Guidelines for use and booking the Japanese Room

The Japanese Room is a contemporary interpretation of traditional Japanese interior design and comprises a unique meeting space. The room contains many preserved elements and furnishings from the original room in the old Architecture building, which means that meetings in this room must adhere to the policies and procedures outlined below.

- **ABP staff bookings**
  Must be lodged using the University's calendar booking system 133 ABP L4 Japanese Room (133ABPL4JR@unimelb.edu.au)

- **Non-ABP staff bookings**
  Can be made directly with the MSD Events Team (msd-events@unimelb.edu.au)

**Conditions of Use**

- **No smoking**
  All University facilities are smoke free.

- **No alcohol**
  Events involving the service of alcohol require expressed permission and the completion of an Alcohol and Risk Assessment form.

- **The wall decorations of the room are unique and must be preserved**
  No blue tack, sticky tape, signs etc. are permitted to be adhered to the walls. The Shoji screens must be treated with care, please ensure nothing is fixed to, spilt on, or otherwise damages the screens.

- **Clean and reset the room at the conclusion of your meeting**
  Cleaning is the responsibility of those booking the room. All tables and chairs must be put back in the correct position at the completion of the meeting. Please treat the furniture within the room with care.

- **Report any damage**
  Any damage to furniture or fixtures must be repaired at the expense of the hirer.

- **Ensure the doors are closed and locked**
  The doors to the terrace and the balcony must be locked at the conclusion of each booking.

**Use of the Terrace and MSD staff kitchen**

- Booking the Japanese Room does not automatically guarantee access to other areas, such as the Terrace garden and staff kitchen. These areas must be booked with the MSD Events Team.

**Audio visual facilities**

- Any queries regarding computer and AV equipment should be directed to Learning Environments on 8344 7064.