

Rules and Regulations for Booking Studio Time

Eligibility:

- To be eligible for studio time, Students must be actively enrolled in classes and in good financial standing with Ex'pression while maintaining satisfactory progress in their current courses
- Students must successfully complete the Course associated with each room to be eligible to book it
- All booking requests must be cleared through the Studio Manager

Time Allotment:

- Only 12 HOURS TOTAL PER STUDENT, PER MONTH in any combination of studios will be allotted, and only 12 hours total may be requested at one time. Students may combine their allotted time if they work together
- Unless notification of cancellation is made to the Studio Manager prior to the booking, Students who fail to appear for their scheduled studio time will lose those hours, as well as an equal number of hours from the next month's allotment
- Students must make all requests a minimum of 5 business days in advance to be considered for booking. Requests may not be made more than 60 days in advance
- Ex'pression reserves the right to cancel a booking without warning, but will make an effort to notify the Student

Rules of Usage:

- Students must use the studios responsibly, and ensure that any guests (artists, friends, etc) do likewise
- Only fresh or single pass reels of +9 tape may be used on the Otari Machines in Neve or SSL Studios
- No food or drinks are allowed at any time in the control rooms or isolation booths
- DON'T LEAVE A MESS!!! Rooms should be set back to "normal" (console & outboard gear must be zeroed out, patchbay pulled, mic stands and gobos stacked neatly in the studio, chairs replaced, lights out, doors locked, etc.) for the next session. All equipment must be undamaged and intact upon leaving.
- Do not bleed into the next person's session by waiting until the very end of your session to clean up
- Other than for Sound Reinforcement purposes, do not block the studio windows under any circumstances
- Students must not benefit financially from their time in an Ex'pression studio...
THIS MEANS YOU CANNOT CHARGE A BAND TO RECORD AT EX'PRESSION!!!

Discipline:

- Any failure to adhere to the Rules of Usage above will result in disciplinary action as follows: The first infraction will receive a warning (unless it is determined that any equipment is missing, this will be investigated and dealt with appropriately, and may result in expulsion). The second infraction will result in the Student having his/her studio privileges revoked for no less than one month, and the third will result in a permanent loss of studio privileges
- Anyone caught in any studio without permission will be put on immediate conduct probation, a second infraction will result in a permanent loss of studio privileges
- Anyone discovered altering the configuration of a studio IN ANY WAY will automatically lose all studio privileges

I, the undersigned, have read these rules and regulations and agree to their terms:

Name _____ Signature _____ Date ____/____/____

Room Requested _____ Session Date ____/____/____ Time _____ - _____