

ROOM BOOKING POLICY

RATIONALE

The Sydney Conservatorium of Music has a broad range of rooms and venues available for the use of students, staff and outside hirers. These include the following;

- Practice rooms
- Seminar rooms
- Studios
- Ensemble Rooms
- Performance venues

There are many competing demands made of these spaces. The Venue Operations Department manages all rooms and venues in the SCM and is responsible for the timetabling of academic classes and casual bookings. The following procedures for booking these facilities will ensure efficient management and usage of rooms and venues by students and staff.

NB. The use of any room or venue in the building for private reasons or benefit (such as teaching) is not permitted unless venue hire contracts are completed and associated fees paid.

PROCEDURES

Booking a Room/Venue

You can check the availability of any bookable room (not including studios) on line at any time at <http://web.timetable.usyd.edu.au>

Staff may make bookings at any time via phone (9351 1254) in person to the Space and Timetabling Coordinators in Room 4026 or via email con.timetable@sydney.edu.au. As performance venues are heavily booked and resources such as staff, instruments or recording equipment may be required, booking well ahead of the required date is recommended. Confirmations of bookings are emailed to the relevant staff member.

Students must book rooms/venues a minimum of 24 hours (not counting weekends) and a maximum of 2 weeks prior to the required date. Requests may be made in person to the Space and Timetabling Coordinators in Room 4026 or via email con.timetable@sydney.edu.au. Email requests must come via a Sydney University email address. A student ID number must also be quoted. A confirmation will be emailed or printed out. This must be presented as proof of the booking and to enable rooms to be unlocked by attendants. Without this document you may be requested to leave the space.

Furniture, pianos, wall panels or other resources must not be tampered with or moved. With the exception of bottled water, no food or drink is permitted in rooms or venues. No private teaching is permitted in any venue at the Conservatorium of Music. Do not leave personal items or instruments unattended in any room or venue at any time.

Practice Rooms

These rooms are not bookable nor can they be reserved, but are open to SCM students for private and group rehearsals during University operating hours. Occupants of a practice room must vacate the space on the hour if another student wishes to use the room.

Seminar Rooms

Staff may book seminar rooms when not used for academic classes.

Students are not able to book seminar rooms. Groups who are registered with Sydney University Clubs and Societies may book seminar rooms between 1pm and 2pm weekdays. Outside of these times the University of Sydney Union fees will apply as described on the USU website.

http://www.usuonline.com/Clubs_Socs/Admin_and_Resources/Room_Booking_Information/Default.aspx

Studios

Staff, both part-time and full-time may have a studio allocated to them for teaching and/or research and administration. Other teaching studios are booked and timetabled at the Administration Office, Room 2151. On Saturdays during AMEB examination periods, studios will be utilized for exams. Personal effects and sensitive material should be removed or locked away.

Students may be able to utilize unallocated studios when available on weekdays only. Requests are to be made in person to the Administration Office, Room 2151.

Ensemble Rooms

Staff may book ensemble rooms when not booked for academic classes.

Students may book ensemble rooms when available for a maximum of 2 hours.

Performance Venues

Staff may book performance venues when available for lectures, seminars, rehearsals, exams, recordings and other approved Sydney Conservatorium of Music activities. Approvals for concerts and masterclasses go through the relevant committees. If you wish to perform in a non-SCM concert, as a member of staff you attract a generous discount to our venue hire rates. As students cannot book performance venues, you may request bookings on their behalf. Students are permitted to utilise performance venues for 2 hours per semester for recording purposes or a 1 hour rehearsal if they have a public recital. Except in rare circumstances, students (other than organ students) may not use the Verbrugghen Hall. Chair of Units must make the request on a student's behalf for this space.

Students are permitted to utilise performance venues for 2 hours per semester for recording purposes or a 1 hour rehearsal if they have a public recital pending availability. Except in rare circumstances, students (other than organ students) may not use the Verbrugghen Hall. Bookings for performance venues must be made on your behalf by a University lecturer, chair or teacher. If you wish to hire a venue for rehearsal or a concert, as a University student you attract a generous discount to our venue hire rates. Requests to hire venues must be made to the Venue Manager in Room 4026 or via email con.venues@sydney.edu.au