

RULES & REGULATIONS Office of Student Affairs

Title: SOP for Jam Room Booking (Room Booking Requests for Club/Society Meetings/Auditions)		
Written by:	Office of Student Affairs	Issue Date: 19 September 2024
Reviewed by:		Supersedes:
Approved by:	Dean - Student Affairs	Effective Date: 19 September 2024

1. Purpose

The following SOP has been compiled to serve as a guideline for students who want to book Jam Room (Student Centre) for Club/Society Meetings and Auditions.

2. Scope

These guidelines are applicable to all current students.

3. Important Guidelines

- **ALL jam room bookings** for club/society or individual music sessions, practice, or auditions will be sent **DIRECTLY to OSA** at osa@iba.edu.pk.
- Each society/club is allowed to reserve the jam room **only once per week** for up to **four hours**.
- The jam room cannot be booked for more than **four hours per day** by any club/society.
- Please suggest days (preferably dates) and timings within the following slots:
 - **9:00 AM - 12:00 PM**
 - **1:00 PM - 5:00 PM**
- **NO email** will be accepted without Amber Shaikh (arshaikh@iba.edu.pk) being cc'd in ALL booking requests.
- All jam room booking requests must be submitted **AT LEAST THREE (3) WEEKDAYS** (Monday – Friday) prior to the requested session. No lastminute bookings will be entertained.
- Booking confirmations will only be valid once OSA confirms the booking via email.
- Emails sent over the weekend and public holidays will be responded to on the **next working day**.

Special Note:

In case OSA receives a jam room booking request for higher-priority purposes, your reservation for music sessions or auditions **may be rescheduled** to an alternative time slot, based on availability. You will be notified in advance.

Please ensure strict adherence to these guidelines. No bookings will be made if the SOP is not followed.

When making a jam room booking, please include the following details in your email:

- **Date:**
- **Time** (maximum booking duration is 3 hours):
- **Name/Group:**
- **Contact Person Email:**
- **Purpose:**
- **Additional Info:**

Please make sure all necessary information is provided to avoid delays in processing your request.