

Practicing room regulations for students

(valid from summer semester 2024)

You can practice at the following locations:

- Arcisstr. 12 (incl. building C)
- Frankenthaler Str. 23
- Gasteig HP8
- Luisenstr. 37a

Please note the following:

- HMTM's practicing rooms are only available to students who can prove that they are enrolled at HMTM.
- All rooms that are available for use during regular opening hours can be booked by all HMTM students at all locations.
- The use of these rooms is only permitted for study purposes. Private use (private lessons, private auditions, private rehearsals, etc.) of the university premises is strictly prohibited.
- Student ID cards and booked rooms may not be passed on to third parties or external parties.
- The following applies to the last booking before the end of opening hours: Please leave the room and hand in the key at least 30 minutes before the end of opening hours.

1. Book rooms

Which rooms can I book?

You can book **practicing rooms** yourself online in your eOffice.
This is always possible from 24 hours before your booking date.

You can also book **special rooms** such as concert halls, meeting rooms or ensemble rooms.
To do so, please send an email to the Künstlerisches Betriebsbüro at least 5 working days in advance:
raumanfrage@hmtm.de

Please include the following information in the e-mail:

- Name (first name, surname)
- Purpose (recording, rehearsal, lesson, ...)
- Date & time
- Desired room and/or location
- If necessary: any special requirements for the room (instruments, WIFI, media system, ...)

What do I need to bear in mind when booking in eOffice?

You can book from 24 hours in advance.

You can book rooms for a maximum of 3 hours per day.

You can book a room for 3 hours at a time. You can also divide the 3 hours into

- several units
- different rooms
- different locations

The shortest time for a room booking is 30 minutes.

Your room bookings must always start and end at XX:**00**, XX:**15**, XX:**30** or XX:**45**.

If you want to book the same room several times in a row on the same day, there must be at least a 60-minute break between bookings.

You may only book the rooms during regular opening hours.

You must know the opening hours of the buildings yourself (<https://hmtm.de/standorte/>).

eOffice will not tell you if you book a room outside opening hours.

Important: You can also use rooms for longer than 3 hours per day if there are free rooms.

How do I find out if there are any spare rooms available?

Free rooms can be viewed and booked in eOffice.

Sometimes more rooms become available at certain locations than you can see in eOffice. You can find these rooms here:

Arcisstraße location (including building C), Frankenthaler Str.

Please ask at the gate for available rooms.

Luisenstraße location: Please look for a free room yourself. Unused rooms can be used without reservation until the next regular booking.

I have been given a free room for practicing without a booking. How long can I stay there?

You can stay in the room until another person enters the room, ...

- ... because the person has reserved it and has registered at the gate in time (or has entered the room in time at the Luisenstraße location).
- ... because the gate has assigned the room to another person.

2. Deletion and expiry of bookings

When and why should I delete my room booking?

Please delete your booking if you do not use the room after all.

This is important ...

- ... so that other people can book the room.
- ... so that this time is not deducted from your 3 hours per day.

What happens if I arrive too late?

Your booking will be forfeited if you arrive more than 15 minutes late.

Arcisstraße location (including building C), Frankenthaler Str.:

If you register at the gate more than 15 minutes late, you are no longer entitled to the room. The person at the gate may then give the room to another person. Is the room still free even though you are late? Then you may use the room.

Location Luisenstraße:

If you enter the room more than 15 minutes late, you are no longer entitled to use the room. If another person is in the room, that person may stay; you must leave. Is the room still free even though you are late? Then you may use the room.

Location Gasteig HP8:

If you register at the gate more than 15 minutes late, you are no longer entitled to the room. Is the room still free even though you are late? Then you may use the room.

3. Key issue and start of room use

How do I get a key? How do I get into a room?

Arcisstraße location (including building C) and Frankenthaler Str.:

You must register at the gate. This means

- You tell the gate which room you have reserved,
- OR
- You ask at the gate whether there is a free room in which you can practice without a reservation.

Who will then give you the key?

There are two possibilities here:

- You get the key from the person at the gate and check in. Please place your student ID card on the card reader to record that you have received the key.
- OR
- You check in at the gate but receive the key in the room from the person who was in the room before you. (When you check in at the gate, the person in the room is checked out. Nevertheless, the person in the room should check at the gate after handing over the key whether they have been signed out correctly so that they are not held responsible if a key is lost; see also “5. Returning keys, lost keys”).

You can collect keys up to 1 hour before the end of opening hours.

Did you not get a key? For example, because there is no one else in the room or because the key has been lost?

Then contact the gate immediately. You can find more information on this in this text under "5. Returning keys, lost keys".

Location Gasteig HP8:

You will not receive a key here. The person at the gate/housekeeping will check your student ID and your reservation in the booking system and, after you have entered your name in the gate book, will accompany you to the room you have booked and unlock it for you.

Luisenstraße location:

The practice rooms here are not normally locked. Simply enter the room.

4. Rules for leaving the rooms

What do you have to do before you leave the room?

- Have you taken music stands or other objects from the room? Then please return them.
- Please also put chairs, tables and instruments back in their correct places.
- Please close the windows.
- Please turn off the lights.

How do I report damage?

Is something broken in the room? For example, a chair, the window or an instrument? Then please report the damage immediately using the QR code displayed in the room. This defect report can be sent anonymously.

What if I need to leave the room for a short time?

As long as you have reserved the room, it is not a problem if you leave the room once and lock it up. If you are practicing in the room without a reservation, please stay in the room because someone else may have a claim to the room.

5. Return keys, lost keys

Practice time finished? What do I have to do? How do I return the key?

Location Arcisstraße (including building C), Frankenthaler Str.:

There are two options:

- You meet the person who booked the room after you.

Then you can give the key directly to this person.

Important: The person after you must have registered at the gate and checked in beforehand.

Please also check out at the gate.

- Why? See “What happens if a key is lost?”

OR

- No one enters the room after you. When leaving the room, please lock the door. Hand in the key at the gate. The person at the gate will sign you out.

Location Gasteig HP8:

After leaving the room, let the person at the gate know so that housekeeping can lock the room again.

Luisenstraße location:

You do not need to sign out.

When do I have to return the key at the latest?

When do I have to leave the room at the latest?

The following applies to all locations: You can also practice in a room for longer if the room is not booked afterwards.

You can stay in the room until another person enters the room, ...

- ... because the person has reserved the room and has registered at the gate in time (or has entered the room in time at the Luisenstraße location).
- ... because the gate has assigned the room to another person.

The following applies to the last booking before the end of opening hours: Please hand in the key at least 30 minutes before the end of opening hours.

Arcisstraße location (including building C), Frankenthaler Str.:

What happens if a key is lost?

Have you lost the key? Or you didn't get a key from the person in front of you? Then report this immediately at the gate.

Who has to pay for the new key?

The last person to check in for the room at the gate is responsible. This person must pay the cost of a replacement.