

# Facility Request

Please download, fill in and email this form to [multifaith.chaplaincy@jcu.edu.au](mailto:multifaith.chaplaincy@jcu.edu.au)



JCU Multifaith Chaplaincy

**JCU Multifaith Chaplaincy Centre is open Monday – Friday, 9.00am – 5.00pm.**

Date of application:

Person/organisation:

Contact name:

Connection with JCU:

Telephone:

Email:

MFC Facilities: All rooms are air-conditioned and provide a quiet place for prayer, reflection, meditation, group activities and one-to-one conversations. Users are expected to look after the facilities and notify MFC of any breakages or damage.

Room Name	Room Number	Seating Capacity	Suitability	Tick
Conference Room	DE001	25	Suitable for larger group activities, meditation, mentoring and training	
Quiet Room	DE002	10	Suitable for prayer, worship or meditation	
Meeting Room	DE010	6	Suitable for small group discussions/facilitation	
Reflection Room	DE009	6	Suitable for one-to-one conversations, personal meditation and reflection	
Kitchen		12	Microwave, kettle, toaster, fridge/freezer, tableware, tables, chairs	

**Date:** from:

to:

**Times:** from:

to:

Extra detail:

Duration of booking: For the year

One off

Other

**Approx number of people:**

**Activity to be conducted:**

\* Note: The purpose of this form is to enable your request to be assessed. If the request can be accommodated, you will be advised accordingly with details being confirmed in writing.

Thank you for your enquiry. We will get back to you as soon as possible.

Regards

Joanne O'Connor (Chaplain)