

Student Booking Rules

- Each student can book practice space up to **72 hours** in advance
- Each student has a maximum advance booking 'rolling' quota of **5 hours**
Rolling Quota: after each hour is used, it is reimbursed
- To encourage the use of rooms currently free, any student can make as many **on the day** bookings they wish even if they have **0 hours** of their quota remaining, if space is available.
- An on the day booking must end within **6 hours** of the time it was booked
- The **minimum** reservation time is **30 minutes**
- The **maximum** reservation time is **2 hours**

Restrictions

- Performance Venues are **not available** to be booked online
- Chamber groups and ensembles will book via **Reception**. This must be done **Thursday between 9.30am – 12.30pm** only.
- Some rooms are bookable by specific students depending on instrument or school of study
- Although booking studios online is permitted, students must be aware they may be relocated at last minute to accommodate external events of large classes
- Academic teaching spaces are available for booking after 6pm
- The first available time slot is 7am and the last is 11pm

Confirmation and Cancellation

- Each booking **must be confirmed** by swiping your RNCM ID card at a touch screen
- Bookings can be confirmed up to **4 hours** before they are due to start, up until **10 minutes** into the booking
- If they are not confirmed they will be cancelled automatically at **10 minutes** past the start time.
- If your plans change, please show consideration to others and cancel your booking
- Bookings cancelled prior to the start time will have the hours reimbursed to the quota immediately, if they are not cancelled before the start time they will be treated as unconfirmed and your quota will not be reimbursed until the booking time has elapsed.

Exclusive Room Access by School / Instrument

ATM

BAPop Base Room - 276

SKS

Keyboard – 310

Organ – 174, 31, 310

Piano – 170, 171, 175, 176, 177, 178, 179, 180, 181, 182, 275, 278, 279, 280, 281

SS

Double Bass – 311, 312

Harp – 271

ASIMUT Room Bookings

<https://rncm.asimut.net>

SWBP

Percussion – 277, 301, 302, 303

Reeds – 331