



# Guidelines for the use of Muslim Prayer Rooms

All Muslim Prayer Rooms are University spaces provided by the University for use of the University community – that is staff, students and visitors (on official business to the Western Sydney University)

## 1. General Purpose of the Prayer Room

- The Prayer Room will be used for the purposes of religious observance of anyone identifying with and respecting Islam
- The Prayer Room may be used by other groups when not required for the observance of Islamic prayer – realistically, this is highly unlikely
- Use by other groups will be with the knowledge of the Chaplaincy Coordinator and the Executive Officer, Office of Student Participation and Success. All observances in relation to the main use of the space will be adhered to

## 2. Code of Behaviour

- Eating and drinking will not occur within the Prayer Room, with the exception of observance of religious practice and prayer
- Principles of practice relating to prayer will be observed
- Notices regarding these practices will be displayed at the Prayer Room, particularly to assist non-Muslim visitors
- All University policies and procedures relating to the use of space, conduct and discipline will apply to the use of the Muslim Prayer Room

## 3. Fairness and Equality of Access

- The Prayer Room will be available to any student, member of staff or visitor (on official business to the University) identifying with or of Islamic Faith
- Staff and students of the University community who use the Muslim Prayer Room have an equal right to access all facilities of the Prayer Room. Shelving, noticeboards, storage areas are provided for the staff and student users of the prayer room. They are not for the exclusive use of any one person or group of users

## 4. Events and Lectures

- The Prayer Room will not serve as a club room for any student group. Meeting rooms for general student club business are available through Campus Life. Other University spaces are available for lectures and other special events. Bookings can be made through Campus Life. This will ensure that the Prayer Room remains available for prayer and religious observance, which is its purpose

## 5. Hours of Operation

- The Prayer Room will be open for use from 8am to 8pm Monday to Friday
- Access to Prayer Rooms outside of these hours is by swipe card
- Student and staff cards can be programmed upon request to Campus Safety and Security.
- **Please note** that access between the hours of 8pm and 8 am weekdays and on weekends, access is by swipe only

## 6. Security

- To ensure the safety of all users of the building, it is the responsibility of Campus Safety and Security to ensure the building is secure on a daily basis. Campus Safety and Security use an automated system to unlock and lock buildings. (Please note building access procedure outlined above under Hours of Operation)

## 7. Cleaning

- As the Prayer Room is a University space, it is the responsibility of Capital Works and Facilities to clean the room on a regular basis
- Cleaners are required under Work Health and Safety legislation to wear covered footwear while cleaning
- In respect of the practice of Islam, the cleaners will cover their shoes (e.g. similar coverings to surgeons while performing operations) while cleaning the Prayer Room

## 8. Room Decoration

- The Prayer Room may be decorated with Islamic religious posters and artwork. Such items must not be permanent fixtures or result in damage to the fabric of the Prayer Room. Therefore, posters and artwork must only be attached to the wall using blu tac or Command Strips (i.e. can be easily removed causing no damage to the walls).
- Noticeboards are provided for the display of posters or notices and hanging hooks may be installed in the Prayer Room on request to the Office of Student Participation and Success. The University will do any required installations ensuring that those who work in the Prayer Room respect the dignity of the space
- No alterations or repairs to the Prayer Rooms are to be made without prior approval from the Office of Student Participation and Success. Any requests for works must be made to the Office of Student Participation and Success in the first instance

## 9. Mediation

- Any user or potential user of the Islamic Prayer Room has the right to raise a concern about the use of the Prayer Room. This concern may be raised with a Chaplaincy Coordinator, with the Executive Officer, Student Participation and Success or with a Campus Life representative (if the matter is related to someone's role as a member of a student club). If the matter cannot be resolved, it will be directed to the Executive Director, Student Participation and Success or escalated via the University's grievance procedures.
- A list of names and contact details for the above will be maintained on the notice board

### Contact details:

#### Marissa Waddington

Chaplaincy Administrative Officer  
Phone: 4620 3358 (extension 3358)  
Email: [M.Waddington@westernsydney.edu.au](mailto:M.Waddington@westernsydney.edu.au)

#### Daniel Jantos

Chaplaincy Coordinator  
Phone: 0402771543  
Email: [D.Jantos@westernsydney.edu.au](mailto:D.Jantos@westernsydney.edu.au)