

# ROOM BOOKINGS POLICY

<https://booking.music.mcgill.ca>  
[buildingbooking.music@mcgill.ca](mailto: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 <https://booking.music.mcgill.ca>.
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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