

STUDENT ROOM BOOKINGS NOW VIA UNIVERSITY EMAIL

Bookings for rooms in the **Theatre** building and **Dance** building should now be made by **UNIVERSITY EMAIL** to the following address:

sas-studentbooking@unimelb.edu.au

Students must use their **University Email Account ONLY** (no yahoo, gmail, hotmail)

Please provide the following details in your email:

Student id
Given Name
Family Name
Telephone
Activity (Eg. Rehearsal)
Room Requested
Date/s
Time/s
Number of students: If more than one student, please state number of students using the room

After I have sent my email request, what next?

- **CONFIRMATION** is sent to your **UNIVERSITY EMAIL** once booked
It is your responsibility to **CHECK** the attachment/s for confirmation details.
Any changes will also be emailed to you.
- Have your **STUDENT ID** with you at all times during your booking for **SECURITY** purposes.

Booking Guidelines:

ACCESS HOURS:
MONDAY – FRIDAY UNTIL 11PM
SATURDAY 9AM – 6PM
SUNDAY 11AM – 5PM

- 24 HOURS notice required
- No more than 7 DAYS IN ADVANCE
- WEEKEND BOOKINGS?
Submit by 1PM on THURSDAY
- Need to CANCEL?
Contact SAS on 96859360
- Need to contact SECURITY or leave early?
Call 9685 9311