

# PRACTICE ROOM ACCESS

## User agreement for bands

### Information Sheet – 2023/24

## FACILITIES

There are four practise rooms available for bands to use for rehearsals as part of the UoR Music LIVE programme. Rehearsal facility are located on the London Road Campus in Building L29, London Road campus and have the following equipment:

G01 Large studio space with drumkit and two grand pianos

G01 Medium studio space with drumkit and one grand piano

G04 Small rehearsal space with electronic drumkit and silent rehearsal set-up

G06 Small rehearsal space with drumkit and upright piano

Amplifiers and microphones are available to borrow for your rehearsal times. Please contact the UoR Music team to organise access to equipment. Please note that amplifier leads are not provided so please bring your own.

The facilities in L29 may be used for private band rehearsals only. They are not available for the purposes of carrying out private tuition or any commercial activity that is not provided by University of Reading Music.

## ACCESS/REHEARSAL TIMES

L29 is a shared space for music rehearsals and University offices. As a result, use of amplified sound is restricted during normal office hours as follows:

### G01

Monday to Friday, 5pm – 9.30pm

Saturday & Sunday, not available

### G03

Monday to Friday, 5pm – 9.30pm

Saturday & Sunday, 8am – 9.30pm

## G04

Silent rehearsal studio

Monday to Friday, 8am – 9.30pm

Saturday & Sunday, not available

## G06

Monday to Friday, 5pm – 9.30pm

Saturday & Sunday, 8am – 9.30pm

Please note, all rehearsal times are subject to availability. Priority for bookings is given in the following order:

1. Lectures and University teaching
2. UoR Music rehearsals
3. RSU Society rehearsals
4. Individual user rehearsals

# TERMS OF USAGE

All members of the band must individually purchase Practice Room Access to be able to use the rehearsal spaces.

Each band must be comprised of a majority of current UoR students or alumni that have graduated within the last three years.

All practise room users must be over 18 years of age.

Food and drink (except water) are not to be consumed in the practise rooms at any time.

# PRICING

Practice Room Access payments are taken each academic year and give you access from 1<sup>st</sup> Sept 2023 to 31<sup>st</sup> August 2024. Please note that we aim to keep our prices well below market average and therefore do not offer part-year payments.

USER TYPE	PRICE PER ACADEMIC YEAR
Student	£22
Staff and Alumni	£55
Community	£95

# 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, or any of the equipment is damaged, please notify us by emailing [music@reading.ac.uk](mailto:music@reading.ac.uk)

Our equipment receives high-volume of use and we understand that occasionally things break or are damaged as a result. We kindly ask that you inform us immediately if this occurs whilst you are using the facilities so that we can attend to any required repairs or replacements immediately.

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.

All equipment is to remain in the allocated rooms at all times unless you have specific permission from the Director of Music.

# BOOKINGS

Booking a practice room is required before use to ensure fair use of our facilities for all.

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

To book G01, G03 and G04 (silent rehearsal studio) please email [music@reading.ac.uk](mailto:music@reading.ac.uk)

Please note that bookings for the G01 and G03 studios are **provisional** and must be outside of teaching times (9-5pm) and already scheduled music sessions.


Bookings for G06 are accessed via the Microsoft Bookings system (details below).

Upon purchasing practice room access, you will be added to our booking system. 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.

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.

## How to use the 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.



UoR Music

Select service

L29 G10 Practice Room Booking  
30 minutes  
Free

i

L29 G09 Practice Room Booking  
30 minutes  
Free

i

L29 G08 Practice Room Booking  
30 minutes  
Free

i

L29 G07 Practice Room Booking  
30 minutes  
Free

i

L29 G06 Practice Room Booking  
30 minutes  
Free

i

L29 G05 Practice Room Booking  
30 minutes  
Free

i

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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.