

# 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. 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.

1. Meeting rooms are available for Monash Graduate **group study only & all group members' contact details** must be added to the calendar booking entry.
2. 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.
3. Rooms must not be booked more than four weeks in advance.
4. Meeting Rooms can be booked online via your personal calendar. Instructions in the subsequent pages.

**MGA staff reserve the right to remove any bookings at their discretion and without notice.**

**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 our MGA receptionists at [bookingsheriff@monash.edu](mailto:bookingsheriff@monash.edu)