

## MPA Syndicate Room Booking Regulations

Please read these rules carefully before making syndicate room bookings. Contravention of these rules may result in you being barred from the system. 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. Rooms can only be booked by Monash Postgraduates.
2. Rooms are bookable for a maximum of **2 hours** per day. Any additional hours booked will be removed by staff. The limit applies to the group regardless of which group member makes the booking.
3. You can not book more than 10 hours per week. All bookings exceeding this limit will be removed. The limit applies to the group regardless of which group member makes the booking.
4. You may only book one room per time slot, if you book multiple rooms at the same time, *all your bookings will be removed*. The limit applies to the group regardless of which group member makes the booking.
5. You may only book four weeks in advance. All bookings exceeding this timeframe will be removed.
6. All group members names and contact details must be included. Bookings for individuals will be removed.
7. Bookings must be appropriately named in the 'what' field.
8. If you bring additional chairs into the syndicate rooms, you must return them at the end of your session.
9. Take your rubbish with you when you leave the room.
10. No permanent pens on whiteboards.
11. **You will receive an e-mail informing you that your booking has been removed, if you are in contravention of any of the above rules. Upon the third warning you will be prevented from making any bookings for the rest of the current semester.**

*\*The mpa does not take any responsibility for personal items left in the syndicate rooms or other postgrad spaces. We therefore advise that you do not leave anything unattended.*

MPA staff reserve the right to delete any bookings at their discretion and without prior notification. Students encountering issues when attempting to book rooms should contact [bookingsheriff@monash.edu](mailto:bookingsheriff@monash.edu) with as much detail as possible so that the issue can be rectified.