



Use of Valletta Campus Theatre for students and staff

Students/staff wishing to use the VCT (formerly known as MITP) for training or rehearsals, when the theatre is not booked, must inform Ms Teresa Parry and fill in the relevant forms. This also applies to Theatre Studies students who wish to use the theatre to work on physical tasks given by lecturers. Ms Parry must be informed well in advance of the following:

- a) from what time to what time the persons booking the theatre are going to use it
- b) what days they shall be using it
- c) the reason for using it
- d) the ID/Passport number of the person booking it
- e) in case of a group, the names and ID/Passport of all the group.

Ms Parry will inform the VCT Technical Co-ordinator that students/staff will be using the theatre on the dates and at the times supplied. During that time, whatever happens in the theatre is under the persons' responsibility. If the person(s) finds anything broken or irregular inside the theatre upon entering, they must immediately inform the VCT Technical Co-ordinator, who will take note; otherwise if anything is found broken or dirtied, the person(s) is/are responsible and will have to pay for replacement or cleaning.

Persons wishing to use the theatre must calculate exactly the number of hours they wish to use it, as they will not be allowed to go beyond the time they have booked it for. It must be noted that students can only use the premises unsupervised during opening times of the building that is: 08:00 to 20:00 from Monday to Friday during semester times. At all other times, unless there is a lecturer present, students have to pay for the running costs for electricity and supervision by a beadle. The beadle has to be hired for a minimum of four hours, and if required on weekends or holidays, s/he are to be paid at double time, as stipulated by law. Beadles are also required during recess periods, and from 1.30pm in summer time.

A confirmed VCT booking does not include permission to use and park vehicles in the courtyard of the Valletta Campus. Permission to use and/or park vehicles in the courtyard must be obtained in good time from conferences@um.edu.mt.

The school retains the right to refuse or cancel bookings. Unless bookings are made at least one week before, they will automatically be refused.