

## **Asimut - Booking Rules for Exercise Rooms**

### **Rules for room booking**

- Each student can book an extra room up to 2 weeks in advance.
- Each student has - within these 2 weeks - a rolling quota of 10 hours.
- Within the main hours (Monday to Friday 11:00 - 17:00) a maximum of 2 hours can be booked, except for pianists who are allowed 3 hours. This is called peak quota.
- The minimum booking time is 30 minutes.
- The inventory may not be removed.
- You are responsible for the inventory of the room for the entire duration of your booking.

### **Last-minute bookings**

- "Last-minute" bookings are possible even if your quota is already used up.
- If you still have available quota, the time will be deducted from it.
- These "last-minute" bookings are only available within the next 2 hours of the present moment.

### **Reconfirmation**

- Each booking must be reconfirmed before entering the room, otherwise it will be automatically cancelled 5 minutes after the start time.
- For reconfirmation, your device must be logged into one of the networks of the HfM Freiburg ("MHS" or "eduroam").
- The reconfirmation deadlines are: from 60 minutes before and until 5 minutes after the start of the booking.
- To reconfirm, press the button "Reconfirm".

### **Ending a booking prematurely**

- If you leave the room early, please end the booking by pressing the button "End booking".
- The remaining quota will then be refunded - rounded down to 15 minutes.

### **Special practice rooms**

- Pianists with an artistic major in piano are given priority to practise in the extra rooms 031 to 036.
- Pianists with piano as their main subject in the Teacher Training (BL) and Elementary Music Education (EMP) programmes as well as all students with choir and orchestra conducting as their main subject are also allowed to practise preferentially in the extra rooms 034 to 036.
- The extra rooms 031 to 036 can also be booked 2 days in advance by all other students.
- In the harpsichord room 011, harpsichordists have priority to practise. It can also be booked 2 days in advance by all other students.
- In the double bass room, 012 double bassists have priority to practise. It can also be booked 2 days in advance by all other students.
- In the organ room 022, organists have priority to practise. It can also be booked 2 days in advance by all other students.
- In the harp room 026, harpists have priority to practise. It can also be booked 2 days in advance by all other students.
- Only organists may practise in the organ room 0100.