



## Studio 11 Policies

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

Before using equipment, the user must complete and sign this agreement form with their address and contact information, sign in at the desk, and leave a photo ID with Reference Staff while using the room.

1. The user must book the studio before using equipment. There is no “drop-in use” of the studio.
2. The user agrees to show up, show up on time, and leave on time for scheduled sessions. We will not hold the Studio past 15 minutes into a scheduled session. Failure to abide by your booked time may result in a 90 day ban from Studio bookings.
3. The user agrees not to leave the Studio unattended or unlocked during their scheduled booking.
4. The user agrees to comply with any time limitations put in place by the Library. Currently there is a maximum limit of two bookings per week in the Studio and one Saturday booking per month.
5. The user agrees to follow all Library policies relating to reserving equipment and/or the use of equipment.

6. Full band and/or drums is restricted to after 4pm on weekdays and anytime on Saturdays. We are a library so you may be asked by staff to lower volume if necessary.
7. The user must comply with any and all directions given by staff and must comply with all library guidelines (see BAPL Code of Conduct and studio guidelines).
8. We reserve the right to cancel or reschedule bookings that will interfere with library programs or events.
9. 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.
10. 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.
11. The Library is not responsible for any equipment, supplies, or materials brought in or provided by the user.
12. The user must clean up the studio and visit the Reference Desk when finished to retrieve ID and sign out promptly. If there are any issues, they need to be reported to Reference Desk Staff immediately.
13. Use of equipment for any illegal activity is prohibited.
14. 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.
15. Violation of any policy or guideline may result in the suspension of the user's ability to use the studio and/or the library.

For Studio Use by Minors:

- Minors age 15 or older may use the studio without parent/guardian supervision if they have this agreement form on file with their parent/guardian's signature.
- Minors under the age of 15 must be accompanied and supervised by an adult at all times and may not independently operate any equipment.
- Minors are the complete responsibility of their adult parent/guardian/caregiver and the adult signing for them on this agreement 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.