

# Faculty of Arts and Design

## MRC Facilities booking registration process

### Facilities

9A13	TV Studio	<a href="mailto:MRC@canberra.edu.au">MRC@canberra.edu.au</a>
9A2a	VA Booth*	<a href="mailto:MRC@canberra.edu.au">MRC@canberra.edu.au</a>

\*the VA booth (9A2a) is unavailable when 9A2 has a class/booking scheduled

### Media Resource Centre

The TV Studio (9A13) and VA (Visual and Audio) Recording Booth (9A2a) are available for booking by UC Staff.

### Cost

- \$57 per booking.
- Individual bookings can be up to 3 hours.
- Bookings over 3 hours or after hours (after 5pm) to be approved in negotiation with the Faculty Manager.
- MRC staff will provide access to the space and can assist with technical matters.
- Teaching activities in 9A2 or the TV studios take precedence.

### Process

1. Request your booking date and time through [MRC@canberra.edu.au](mailto:MRC@canberra.edu.au).
2. On confirmation of time availability, pay through the MRC payment portal to secure your booking.
3. Receive your booking confirmation.

### Cancellation Policy

*Cancellation Policy: Please consider carefully before committing to this booking. For any cancellations, you must notify us in writing at [mrc@canberra.edu.au](mailto:mrc@canberra.edu.au)*

*To cover the unrecoverable costs of reserving your room booking, cancellations must be made 24hours prior to booking commencement. Cancellations after this will only receive a refund in compassionate circumstances and will be considered on a case by case basis.*

*By submitting your payment you also agree to the following:*

*I understand that by confirming and making payments, I have read and agree to the terms and conditions of the booking and the above cancelation policy.*

**Enquiries:** [MRC@Canberra.edu.au](mailto:MRC@Canberra.edu.au)