



Islamic Prayer Room Advisory Group Terms of Reference

1. General Purpose of the Advisory Group

The Islamic Prayer Room Advisory Group operates through the Director Student Administration and Support, Deputy Vice-Chancellor (Community).

The purpose of the Advisory Group is to advise the University on the management of the use of the Islamic Prayer Room.

The Advisory Group will include equal numbers of Muslim male and female members from SUMSA and the President, or nominee, Cumberland Muslim Society.

Names and contact numbers of Advisory Group members will be posted on the main notice board of the Islamic Prayer Room.

Email consultation of Advisory Group members will be used where necessary to facilitate a prompt outcome on urgent or less serious issues. Group members are expected to respond to email consultations within three working days. Decisions by email will be determined by the majority of the email responses received by the Convenor within five working days.

Meetings of the Advisory Group will be held as required.

2. Membership

The Advisory Group is comprised as follows:

- Director Student Administration and Support (Convenor)
- Islamic Chaplain
- Four Muslims nominated by SUMSA, of which one shall be the President. These nominations shall include two Muslim female and two Muslim male nominations.
- President, or nominee, Cumberland Muslim Society
- Head, International Student Support Unit
- Other interested parties may be invited to join the group either through ongoing membership or by invitation as a guest. A decision regarding any such invitation will be made by consensus of the whole group.

3. Functions of the Advisory Group

- Establish Guidelines governing usage of the Islamic Prayer Room.
- Provide a mediation and dispute resolution function in relation to the use of the Islamic Prayer Room.
- Regularly review the operation of the Islamic Prayer Room.
- Establish a subgroup, the Prayer Room Coordination Sub-Group of the Islamic Prayer Room Advisory Group, to manage the day to day operations of the Prayer Room that will comprise the Islamic Chaplain, and the SUMSA Executive.



Guidelines for the use of the Islamic Prayer Room

1. General Purpose of the Islamic Prayer Room

The Islamic Prayer Room exists as a venue for religious observance of the Islamic community of the University of Sydney.

For the purpose of ascertaining eligibility to use the Prayer Room *Islamic* is defined as adherence to the Statement of Faith that:

There is no god except Allah and Muhammad (the Seal of the Prophets) is the Messenger of Allah.

Other groups will be welcomed to the Islamic Prayer Room as guests or visitors with the agreement and invitation of the Advisory Group members.

2. Code of Behaviour

Principles of Islamic behaviour are to be observed in the Islamic Prayer Room at all times.

- Clean areas must be maintained by all users, including removal of shoes before entering Prayer Room. Shoes must be stored in areas provided for that purpose.
- Separate stairways and entrances for brothers and sisters should be respected by all users and appropriate signage provided.
- Practice of Islamic principles of cleanliness should be followed in all parts of the Islamic Prayer Room.
- Room dividers in the Prayer Room will under normal circumstances remain closed and latched.
- Islamic conventions of modesty in dress should be observed in the Prayer Room at all times.
- Eating and drinking will not occur within the Prayer Room.

Notices regarding these practices will be displayed at the Prayer Room, particularly to assist non-Muslim visitors.

Normal University Statutes, Policies and Procedures relating to conduct and discipline will apply to use of the Islamic Prayer Room.

3. Qibla

Qibla will be established on the basis of exact and correct technical information. Qibla will be indicated through directional lines in the carpet.

4. Fairness and Equity of Access

All Muslims using the Islamic Prayer Room has an equal right to access all facilities of the Islamic Prayer Room. Bookshelves, notice boards, storage areas and other shared parts of the Islamic Prayer Room will be managed by the Prayer Room Coordination Sub-Group and are to be equally available for the amenity of all and not reserved for the exclusive use of any particular group of users.

All Muslims on campus have an equal part in making any decisions relating to the use of the Islamic Prayer Room which fall within the provenance of the Advisory Group through their representative in the Group. Individuals or Groups with a particular issue will be able to address the Advisory Committee

5. Bookings

The Prayer Room Coordination Sub-Group of the Islamic Prayer Room Advisory Group, comprising the Islamic Chaplain, or in the Chaplain's absence the Assistant Islamic Chaplain, and SUMSA Executive shall ensure all Muslims have access to the Prayer Room at all times. A list of names and contact details for the Prayer Room Coordination Sub-Group members will be posted on the main notice board of the Prayer Room.

The Prayer Room will be available to any student, member of staff or visitor to the University of Islamic Faith to pray. The Prayer Room will be provided and maintained by the University as a general amenity under the control of the Registrar.

The Prayer Room will constitute two individual but linked rooms to offer a prayer space for both men and women. Both spaces are of the same size to ensure equal opportunity is offered to both genders.

Adjacent male and female public toilets have been fitted with facilities to allow those using the Prayer Room to undertake the necessary religious preparations. These facilities are public facilities for use by all visitors, students and tenants of the building in addition to those using the Prayer Room.

Bookings for special events such as lectures or meetings should be made through the University Union or University Room Bookings to use other rooms available within the University to ensure that at no time is the Prayer Room unavailable for prayer.

The Prayer Room shall not serve as a club room for any Student Association. Student Associations should use the facilities of the University Union for any club activities.

6. Hours of Operation

The Prayer Room will be made available for use during the normal hours of the operation of the University. Hours of Operation for Building A22 – Old Teachers College:

During Semester:

Monday to Thursday 7.00am - 7.00pm

Friday 7.00am - 6.00pm

Weekends: By appointment only (Attendant on Overtime)

Out of Semester:

Monday to Friday 7.00am - 6.00pm

Weekends: By appointment only (Attendant on Overtime)

7. Security

To ensure the safety of all visitors to the building, a Building Attendant is provided by the University and stationed within the Building during the nominated normal building hours. It is the responsibility of the Building Attendant and/or Security Services to secure the building on a daily basis and to ensure that students and staff have access to the various public facilities within the building. The Building Attendant will unlock the Prayer Room as soon as practically possible after 7am. The Building Attendant will check and lock the Prayer Room at the nominated closing time for the Building.

A key for the Prayer Room for male and female rooms will be made available to the Chaplain and to SUMSA.

8. Noise Limitation

Measures have been taken in the refurbishment of the Prayer Room to minimise both the impact on users of the Room and the impact of the Prayer Room activities on the other tenants in the building. Users of the Prayer Room will be requested by notice to avoid excessive loud noise as a courtesy to the adjacent Curriculum Library. Similarly, the Library imposes strict rules concerning noise by users of the Library.

9. Signage

The Prayer Room will be appropriately sign posted as the Islamic Prayer Room. The Men's Prayer Room and the Women's Prayer Room will be identified by door signs. Directional signs from the main entrances will also be provided.

10. Cleaning

The University will ensure that the cleaners for the Prayer Room remove their shoes before entering the Prayer Room.

11. Room Decoration

The Prayer Room may be decorated with Islamic religious posters, artwork. Such items must not be permanent fixtures or result in damage to the fabric of the Prayer Room. Hanging hooks may be installed in the Prayer Room on request. Notice boards will be provided for notices. The University will do any installations ensuring that those who work in the Prayer Rooms respect the dignity of the places.

12. Representation

Representation for users of the Islamic Prayer Room and all members of the Islamic community on campus is provided through the Advisory Group members.

Names and contact numbers of Advisory Group members will be posted on the main notice board of the Islamic Prayer Room.

13. Mediation

Any user or potential user of the Islamic Prayer Room has the right to raise a concern about the use of the Islamic Prayer Room.

- This concern may be raised with any member of the Islamic Prayer Room Advisory Group for referral to the Advisory Group.
- A list of names and contact details for the Islamic Prayer Room Advisory Group members will be maintained on the main notice board at the Islamic Prayer Room.

Dated: 15 May 2008