

How to: Make a room booking

Enter your username and password here:

Log in to the system, using your Unimelb username and your Asimut password.

- Note: the first time you log in, you will need to reset your password - click the Reset Password link, and enter your username to request a reset email

[Click here to reset your password](#)

- On calendar, select the day/date you wish to make a booking for

> My agenda
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Calendar

February 2018

Mo	Tu	We	Th	Fr	Sa	Su
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

Search

- You can search for a particular room, or select a room from the group list.

Search

Please book primarily here

Location groups:

- TUTORIAL ROOMS
- ENSEMBLE ROOMS
- MUSIC PRACTICE ROOMS
- MUSIC THEATRE SPACES
- PRODUCTION SPACES
- DANCE BUILDING
- THEATRE BUILDING

- The table shows the activities which are booked into that group of rooms on the day selected. You can select a different day to view by selecting it on the calendar.

	10:00	12:00	14:00	16:00	18:00	20:00	22:00
860-102 ~ Founders Gallery	Research M	CATS 1 - Tut		CATS 1 - Tut			
860-201 ~ EMB Tutorial Room		CATS 1 - Tut		CATS 1 - Tut			
860-202 ~ EMB Tutorial Room				G&W FLTV20011 Gaming			
860-222 ~ EMB Tutorial Room		UNIB	UNIB10011	UNIB			
860-303 ~ Design Seminar Ro							
860-321 ~ EMB Tutorial Room							
861-110 ~ Producers Room				SP2A FLTV20006 Screen F			
861-153 ~ FTV Studio 3 Tutoria				SP3 FLTV30012 Screen Pr			
861-204 ~ Rushes 3				NP2A FLTV70030 Narrativ			
861-228 ~ Rushes 1				DPA1A FLTV70018 Docun			
861-230 ~ Rushes 2				FLTV90006 SIS - Screenin			
862-203 (Small Ensemble Room		Ensemble St	Ensemble St	Woodwind			
864-207 (Dance Tutorial Room)		Stage Management Tech	Dance Lineage				
874-157A ~ Tutorial Room A			CATS 1 - Tut	CATS 1 - Tut			
874-208 ~ PG Tutorial Room						Studio Materials a	
874-211A.1 ~ Tutorial Room C		BoS FLTV70045 Business		SW FLTV70041 Storytellir			
874-211A.2 ~ Tutorial Room D							

- Click on the room name to see the features of a room.

Events in 860-201 ~ EMB Tutorial Room 1

Monday 26th February 2018
 Click here to create a booking

○ 11:30 - 13:30
 CATS 1 - Tutorial 3
 FINA10026 EMB 1
 Students: 32 (Click to show)
 Mail to: students

○ 14:30 - 16:30
 CATS 1 - Tutorial 4
 FINA10026 Dance 207
 Students: 32 (Click to show)
 Mail to: students

Tuesday 27th February 2018
 Click here to create a booking

● 9:00 - 12:00
 THTR10019 Clear Speech and Communication
 Mail to:

● 12:00 - 14:00
 GCVA CICA - Tutorial B

Description:
 Seminar Room
 Capacity 30

Inventory:
 Disabled Access
 Mac
 Computer
 Data Projection

Opening hours

Monday	08:00 - 23:00
Tuesday	08:00 - 23:00
Wednesday	08:00 - 23:00
Thursday	08:00 - 23:00
Friday	08:00 - 23:00
Saturday	09:00 - 23:00
Sunday	09:00 - 21:00

Exceptional opening hours

Fri 30/3 - Tue 3/4	closed
Thu 26/4	closed
Mon 11/6	closed

The description shows the type of room (eg. Rehearsal, tutorial, seminar etc)

The inventory will show any particular features or equipment that is in the room (eg. Data projector, piano, sprung floors, mirrors)

Opening hours for the room, as well as dates it is unavailable (eg. Public Holidays)

The list shows all the bookings in that room for 7 days from the date selected.

You can book from this page by clicking on 'Click here to make a booking', or you can go back to the previous page and make a booking from the table.

- To book from the table view, hover over the table for the room you wish to book, and select the start time for your booking.

	10:00	12:00	14:00	16:00	18:00	20:00	22:00
862-102 (Small Ensemble Room)	Ensemble St	Ensemble St	Ensemble St	Ensemble St	Ensemble St		
862-104 (Small Ensemble Room)	Ensemble St	Ensemble St	Ensemble St	Ensemble St	Ensemble St		
862-109 ~ Joan Hammond Room	Ensemble St	Ensemble St	F Percussion	F Saxophone			
862-113 ~ John Hopkins Room	F Percussion	F Ensemble St	Woodwind	Orcl	Orchestral E		
862-122 (Small Ensemble Room)	Ensemble St	Ensemble St	Ensemble St	Samba Band	Samba Band		
862-150 (Small Ensemble Room)							
862-203 (Small Ensemble Room)	Ensemble St	Ensemble St	Woodwind				
862-303 (Ensemble Room)	Ensemble St	Ensemble St	Ensemble St	Ensemble St			
862-350 (Small Ensemble Room)							
862-423 (Ensemble Room)	Ensemble St		Clinical Training in				

Category: PUB Adhoc booking

Date & time: 31/1/2018 19:00 - 20:00

Location: 862-102

Description: Rehearsal

Save Cancel

Adjust the end time for the booking on the booking screen

You may enter a description of your booking (eg. Rehearsal), but this is not required. You do not need to enter your name here.

- The booking screen also shows Booking Rules on the left hand side, for you to refer to as you are making your booking.

Blaze Glory Piano

Room Booking Rules

By making a room booking, you agree to the following conditions

1. Bookings will not be made for any form of private teaching to members of the public
2. Bookings will not be made to generate profit or involve any form of financial transaction
3. You will be present in the space booked for the duration of your booking
4. You will be able to provide your University ID card upon request to staff members of the University for the duration of your booking
5. You will not provide your University ID card to any another person for the purposes of accessing spaces
6. Spaces will be left in a clean and

Category: PUB

Date & time: 16/2/

Location: 862-4

Description: practi

Date & time: 20/2/2018 11:00 - 12:00

Location: 864-207

Description:

✖ You are not allowed to create or modify bookings in 864-207

⚠ You are not allowed to create or modify bookings that end later than 20/2/18 00:00

⚠ Your booking clashes with:
• CP 5 Screen Dance

Save Cancel

You will be notified if you:

Are trying to book a room you are not able to book

Are trying to make a booking too far in advance

Enter a time that clashes with another booked activity – you will need to adjust your start or end time.

- Click Save, then you will be taken back to the table view of rooms.
- By selecting the date of your booking on the calendar, you will see it in the table, and hovering the mouse over the booking will show you the details

Overview of Ensemble Rooms

Thursday 1st February 2018

	10:00	12:00	14:00	16:00	18:00	20:00	22:00
862-102 (Small Ensemble Room)							
862-104 (Small Ensemble Room)							
862-109 ~ Joan Hammond Ro							
862-113 ~ John Hopkins Room							
862-122 (Small Ensemble Room)							
862-150 (Small Ensemble Room)							
862-203 (Small Ensemble Room)							
862-303 (Ensemble Room)							
862-350 (Small Ensemble Room)							
862-423 (Ensemble Room)							

14:00 - 16:00
Public booking (862-102)
 practice
Participant: Blaze Glory Piano (B.Glory)

- Your booking will appear in your agenda immediately

Agenda for Blaze Glory Piano

Thursday 1st February 2018

- 14:00 - 16:00 **Public booking (862-102)**
 practice
Participant: Blaze Glory Piano (B.Glory)
Mail to: participant

Friday 2nd February 2018

No events

Saturday 3rd February 2018

No events