

New practice room regulations

- In principle, all rooms are available to all students for practicing. **When booking rooms online in eOffice, only selected classrooms and practice rooms can be booked.**
- **Rooms can be booked 24 hours in advance** (minimum booking time 30 minutes, maximum daily booking time 3 hours, and can be distributed across all university locations). Students who have ended their maximum daily booking time continue to have the option of asking for free rooms at the Arcisstr. and Gasteig to use for further practice.
- The practice room **booking times can be booked compactly in one piece or individually distributed over the day.** Practice units may only begin or end on the hour, at quarter, half or three quarters (xx:00, xx:15, xx:30, xx:45). There must be at least 30 minutes between two practice units by the same person in the same room.
- The rooms must be booked **within the specified opening hours of the respective locations.** Every student must obtain information about opening hours themselves (info field in eOffice).
- In the event of absence or prevention, **booked rooms must be independently and reliably canceled in eOffice.**
- Rooms that are not used by the students up to 15 minutes after the start of the reserved period **will be canceled by the porters** and made available to others.
- Room reservations by lecturers that are not used 1 hour after the start of the reserved time will be canceled by the porters and will be available to others.
- Teachers can reliably cancel their room reservations if they are absent in order to enable more effective use of the classrooms as extra rooms.
- **A valid student ID must be presented** when collecting the keys at **Arcisstraße, Building C and Gasteig.** The **keys are handed out by the university entrance (Pforte)** up to one hour before the university closes; the keys must be returned no later than half an hour before the closing hour. Students can get the keys for the practice rooms in the **Luise building** from the facility staff or from Victoria Muscaliu or Barbara Schäffmann (Room L16, phone numbers: 0176 23943939 and 0177 3400340).

München, den 9. November 2020



Bernd Redmann
President