

# ISLAMIC PRAYER FACILITIES GUIDELINES FOR USE



If a colleague, student or visitor is concerned about racism, religious discrimination or bullying or harassment of any kind, they can report it on our Support Report Respect platform, either anonymously or with their contact details in order to access support.



Scan the QR, search “Support, Report, Respect”, or visit:  
<https://www.leedsbeckett.ac.uk/our-community/support-report-respect/>

If you are concerned about the use of these facilities or have questions, please contact:

**For students:** email: [studentadvice@leedsbeckett.ac.uk](mailto:studentadvice@leedsbeckett.ac.uk), call: 0113 812 3000

**For colleagues:** email: [equality@leedsbeckett.ac.uk](mailto:equality@leedsbeckett.ac.uk)

## USER AGREEMENT

- The prayer facilities are for Leeds Beckett University students, members of staff and visitors to the University only. The facilities should not be used by members of the public unless they are attending an event at the University.
- The doors to the facilities must not be propped open.
- 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 racks provided.
- Separate entrances, ablution and prayer areas for female and male users have been provided and should be respected by all 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 room at any time.
- Please do not bring food or drinks into the room.
- Please do not bring any electrical equipment into the 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 within the facilities.
- You must have your Student/Staff ID card to gain entry.
- Mobile phones should be switched to silent, and calls should not be made.
- Please report any damage or faults to the Estates Helpdesk: [EF-Helpdesk@leedsbeckett.ac.uk](mailto:EF-Helpdesk@leedsbeckett.ac.uk) or call: 0113 812 8585.

## OPENING TIMES

The prayer room is closed between 07:00 and 08:00 each weekday 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 Woodhouse building opening hours. Please check the Faith Spaces webpage on the Leeds Beckett website for full details of opening hours.

## ROOM CAPACITY

The male prayer room can safely accommodate 90 people, while the female prayer room can safely accommodate 45 people. The Multi Faith Space can accommodate 30 people. Users must not exceed this limit. If you feel that too many people are using the room, please contact the Equality, Diversity and Inclusion (EDI) Team at [equality@leedsbeckett.ac.uk](mailto:equality@leedsbeckett.ac.uk).

## FACILITIES MANAGEMENT AND STAFF ACCESS

University staff, Emergency Services and agents of the University (e.g. contractors) have the right and responsibility to enter the prayer facilities without obstruction when deemed appropriate by the University.

University cleaning staff will clean the room on each weekday. The main prayer room will be vacuumed once a week and the Wudhu/Washrooms will be cleaned on a daily basis.

Security colleagues patrol the Woodhouse Building building every night. As part of their patrol they will also check the prayer room. This will involve 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.

## PERSONAL BELONGINGS

Lockers are not provided in the prayer facilities. Users 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, contact Security on 0113 812 3165 (24 hours).

## GUEST PRAYER LEADERS

Guest prayer leaders and external speakers must be approved using the external speaker approval process as part of the University's events procedure. Student Societies will be supported to do this by the Leeds Beckett Students Union. Colleagues should refer to the University's events procedure.

## HEALTH AND SAFETY

Users are asked to abide by the University's usual procedures (including Health and Safety and Fire Evacuation) and treat others with courtesy and consideration at all times.

- The fire door should not be opened unless in the event of an emergency.
- Exits should remain clear of personal belongings.
- Users must not smoke in any of the buildings or near the doorways.

If the alarm sounds, you must leave the building at once via the nearest emergency exit 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.

## TOILETS

The nearest toilets to the facilities are on the first floor of Woodhouse building (including accessible toilets).