UQ School of Music

Student Room Bookings

Purpose

The School of Music permits music students to book rooms for a variety of purposes, including instrumental practice, group work, and rehearsals.

In 2019, the School of Music will be using the UQ Bookit System.

Terms and Conditions

1. Students must book a room through the appropriate process (see below) before using the room.
2. The School reserves the right to cancel a booking it has accepted, or to direct students to leave a room if they have not made a booking.
3. When using a room, the student who booked the room is responsible for the use by themselves and others of the room and all equipment in the room, including chairs, table, pianos and music stands.
4. No food or drink is to be consumed in the room.
5. No objects are to be placed on any piano in the room.
6. No equipment is to be moved from the room.
7. At the end of the period of use, all furniture and other items must be returned to their original positions, and all rubbish must be removed or placed in any bins provided.
8. If you are 10 minutes late to your booking, another student is entitled to use your room instead.

Booking a Practice Room

There are eight student practice rooms (430 to 433 and 452 to 455) and 5 rehearsal rooms (413, 414, 422, 458, 460) that are available for students to use between 8 AM and 8 PM, Monday to Friday. Students may book these rooms by using the online UQ Book It System at: https://uqbookit.uq.edu.au/ - please see instructions below.

Students may book practice rooms for the following periods of time from 8am – 6pm Monday to Friday (you may practice for longer outside of these time periods):

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Time Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Music (Honours) Performance students</td>
<td>2 hours per day individual</td>
</tr>
<tr>
<td>Students enrolled in MUSC7820, MUSC7830</td>
<td>3 hours per day individual</td>
</tr>
<tr>
<td>Master of Philosophy and Doctor of Philosophy Performance students</td>
<td>3 hours per day individual</td>
</tr>
<tr>
<td>Diploma in Music Performance students</td>
<td>1 hour per week individual</td>
</tr>
<tr>
<td>Students enrolled in MUSC1060, MUSC1150, MUSC3840 and MUSC3850</td>
<td>2 hours per week individual</td>
</tr>
<tr>
<td>Students enrolled in MUSC1600, MUSC2060, MUSC2620, MUSC2630</td>
<td>1 hour per week group work</td>
</tr>
<tr>
<td>Students enrolled in EDUC3001, EDUC3002, EDUC6730, EDUC6850 and EDUC6851</td>
<td>1 hour per week group work</td>
</tr>
<tr>
<td>Students studying at UQ ICTE in preparation for entry into a music program</td>
<td>Unable to book rooms but given swipe card access</td>
</tr>
</tbody>
</table>
Room 414 (Computer Lab) and 511 (Studio) Access

Students should be aware that only specific courses allow access to the computer room (414) and recording studio (511). Please see the corresponding room and course listings below:

- MUSC1010: 414
- MUSC2010: 414
- MUSC3010: 414 and 511
- MUSC3020: 414 and 511
- MUSC7730: 414

Room 459 – Percussion Room
Please be aware that ONLY percussion students may book this room.

Nickson Room (51-434)

Students may not book the Nickson Room when it is in use for teaching. Students must contact the School Office at concerts@uq.edu.au at least two (2) working days before the intended date of use to make a booking.

The Nickson Room and the Steinway grand pianos housed there are not available for general practice. Special permission may be given to students rehearsing for upcoming concerts, competitions, and practical examinations.

How to book rooms in UQ Bookit:

1) Go to your UQ Dashboard
2) Click on ‘All Apps’ down the bottom of the left menu bar
3) Click on ‘UQ Bookit’
4) If you wish to book a practice room click on ‘Music Resources’. If you want to book a teaching/rehearsal room, click on ‘Music Teaching Rooms’
5) Click on the room and the time you would like to book
6) Put your name in the ‘Title’ section
7) Put your number, email and purpose for booking (usually that would be your subject code) in the ‘Description’ section
8) Click ‘book’

You should receive a confirmation in your UQ email account almost immediately after you make your room booking.

Change or cancel your room booking:

1) Click on ‘My Bookings’ in the left menu bar
2) Bookit will automatically take you to bookings you have made in the present week. If you need to navigate to the future bookings, use the dropdown calendar menu in the top-center of the screen.
3) Once you have found your booking, click on it.
4) Click ‘Edit’ to make changes, or ‘Cancel’ to cancel your booking