

ROOM BOOKINGS POLICY

<https://booking.music.mcgill.ca>
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.
Monday to Friday 9h-12h and 14h-17h
14. Only keys for approved bookings can be picked up.

Recordings

13. Students may book two (2) hours per week up to ten (10) hours per semester for recordings pending availability.

Access Cards & Keys

14. Keys and access cards (if applicable) must be returned at the end of the reservation. After the deadline, a hold will be applied to the McGill ID.
15. If the access card for an approved booking malfunctions, please contact buildingbooking.music@mcgill.ca or visit E-223.
16. After business hours and weekends: please contact McGill Security at (514) 398-3731.

Issues or comments regarding booking rooms?

Please contact the Building Booking Office at buildingbooking.music@mcgill.ca.