



# PRACTICE ROOM ACCESS

## Info Sheet – 2022/23

Music practice rooms are available for all members of the UoR community including students, staff, and alumni members and are located in Building L29, London Road campus.

## PRICING

Practice Room access payments are taken each academic year and give you access from 1 September 2022- 31 August 2023. To pay for practice room access – [click here](#)

USER TYPE	PRICE PER ACADEMIC YEAR
Student	£20
Staff and Alumni	£50
Community	£90

## ABOUT OUR PRACTICE ROOMS:

### Each Room:

We have eight general purpose practice rooms: suitable for up to 3 people. All practice rooms have upright pianos, music stands, and mirrors. L29 G06 also has a drum kit. The facility may be used for individual music practice but is not available for private tuition or commercial activity that is not provided by University of Reading Music staff. Food is not to be eaten in the practice rooms.

### Booking a Practice Room:

Booking a practice room is required before use. This is so that everyone has fair use of our facilities. Once you buy practice room access, you will be added to our booking system by Lucy Kelly, Music Programme Coordinator. Please be aware that this may take up to three working days as each member has to be manually added and given the correct permissions.

You will also be given card access to building L29, London Road Campus, so that you can access the building easily when you come to practise.

We kindly ask that you only book rooms for the time that you will use so that the facilities are available for all that want to practise. Anyone found to be regularly making bookings for large periods of time that are not used will have their access removed.

Please Note: All Studio Bookings in G01 and G03 are **provisional** and must be outside of teaching times (9-5pm) and already scheduled music sessions.

## How to use the new Booking System

Once you are added to the UoR Music Booking System, you will have access to the following screen. You will then need to choose a practice room to book.



### Select service

L29 G10 Practice Room Booking 30 minutes Free		L29 G09 Practice Room Booking 30 minutes Free	
L29 G08 Practice Room Booking 30 minutes Free		L29 G07 Practice Room Booking 30 minutes Free	
L29 G06 Practice Room Booking 30 minutes Free		L29 G05 Practice Room Booking 30 minutes Free	

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Mo	Tu	We	Th	Fr	Sa	Su			
		1	2	3	4	5	12:30	13:00	13:30
							14:00	14:30	15:00
6	7	8	9	10	11	12	15:30	15:45	16:00
13	14	15	16	17	18	19	16:15	16:30	16:45
20	21	22	23	24	25	26	17:00	17:15	17:30
27	28	29	30				17:45	18:00	18:15

Once you have chosen a room, you will be asked to choose a slot that is available.

It is recommended that any user book a 1-hour slot. Please only book a longer slot if you will actually use the practice room for that whole length of time.

Once you have chosen your slot, you will be asked to fill in your details to identify that is your booking. Then you must select the Book Button. Shortly after you press the Book Button, you will receive a confirmation of your booking, detailing the time slot you have booked. Please note this time down for future reference.

## **Arrival, departure, and room usage**

Please ensure you arrive on time for your booked practice room slot and are prepared to vacate the room at the end of your booking if someone else has booked the room.

We ask that you take care of all instruments and equipment in the room, remove any rubbish that you might have and leave the space clean and tidy for others. If you find a room has been left in a dissatisfactory state, please notify Lucy Kelly [music@reading.ac.uk](mailto:music@reading.ac.uk)

## **Communications**

If you cannot attend your booking, please let us know at least three hours in advance so that the booking can be offered to another user.

## **Contact details**

If you have any further questions or queries, please contact us on [music@reading.ac.uk](mailto:music@reading.ac.uk).