



## **MUSIC ROOM ACCESS AGREEMENT**

### **Procedure for Music Room application**

- Please complete this form and submit to the Chancellery reception, Level 6 of The Arch Building, or email to Alexandra Jeffree (Executive Assistant to the Pro-Vice-Chancellor (Students & Academic Support)) on [ajeffree@bond.edu.au](mailto:ajeffree@bond.edu.au).
- Once your application is approved by the Pro-Vice-Chancellor (Students & Academic Support), you will be notified via email confirmation and the Student Business Centre will be advised that you have been registered to use the Music Room for the relevant semester indicated on this form.
- Prior to use the Music Room (BLD1b\_1\_66) must be booked online via Web Room Bookings, allowing at least 3 working days for processing.
- Once your Web Room Booking has been confirmed Security will be notified and the key to access the Music Room must be collected from the Security Office and returned.

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I, the Applicant, acknowledge that I am being granted permission to use the Music Room on the understanding that:

1. I have paid the Activities Fee membership for the current semester;
2. I will not allow unauthorised entry to the Music Room to any other person;
3. I will not remove or tamper with instruments or equipment in the Music Room without prior permission of the Pro-Vice-Chancellor (Students & Academic Support);
4. I will take responsibility for any damage caused by abuse of an instrument or other equipment which occurs while I am using the Music Room;
5. I will advise Security as soon as possible of any damage;
6. I will return the key in a timely manner.

Semester to use the Music Room: .....

Name: .....

Student ID: .....

Phone: .....

Email address: .....

Program enrolled in: .....

Signature: .....

Date: .....

**OFFICE USE ONLY**

*Approved by Pro-Vice-Chancellor (Students & Academic Support): .....*