

BOOKING A PRACTICE SPACE: Block 2 – Fall 2020:

Practice rooms and select classrooms can be reserved by students through the online scheduling tool ASIMUT. To request a room, follow the following steps:

- Go to ASIMUT: <https://juilliard.asimut.net>
- Log in with your Juilliard SSO
- Click on “Event signup” in the upper left menu
- Click “**Practice for Music Students**” category on the right side to find available blocks open for sign-up from today
- Sign up for practice rooms by clicking the sign-up link
- **For Percussion, Organ, and Harp:** You can find bookable rooms for your instruments in lower left corner on the homepage. Use the calendar to see availability on specific dates and rooms.
Click a time on the grid that is open, *please make sure the room is not booked ½ hour before or after your reservation.*
- **For All Reservations:** Double check the home page and look at “My agenda” to be sure the reservation is set. (That is your room confirmation)
- You may schedule a room a day in advance from 12am – 4pm. Any requests submitted after 4pm the day prior will not be accepted.
- The day before your assigned booking you will receive an email with a link to a health form. The confirmation received from the health form will include a QR code, which must be used to enter the building.
- *If you want to book a larger space for another purpose (such as a chamber music rehearsal click on “Classroom Request Form (Fall 2020). This is found in the upper left corner of the homepage of ASIMUT. This form should be submitted 2 days in advance of the requested reservation.*

Update: 10/27/20