

# **BAPL RECORDING STUDIO**

## **Usage Agreement**

Please review the policies and guidelines below. In order to use the Recording Studio and equipment, you must accept and comply with all written, posted, and staff-provided oral guidelines and provisions.

1. Before using equipment, the user must complete and sign an agreement form with their address and contact information.
2. The user must schedule time to use the studio with library staff members before using equipment. There is no “drop-in use” of the studio.
3. The user must comply with any and all directions given by staff and must comply with all guidelines (see BAPL Code of Conduct and studio guidelines).
4. Minors age 15 or older may use the studio without parent/guardian supervision if they have an agreement form on file with their parent/guardian’s signature.
5. Minors under the age of 15 must be accompanied and supervised by an adult at all times and may not independently operate any equipment.
6. Minors are the complete responsibility of their adult parent/guardian/caregiver and the adult assumes full and complete responsibility for the minor, including damage done by the minor to equipment and harm befalling the minor due to operating the equipment.
7. The user agrees to notify the Library of any equipment damage or malfunctions immediately, as well as any injuries or accidents to the user or other users.
8. The user agrees to follow all Library policies relating to reserving equipment and/or the use of equipment.
9. The user agrees to comply with any time limitations put in place by the Library
10. The Library is not responsible for any equipment, supplies, or materials brought in or provided by the user.
11. The user agrees to leave the equipment in the same condition it was before their use. Users may be held liable and charged for any damage to equipment, beyond normal wear and tear. Users will be charged for any damage to equipment or the workspace, including viruses or other damages to Library computers or electronic equipment as a result of the user attaching or plugging in their own equipment.
12. The user must clean up the studio when done and inform staff if this cannot be done.
13. The user agrees to follow all applicable laws, statutes, and codes related to copyright infringement and intellectual property. The user is solely responsible for any items created.
14. Violation of any policy or guideline may result in the suspension of the user’s ability to use the studio and/or the library.
15. Use of equipment for any illegal activity is prohibited.

**SIGNATURE PAGE**

I certify that I have read and agree to the above policies for use of the BAPL recording studio. I voluntarily accept the terms and conditions by signing below.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

For Minors: I certify that I have read and agree to the above policies for use of the BAPL recording studio. I understand that I am fully responsible for my minor's use of the studio and their compliance with all policies. I voluntarily accept the terms and conditions by signing below.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Minor's name: \_\_\_\_\_ Minor DOB: \_\_\_\_\_