

## Elder Conservatorium of Music

### ELDER CONSERVATORIUM ROOM BOOKING POLICY

Conservatorium facilities are available to all current Conservatorium undergraduate and postgraduate students formally enrolled in ensembles, choirs and orchestras as well as rehearsals and concerts directly associated with the Conservatorium's research program and schedule of public events.

**IMPORTANT:** notify staff of any concerns - elderbookings@adelaide.edu.au or contact University Security on 8313 5990 after hours (ensure you have this number stored in your phone).

#### MAKING A BOOKING

All bookings must be made via the online booking system located on the Elder Conservatorium website. Users must set their logon to correspond with their University ID number (i.e. 1234567) and password.

All rooms in the Elder Conservatorium are categorised according to the following criteria:

General – available for all staff and students to book

Exclusive – reserved for specific instrument groups i.e. drums, percussion or keyboard

Authorised – subject to approval by the Conservatorium Office

Restricted – not available to be booked

To make a booking, users must include their full name, University ID number, contact telephone number and a brief description of the booking.

- Rooms can be booked up to 2 weeks in advance.
- Bookings must be cancelled when not required.
- A maximum of 2 hours can be booked at any one time, with a maximum of 4 hours permitted between 9am and 5pm each day and 2 hours between 5pm and 9am (after-hours).
- There must be a 1 hour break between each booking.
- If a person doesn't appear within 15 minutes of the commencement time of their booking, it is automatically forfeited.
- Facilities may be used after any 2-hour booking, but must be vacated for any other person with a valid booking.

#### USE OF FACILITIES

- Practice rooms are for performance related activities only, and are not to be used for general study or reading.
- Conservatorium facilities are to be used without charge for course related individual and ensemble practice only; rooms are not available for private teaching or private rehearsals.
- Conservatorium facilities are available to current Conservatorium staff and students only; unauthorised use of facilities by any external person/group is not permitted.
- Food and drink are not permitted in Conservatorium facilities.
- Individuals may be held responsible for any damage to Conservatorium facilities during the time of their booking, security cameras have been installed throughout the Elder Conservatorium for surveillance purposes.
- All lights and air-conditioners/heaters must be turned off at the conclusion of any booking.
- Use of Conservatorium facilities outside of the academic year is limited to only those with replacement examinations, preparing material for the coming academic year, or those with special permission from their Head of Studies.
- Outside of centrally-booked rehearsal times, students are required to make all room bookings when working with an accompanist.

#### ACCESS

- Room keys must be signed out upon issue and returned to the relevant Conservatorium/Security office immediately following the conclusion of any booking.
- Keys remain the responsibility of the person to whom they have been issued until returned and must stay in that person's possession at all times.

- Any room requiring keys must be locked upon exiting.
- University Identification Cards (swipe cards) are not to be passed on.
- Unauthorised persons are not to be given access to Conservatorium facilities at any time.

#### **AFTER-HOURS ACCESS**

- Regular business hours are Monday to Friday, 9am to 5pm.
- After-hours bookings are monitored by the Elder Conservatorium office and Security.
- Security have been instructed to deny after-hours access to Elder Hall, Schulz, Madley or Hartley facilities to any person without a valid booking.

Swipe card access is determined by program, access will be provided once enrolment is complete and all University fees have been paid. Any queries regarding swipe card access should be directed to the Conservatorium office.

Any person showing negligence to the above Room Booking Policy will automatically lose their booking privileges and may have their access privileges revoked.

For further information about the expectations and responsibilities of University of Adelaide students, please refer to the [Student Charter](#).