MONASH GRADUATE ASSOCIATION

MEETING ROOMS

BOOKING INSTRUCTIONS & REGULATIONS

MGA MEETING ROOM BOOKING REGULATIONS

Please read these rules carefully before making meeting room bookings. Contravention of these rules will mean that your booking gets removed.

1. Meeting rooms are available for Monash **graduate student group study only.**
2. **All group members' contact details** must be added to the calendar booking entry.
3. Students can book one room per time slot for **a maximum of 2 hours per day, per group** and bookings **must not exceed 10 hours per week**.
4. Rooms **must not be booked more than 4 week**s in advance.

Monash Graduate Association (MGA) staff reserve the right to remove any bookings at their discretion and without notice. The procedures are here in order to make the booking system as fair as possible to all students, considering the high demand for study space.

The MGA does not take any responsibility for personal items left in the meeting rooms or other graduate spaces. We therefore advise that you do not leave anything unattended.

If you have any issues regarding meeting rooms, please contact the MGA at bookingsheriff@monash.edu

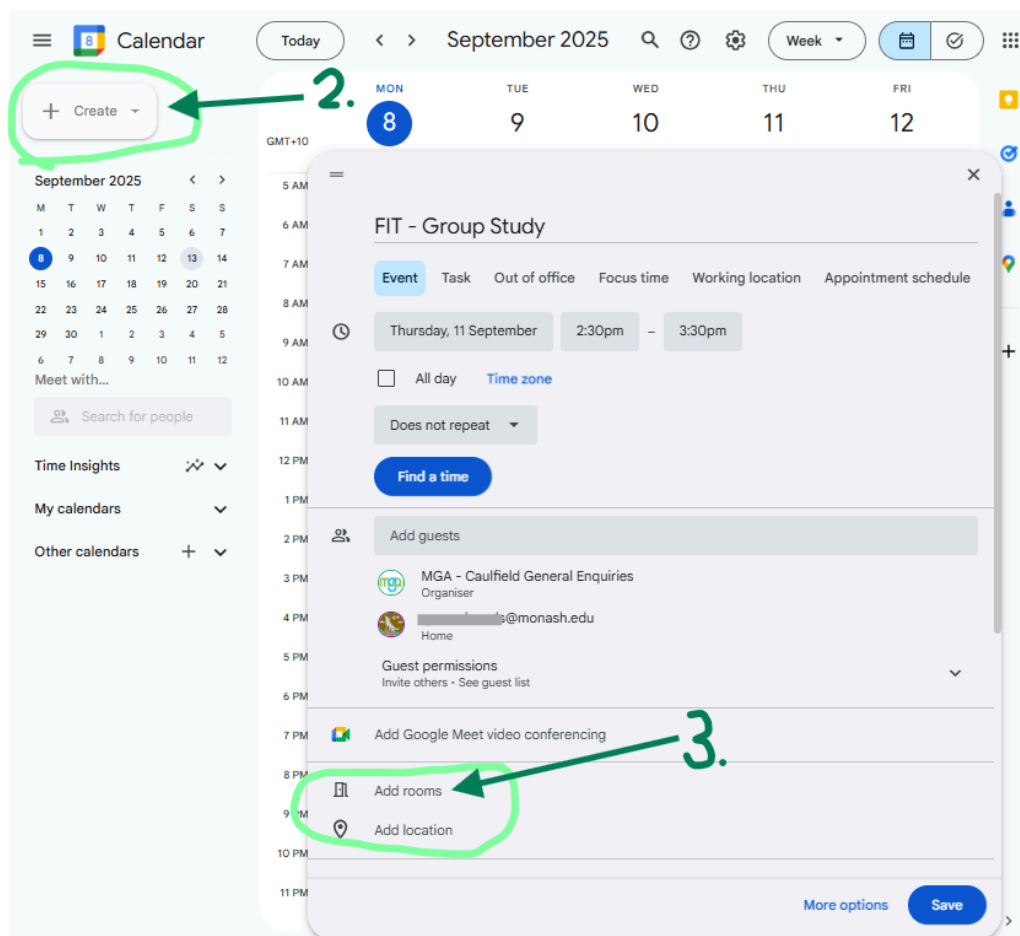Meeting rooms can be booked online via your personal calendar. Instructions in the subsequent pages.

HOW TO BOOK MEETING ROOMS

1. **Go to your Monash Google Calendar.**
   You can access it via the tiles in 'my monash' or via your Monash Gmail through the apps icon (little squares in the top right-hand corner).
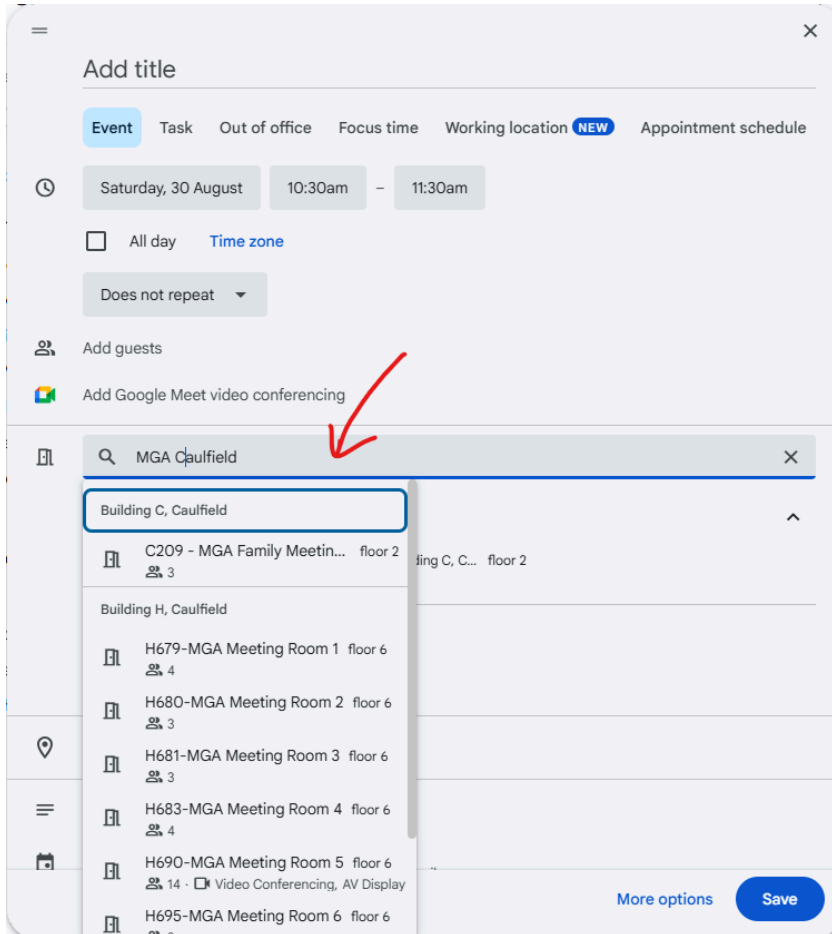
2. **Create a new event and select the day/time you would like to book**.
   One room per time slot for a maximum of 2 hours per day, per group and bookings must not exceed 10 hours per week.

3. **Add 'rooms**' (next to the building icon)
   - Search 'MGA' and a list of rooms will appear
   - Select your room and fill in the necessary details. (title, invite guests, save). If the room name is crossed out, it means it is not available.

4. **Save the calendar entry.**

5. **Any issues, contact the MGA**