



## Room Booking Policy for ISA Students

### 1. Rooms available for students to book

Various meeting rooms and technical spaces are available to students of ISA to use to conduct extra curricular ISA related activity. Outside class times students are encouraged to book rooms and equipment that are not in use by teaching staff for tuition or pre-booked by other students.

The booking system is designed to assist you with time management and to encourage forward thinking and planning. Following this procedure allows efficient administration of our facilities and gives all students equal access to them.

Bookings need to be booked by Thursday at 2PM for the following week. Neglecting to notify of cancellations will result in a student having their future bookings denied for an exclusion period. Repeat offences will be seen as a matter of misconduct and as such may result in ISA temporarily suspending or permanently cancelling the enrolment.

#### Rooms available for ISA student bookings

- **Studio 1 (Tim Sims Studio)**
- **Seminar 1**
- **Seminar 3**
- **Meeting Room 2**
- **Audio Studio**
- **Studio 2**
- **Seminar 2**
- **Seminar 4**
- **Cinema**
- **Note: Editing Suite is now available for use 8-6 without a booking, provided the space isn't being used for a class.**
- **Studio 2/ Seminar 4 will be available for warm ups without a booking 8-9 Mon/Thurs**

### 2. Booking procedure for rooms and equipment

To book rooms and equipment please file your completed request by 2PM Thursday into the provided in tray located in the staff office.

The following information is required on your form:

Subject: **Asher booking Studio 1, Monday 31st**

Room Name: **Studio 1**

Date requested: **Mon 31<sup>st</sup> March**

Time requested: **1pm to 3pm**

Activity: **Tech rehearsal for camera**

Equipment required: Tick boxes of equipment required, any queries regarding available equipment should go to Equipment & Facility Manager

Students attending: **Toni Collette, Richard Roxburgh, Asher Keddie**

Name/ Signature

Students will be sent a booking confirmation via return email with a calendar entry.

**Note:** Make sure you include everything you need prior to making your booking.

**You are responsible for your own digital asset and file management for work material. All files will be deleted from storage devices upon return of equipment.**

### **3. Leave as you find policy**

ISA fosters a respectful environment and we expect staff and students to leave every space used here at ISA including offsite locations as you found it or better. If a space, location or equipment is found to be in an unsatisfactory condition and you are next to use it, report all occurrences to the Manager, Equipment & Facility immediately. If this procedure is not followed it may be the case that you will be held accountable.

### **4. After Hours Emergency Contacts**

**Note: these numbers may only be contacted strictly in the case of emergency.**

Mark Waddingham - Manager, Equipment & Facility

Tel: 0400 968 641

Constant Security

Tel: 1300 725 241

### **5. Version Control**

Version	Amendments	Approval	Date Approved
4	All booking paperwork received by 2pm Thursday	Managing Director	28/1/16
4	Editing Suite open 9-6		
4	Studio 2/ Seminar 4 warm up space 8-9		
4			