

Booking Terms and Conditions for Students and Staff of the Faculty of VCA & MCM

1. The core business of the Faculty of VCA & MCM is its own teaching, learning and research. Bookings can only be made by staff and students for curriculum related purposes.
2. Bookings lessons for people external to the Faculty of the VCA & MCM is strictly prohibited without written approval from the Head of School.
3. Students and staff must request bookings via their UoM email account, requests sent from non-university accounts will not be processed.
4. All requests for bookings must be sent to vcamcm-bookings@unimelb.edu.au for processing, a confirmation email will be sent once the booking is approved.
5. Student booking requests cannot be made earlier than seven days in advance.
6. Campus operational hours:
Monday to Saturday 7am-11:30pm
Sunday 9am-9pm
All campuses will be closed on [University Holidays](#).
7. Booking Deadlines – Monday to Friday, bookings requests must be received by 10am one working day before the requested date. Weekend bookings must be received by 10am the Thursday before the requested weekend.
8. The following details must be provided when requesting a room booking:
Name
Student/Staff ID
Contact phone number
Room (it is advisable that you include more than one preference)
Activity (e.g. rehearsal)
Date/s
Time/s (start and finish)
Number of students (including names/student ID numbers)
Discipline (e.g. music, performing arts, art)
9. Cancellations more than one day in advance should be sent to: vcamcm-bookings@unimelb.edu.au. Bookings will be cancelled if the booker arrives later than 30 minutes without notification. For the Southbank Campus; please call Security on **9035 9311** if running late or leaving early. It is very important that spaces are not left unattended.
10. Accompanists not part of the Faculty of the VCA & MCM must be escorted at all times, student and staff cards cannot be used by anyone other than the cardholder, please refer to section 5.20 of the [Property Policy \(MPF1115\)](#).
11. It is the responsibility of the booker to leave spaces in a clean and tidy state and report any misuse or damage to vcamcm-bookings@unimelb.edu.au.
12. Please be aware that in addition to these terms and conditions, each School has specific requirements for their individual spaces, please take careful note of instructions stipulated in the student guides and any visible signage in the spaces.
13. Misuse of any space may result in booking privileges being restricted. Misuse is considered but not limited to any of the following:
 - a. Failing to cancel a booking.
 - b. Failure to disclose the nature of activity resulting in disruption to classes or damage to a space.
 - c. Leaving a space in an untidy state, failing to pack away equipment/instruments
 - d. Booking a space for private non curricular activities.
14. Restricted booking privileges could result in:
 - a. Not being able to make bookings afterhours, bookings could only be made via the signup sheets for the remainder of the semester/term.
 - b. If a student is found to continue to misuse spaces after a booking restriction has been in place all booking privileges will be removed and the student will only be able to use drop in spaces for practice.