

# Personal Booking Rules for Bachelor and Master

## Generally

Bookings are only valid for oneself.  
Personal ratios may not be passed to fellow students.  
Regular classes and rehearsals have priority.

## Booking timeline

- **BAT3 / MADT2-3 / MAC / MK**: 10 calendar days in advance
- **BAT1-2 / Apprentices / MADT1**: 6 calendar days in advance

## Booking ratios

- **BAT3 / MADT2-3 / MAC / MK**: 4 hours within a 10-day period
- **BAT1-2 / Apprentices / MADT1**: 2 hours within a 6-day period

All students have an **ongoing quota** of bookable time as indicated above, and for the period as mentioned in the booking timeline. The quota can be used for any number of bookings **until all hours are used up. As soon as a booking has passed, the hours/minutes of that booking are automatically available again for new bookings** in the ongoing timeline.

In addition, **Last-Minute-Bookings** can be made **at any time from 120 minutes in advance** if there is free room capacity, **even if the current quota has already been completely used up.**

## Booking priority

Priority is given to the **final years** (BAT3/MADT3/MAC). Consequently, and in case of urgent changes or additions to the daily schedule at the university, personal bookings can be **moved to another room or deleted** completely if necessary, in which case the deleted booking will be recertified to the booking ratio.

## Booking-Length and In-Between-Gaps

**A minimum 30-minute** booking length applies to all students. **The maximum booking length is 90 minutes.**

There must be at least **45 minutes** between two bookings by the same person.

There must be at least **5 minutes** between two bookings in the same room.

## Reconfirmation

Each personal booking must be reconfirmed by the students themselves so that the booking remains in place. Reconfirmation is only possible via the **university's internal internet access**. The reconfirmation can take place **60 minutes before and up to 10 minutes after the start of the event.**

If reconfirmation has not taken place, the **booking will be cancelled automatically.**

A detailed guide can be viewed on the official [Palucca-Website](#).