



Music Department Recording Studio Contract for Key & Usage

Jennifer Cameron, Music Department Chair
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Only students currently enrolled in the Intro to Audio Recording class or those that have taken the class, should have access to the Recording Studio. Upon agreeing to and signing this contract, the student will obtain a key to the recording studio. This key authorizes use of the room and the equipment/programs. Because the equipment and programs are of great value to the college, there are some guidelines a student must follow in order to be granted access to the Recording Studio. The guidelines are outlined below.

- ✓ All equipment is to remain in the Recording Studio (MCG 166 & 168 & McGuire Auditorium, with departmental authorization). All equipment housed in the Recording Studio will never be checked out. Its use is exclusive to the Recording Studio.
- ✓ Do not loan your key to anyone – student or otherwise. Do not allow other students to enter the Recording Studio by your key. Your key is for entry for you. Door propping is not allowed. If found doing any of the above, you can face the loss of certain area's access privileges.
- ✓ Do not store your instrument(s) and/or other personal belongings in the Recording Studio. The space is much too small for storage!
- ✓ Studio is to be left clean with cables wound, mics and stands put away, no garbage left, and written procedures followed for proper powering down of equipment.
- ✓ No loading of software on to CPU, unless approved by a supervisor.
- ✓ WPC is not responsible for any data loss for any reason. Student is responsible for backing up files or data loss. Remember, there will be multiple users of the system so back your important stuff up.
- ✓ Your key is for utilizing recording equipment. Do not use your key/privileges for other activities.
- ✓ If your key is lost or stolen, contact the Music Department Chair (x1062) immediately.
- ✓ **A Replacement key will be \$50.00.** If your key is lost or stolen, the Music Department will need to re-key the Recording Studio. Therefore, you will be charged \$50.00. Your key is your responsibility.

I have read and agree to the above requirements:

Print Name

ID Number

Signature

Date