

GUIDELINES FOR THE USE OF THE REFLECTION ROOM

CENTER FOR TRANSFORMATIVE JUSTICE

1. Introduction

The University of Wisconsin La Crosse is committed to access, equity, and inclusion by providing a practicable space for all students and employees for reflection including prayer, worship, or quiet contemplation. Our strategic plan highlights our goal of being a welcoming community by providing a fully inclusive educational experience for all students.

Throughout this document, the words “facility” may be used to describe the designated Reflection Room in Centennial Hall 1120 at the University of Wisconsin La Crosse.

1.1 Purpose

The purpose of this document is to ensure that there are clear and consistent arrangements across the University for access and use of its reflection room. The reflection room has been set up in the Center for Transformative Justice, 1120 Centennial Hall, which can be used by people of all faith groups or those who do not identify with a particular faith but would like to use the room for quiet contemplation/reflection.

Under the [Discrimination, Harassment, and Retaliation Policy](#), UW La Crosse is committed to creating and maintaining a community environment that is free of discrimination. UW La Crosse condemns all acts of hate crime, harassment, and violence against any member of the University community, and we strongly encourage employees and students to report hate crimes, harassment, violence, or bias incidents to either [University Police, Affirmative Action, Title IX, Student Life, or the Center for Transformative Justice](#).

Policies related to religious accommodations can be found using the following links:

- Student Accommodations for Religious Beliefs, UWS Chapter 22: https://docs.legis.wisconsin.gov/code/admin_code/uws/22
- U.S. Department of Labor – Legal Protections for Religious Liberty in the Workplace: <https://www.dol.gov/agencies/ofccp/opinion-letters/ReligiousLiberty#:~:text=resulting%20personnel%20problems,-41%20C.F.R.,be%20provided%20absent%20undue%20hardship>
- U.S. Department of Labor, Office of Federal Contract Compliance Programs – 2J01 Religious Accommodation: <https://www.dol.gov/agencies/ofccp/manual/fccm/2j-religion-and-national-origin-requirements/2j01-religious>

2. Reflection Room

2.1 Purpose

The reflection room is designated for spiritual, multi-faith, or quiet contemplation activities such as individual worship, meditation, reflection, contemplation, or prayer. All students and employees are responsible for ensuring that the environment remains welcoming to people of all beliefs, and those who do not adhere to a specific faith. The reflection room should be respected for the purpose that it is intended, and should not be treated as an additional meeting room or storage space.

2.2 Location and Access

The reflection room is located in 1120 Centennial Hall in the Center for Transformative Justice. The facility is available to students and employees during UW La Crosse business hours; Monday through Friday, 8am – 4:30pm. Reservations are booked by emailing the Center for Transformative Justice at transformative@uwlax.edu. Reservations are on a first-come, first-serve basis. It is recommended that reservations are made with a business day's advance notice; however, drop-in use is permissible if the facility is available.

2.3 Physical set up of the reflection room

2.3.1 Who can use the reflection room?

The reflection room is available to all registered UW La Crosse students and employees of the University. Any exceptions to this rule must be approved by the Director for the Center of Transformative Justice. No guests or children are to be admitted into the reflection room, including members of extended families or the wider community. The reflection room is not available for events/functions.

2.3.2. Physical set-up of the facility

The reflection room must be set up to make it possible for all people of all faith groups to use based physical space availability and any items already provided in the room. Users of the reflection room may bring their own religious texts/books and/or other spiritual items, but are expected to remove these personal items after use. Users are responsible for their personal belongings. The Center for Transformative Justice, and thereby the University of Wisconsin La Crosse, are not responsible for lost or stolen items.

Items provided in the reflection include the following:

- Yoga mats
- Small rugs
- Pillows
- Lamp

The reflection room is not equipped with audio or video set-up. Users may use laptops or mobile devices for meditation, prayer, or quiet contemplation only if they are the only individual using the space during a session. Small groups must have consensus from all members for the use of laptops or mobile devices to be permitted into the reflection room, particularly in instances of audio or video recording. If consensus is not achieved during a small group session, no laptops or mobile devices are allowed into the space.

2.3.3 Display of objects/written materials

The reflection room will remain “neutral” and therefore display of imagery, statues, or written materials in the room, or outside the room, is prohibited. During use, display of objects or materials is permissible, and items must be removed upon completion of use. Notices, posters, leaflets, or advertisements are not permissible and will be recycled if not claimed by individual(s). Political activities, including advertisements and materials associated with political parties, are prohibited from the reflection room.

2.3.4 Vacating the facility

After using the reflection room, users should ensure that any items provided are packed and returned to their original space. The reflection room must be left clean and tidy for other users. Users should ensure that they have sufficient time allocated to cleaning the room immediately after use.

2.3.5 Safety and Evacuation

The Universities' emergency evacuation and safety procedures also apply to the reflection room.

2.3.6 Food and Beverages

Food is prohibited in the reflection room to ensure that safety regulations are not breached. The only exception is on the occasion where use of food is required as a direct part of workshop requirements. In these instances, food must be removed from the reflection room immediately after use. It is the user's responsibility to clean the reflection room after food and beverages are used in the space, when applicable.