are set low when not in use. During the colder months it would be advisable to turn up the radiators when setting up the room. *At the end of the meeting please turn the radiators down.*
- **Doors:** Neither the Main entrance door or the Lochnagar room door should be jammed open, due to them having mechanical opening mechanisms.

Those booking the room after 5pm will be responsible for the above as well as the following:

- Making arrangements to collect equipment needed for the room
- Ensuring the entrance door is never jammed open. Late comers to meetings on the ground floor can knock on windows for entry or use phones if unable to swipe into the building using their staff/student ID cards.
- On leaving make sure all equipment is unplugged and the room locked (if appropriate)
- Checking that all lights are turned off including toilet lights
- Returning keys as arranged with reception
- The building **MUST** be vacated by 11 p.m. Therefore you must ensure the event is finished and you have sufficient time to clean and tidy.

Failure to adhere to the Rule of Building may result in denied use on future occasions of fines.

Fines: Where any room or space has been left dirty and untidy and no culprit identified, cleaners will be brought in and all groups using the building/room during the day / weekend / evening of the incident will be charged for the cleaning with a surcharge of £20 to the Chaplaincy. It is thus in the interest of all users when they come across an unclean / untidy room to inform the Secretary.

Equipment

Flip chart: If this is placed outside the building for publicity purposes, it must always be brought in after use, and placed in Lochnagar, never left in the hallway.

Barbecues: A 'BBQ Application Form' which can be obtained from the Chaplaincy Secretary must be completed. The standard and specific conditions outlined on the form must be strictly adhered to. Groups/Societies must provide their own disposable barbecue packs and dispose of appropriately after the event.

TV, video and projector: These facilities are available in the Lochnagar which has also been fitted with blackout blinds for the purpose of presentations. There is a £5 charge for use of the Projectors, and a demonstration of use may be required for the use of some equipment items.

Whiteboards: These are available in all rooms

Cleaning Equipment: A Hoover is stored in the disabled toilet which should be used to clean carpets after events as necessary. A brush and mop are provided in the kitchen and again should be used to clean the flooring after events; at the very least we would expect all groups using the kitchen to sweep the floor. Washing liquid and dish towels are all provided in the kitchen area.

Please note that the freezers and microwave are for the exclusive use of **some** societies, not for general use.

Conduct and Behaviour

Alcohol [New Rule]: Use of alcohol in this building is NO longer permitted. The only exception to this rule is for occasional events or Faith Societies who have explicit permission from the Chaplain – the presidents of these Faith societies must arrange a meeting to discuss this issue and obtain permission. Please note this new rule arises out of our understanding of the requirements of new licensing laws.

Behaviour: The following behaviour is not permitted in this building; smoking, any form of pornography or nudity, nor gambling or games of chance.

Money: No money may be exchanged for any goods or services except with the prior agreement of the Chaplain. Charities or societies may have activities that raise money but these should first be cleared with the Chaplain. Further, no money should be charged for viewing a film or playing music or any such activity, nor should such events be publicly advertised. Such events must remain private to the particular group concerned, and must be cleared first with the Chaplain.

Safety Information

Fire alarm: If the alarm goes off leave the building and wait in the Student Union car park. The fire brigade are alerted automatically as is a member of staff.

Protected stairway: Nothing at all must be placed in the stairway or fire escape route that leads from the front door all the way to the top of the building. This includes access to the rear fire exit door.

Corridors and stairs: Must remain clear at all times.

Electrical devices may not be used unless they have been tested in the chaplaincy (NO Equipment from home or Halls maybe brought into the Chaplaincy), and then only in the kitchen. In other rooms, the only acceptable electrical devices are the vacuum cleaner, TV, video, and projectors belonging to the building, and laptops.

Please note YOU are responsible for passing this information to all members of your society who use the building. Failure to adhere to the rules may result in your society being denied use for several weeks

Kitchen Rules

Cooker Facility: There is a cooker in the kitchen which can be used by Faith groups only. All users are expected to ensure the new Kitchen Rules are closely adhered to at all times.

Consumption of Food: No cooked food may be brought into the building unless supplied by a restaurant or bought from a shop. No food can be used that is prepared in a student or staff member's home. Also no cooked food can be taken off the premises to another event. Any food prepared for an organised authorised event must be prepared in the building. Apart from at an organised authorised event, the consumption of food must be confined to the kitchen.

- **The waste bin** must always be emptied by groups using the kitchen. Also it must not be crammed! Spare bin bags are below the sink. The waste bags should be placed in the refuse containers behind Mansefield.
- **The fridge** can only be used for food that is being prepared for meals. Only people authorised to use the fridges marked 'Private' may do so – a small general fridge is provided. Once a meal is over, ALL FOOD, including milk, butter, cooking oil, salt etc, must be taken away. If not the group leaving it there will be denied kitchen-use and the food will be dumped. If you have left food in the fridge - milk, butter, etc - please remove it.
- **Dishes** must be washed, dried and put away and the sink area and all surfaces, including the kitchen table, left clean after EVERY meal.
- **Equipment:** Use only the specially supplied pots and pans provided on the cooker.
- **The cooker including the oven (if used)** must be cleaned and all surfaces wiped and sanitised. The cooker and fan must be switched off.
- **Cooked food** must NOT be brought into the building without special permission. All food to be served must be cooked on the premises. Food cooked on the premises must NEVER be eaten elsewhere.
- **Hot Water Container:** When leaving the kitchen please make sure that the container has a slow drip (this is to ensure that pressure does not build up inside it as it heats)
- **Tidy:** No provisions or food or drink must be left on the kitchen tops or in the general fridge after an event. You must bring all necessary supplies at the start of the event and take away or dispose of at the end.
- **Checklists:** New checklists have been designed in line with Fife Council Environmental Health Requirements and MUST be completed by all users.

Once again, if you come to use the kitchen and notice it is in a state, please let us know. Take a photo if you are able, and fill in a form to indicate the state of the room. We have no hesitation about banning groups that are spoiling a good facility for others.

Keeping the Kitchen Clean

It is essential for food safety that the kitchen is kept clean otherwise bacteria can grow and spread.

- **Cleaning Clothes:** Cleaning clothes should be used for dishwashing only. Disposable kitchen towel should be used to clean the kitchen worktops
- **Worktops:** All worktops including the kitchen table and splash back must be cleaned and sanitised after every use.
- **Chopping Boards:** separate chopping boards have been provided for raw meat, vegetables and ready-to-eat foods. You must wash the chopping boards thoroughly with hot water and washing-up liquid after each use.
- **Tea Towels:** these should be deposited in the washing bin provided after each use. Do not use tea towels to wipe hands please only use the disposable handtowels provided – thus eliminating the possibility of cross contamination of bacteria being spread to plates
- **Kitchen floor and ALL carpets** must always be left clean - sweep up all food and use the mop in the kitchen and the Hoover which is in the disabled toilet.

Quick Guide to Food Safety

Personal Hygiene: Always wash your hands using warm soapy water

- before preparing food
- after handling raw meat, poultry and fish
- after touching the bin
- after using the toilet

Food Storage

- cover all items in the fridge/freezer with cling film/wrap or use a proper plastic storage box with a lid.
- don't put hot food in the fridge directly after cooking.
- cooked food should only be reheated once until it is piping hot. It should NEVER be reheated again and again.

Keep the following items in the fridge (until ready to use).....

- desserts and cakes (especially with fresh cream or butter icing)
- dairy products – milk, cream and yoghurt
- ham & other cooked meats
- eggs
- dips
- rice & potato salads & salad cream/mayonnaise products
- sandwiches and salad dressings

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