



# **ROOM BOOKINGS POLICY**

https://booking.music.mcgill.ca buildingbooking.music@mcgill.ca Schulich School of Music



### **Creating a Booking**

- 1. Bookings can be made exclusively by currently registered Schulich School of Music students and staff.
- 2. Bookings are made at <a href="https://booking.music.mcgill.ca">https://booking.music.mcgill.ca</a>.
- 3. All bookings must adhere to the following format in the "TITLE" selection:

#### Last Name, First Name / Reservation Event

OR

## **JAZZ ENSEMBLES:** Last Name, First Name / Reservation Event – Group Number)

- 4. All bookings must indicate all members of the reservation.
- 5. Bookings that are incomplete or do not adhere to Step 3 will be automatically removed.
- 6. Students may not book teaching studios.
- 7. Teaching students not enrolled at the Schulich School of Music is not permitted under any circumstances.
- 8. Credited Ensembles Bookings for ensembles must be made by the designated group representative.

#### **Booking Approval**

- 9. All reservations are pending approval and may take up to two (2) business days to process. No reservations are automatically approved.
- 10. Students and staff are responsible for checking the booking approval on the website after 48 hours of creating the booking. DO NOT wait for a notification.
- 11. McGill ID and access cards are automatically programmed for approved bookings in rooms with card readers. Sharing access with another person is prohibited.
- 12. Only the creator of the approved booking will have card access.
- 13. For rooms with key access, please pick up the key from the Building Director's Office in E-223 during office hours.

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