

Booking Music Rooms

In the Richmond Building



Student Services Team
September 2022

Introduction

Bristol SU has three music practice rooms located on the lower ground floor of the Richmond Building which are available to Bristol SU affiliated student groups and University of Bristol Students.

- **Music room 1** – the largest of the rooms, has space for a drum kit and generally used as a band practice room
- **Music room 2** – has a piano and is ideal for single or duo practice
- **Music room 3** – has a piano and is ideal for single or duo practice

Please note that the pianos should not be moved under any circumstance and rooms come as they are as the equipment is not being managed currently.

All University of Bristol Students can now self service book time in the music practice rooms with their own individual logins which can be obtained through the Student Services Team

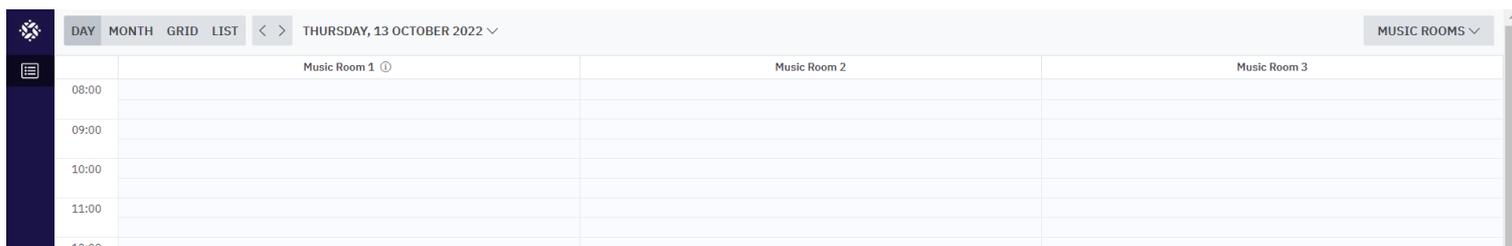
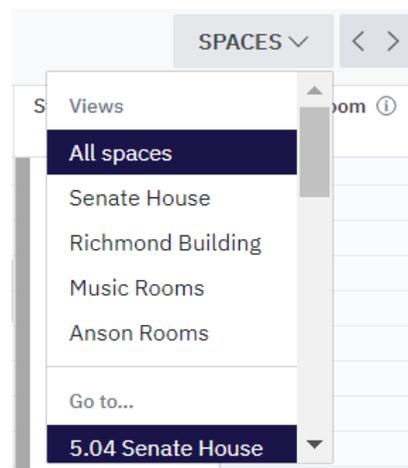
Accessing the system and making a booking

You can access the room booking system [here](#) and will need to log in using the login information you will have been sent via email when we set you up on the system

If you have not received the invite email from Skedda you should check your junk mail just in case it's ended up there. Failing that please email us at bristolsu@bristol.ac.uk and we'll do our best to help

Once you've logged into the system you should click on the 'spaces' button (top right of your screen) and select 'music rooms' from the drop down list

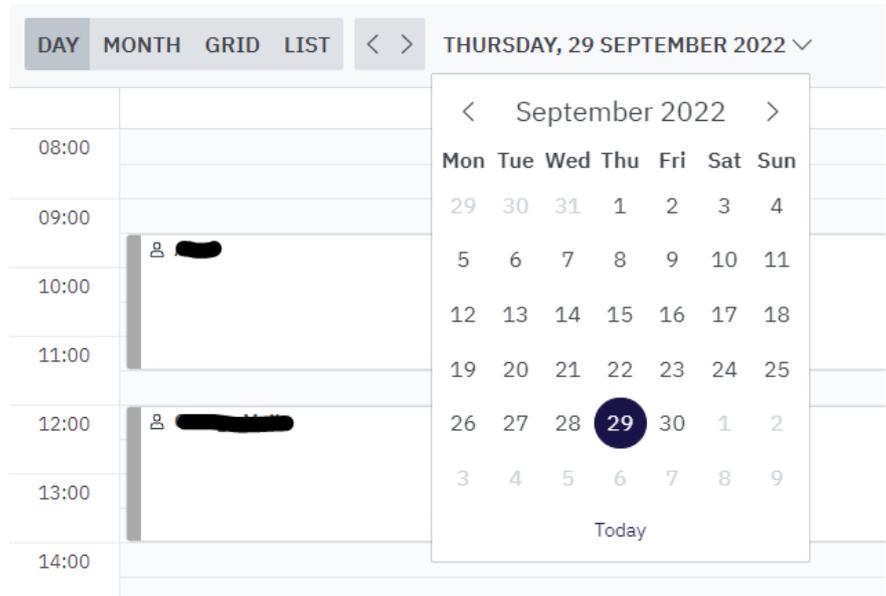
This will open up the page to show you music rooms only and should look like the below:



	Music Room 1 ⓘ	Music Room 2	Music Room 3
08:00			
09:00			
10:00			
11:00			
12:00			

Next you will need to select the date you want to book by clicking on the date and selecting it on the calendar. Alternatively you can skip through a day at a time by clicking the arrows next to the date

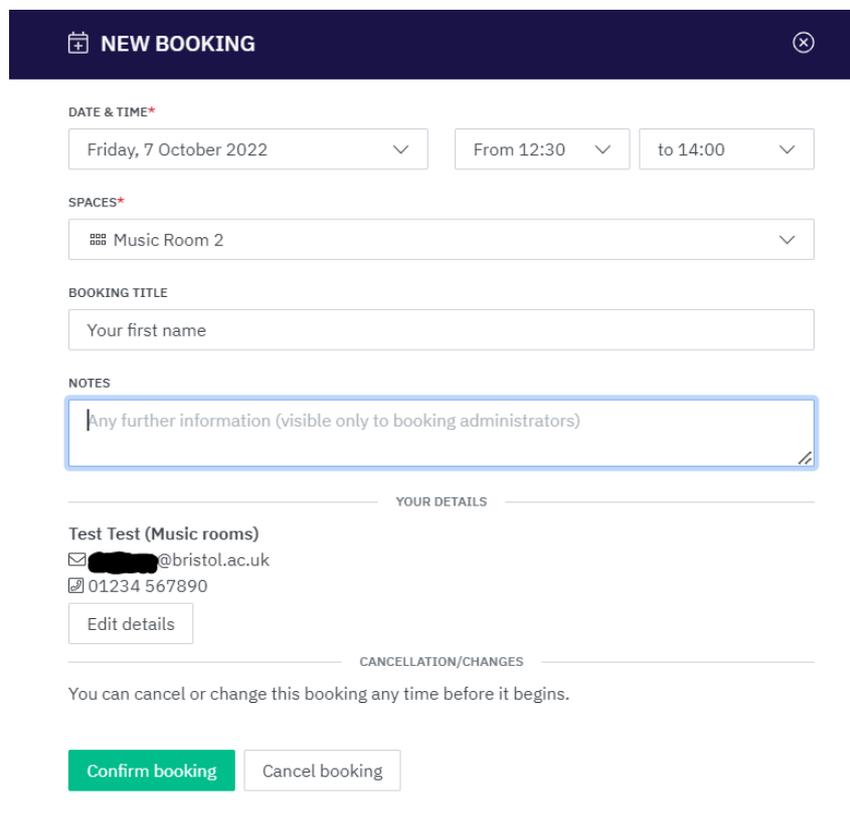
Please note: Bookings can be made no more than 14 days in advance



The screenshot shows a booking interface with a calendar for September 2022. The date Thursday, 29th September 2022 is selected. The interface includes tabs for DAY, MONTH, GRID, and LIST, and a time slot grid from 08:00 to 14:00. There are some redacted areas in the time slot grid.

Once you have the correct date appearing on your screen you can make your booking by clicking on your desired start time under the heading of the room you'd like to book, then you'll need to drag the bottom arrow to your desired finish time and double click to open the booking pop up.

Please note: Bookings can be no longer than 2 hours



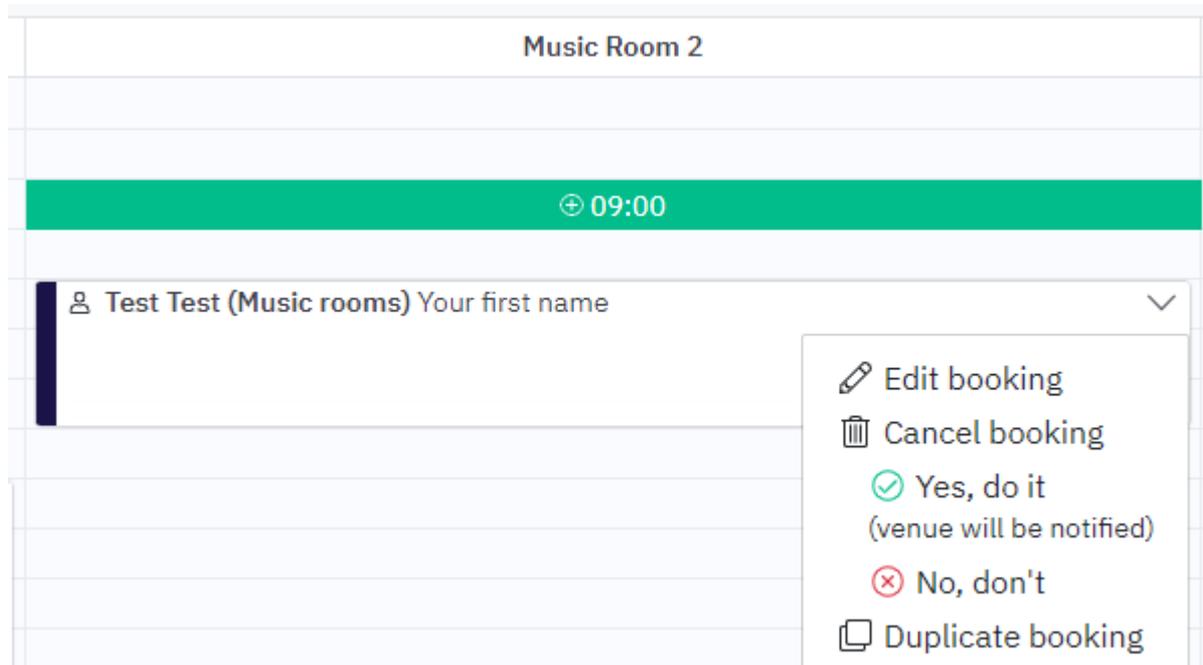
The screenshot shows a 'NEW BOOKING' form with the following fields and options:

- DATE & TIME***: Friday, 7 October 2022 (dropdown), From 12:30 (dropdown), to 14:00 (dropdown)
- SPACES***: Music Room 2 (dropdown)
- BOOKING TITLE**: Your first name (text input)
- NOTES**: Any further information (visible only to booking administrators) (text area)
- YOUR DETAILS**: Test Test (Music rooms), @bristol.ac.uk (email), 01234 567890 (phone), Edit details (button)
- CANCELLATION/CHANGES**: You can cancel or change this booking any time before it begins.
- Buttons**: Confirm booking (green), Cancel booking (white)

Once you have confirmed your booking you will be able to see it in the system and will receive an email confirmation directly from the booking system.

Editing and cancelling bookings

You can edit or cancel your booking at any time by clicking the arrow on the top right hand side of your booking. You will receive a confirmation email for any changes or cancellations – if you don't receive the confirmation email please double check your changes were saved.



General housekeeping and useful information

- Please use the rooms respectfully, leave them as you find them and tidy up after yourself. Report any issues to bristolsu@bristol.ac.uk
- If you no longer require a booking please cancel it at the earliest opportunity to free up the space for other users
- The pianos are **not** to be moved **under any circumstances** as it damages them
- All music room users have the same time allowance to ensure fair use of the spaces. Each user can book up to 2 hours per day to a maximum of 10 hours per week. If you require more time please call us when you have maxed out your weekly bookings – we will manage these requests on a case by case basis
- If your booking ends at 11pm please be aware that you will be expected to have packed up and physically left the building by this time
- There's an app!! You can download the Skedda app via the [App Store](#) (iOS) and [Play Store](#) (Android)

Any questions?

Call us on 0117 331 8600

Email us at bristolsu@bristol.ac.uk

Come and see us at the Welcome desk on 3rd floor of the Richmond Building