

Rules of Use of the Music Practice Room in St Edmund's College:

1. The room can be used whenever there is a free slot. A practice time can be booked by signing up for a slot on the booking sheet hanging from the room door.
2. When signing up on the booking sheet, use your Cambridge University email system alias on the time slot(s) requested. This is to allow others to contact you for whatever reason - forgotten items, booking change requests etc...
3. If you happen to know that you will not be able to use the room during a booked slot, make every effort to remove your name from the booking sheet in advance. This will allow others to book the room.
4. Be considerate towards other users and do not book too many slots during the week at peak times (5-9pm, Monday-Thursday). If this becomes an issue, a limit will be enforced on the number of such bookings during term time.
5. Music should not be played after 10pm.
6. Book the room only for yourself and for the purpose of music practice only. The practice room is not there to serve as a study room, or to host any other activities unrelated to music practice. Such unrelated practices include dance lessons, aerobics, etc...
7. Do not remove any equipment from the practice room.
8. If you notice any equipment is missing or has been damaged, please report it as soon as possible by sending an email to musicsociety@st-edmunds-cr.co.uk. This also applies if you have damaged it yourself.
9. Try to keep the room in a tidy state.

Name:

Cambridge University email alias:

Signature: