

Guidelines for Student Use of the Recording Studio:

- THE OUTSIDE WINDOW AND BLINDS IN THE CONTROL ROOM ARE TO REMAIN CLOSED AT ALL TIMES
- IF USING THE STUDIO AT A NON-RESERVED TIME, THERE IS A TWO-HOUR LIMIT IF OTHERS ARE WAITING
- STUDENTS MAY NOT GIVE OUT THEIR ACCESS CODES TO OTHERS
- OUTSIDE ITEMS USED FOR RECORDING MAY NOT BE LEFT IN THE STUDIO BUILDING UNATTENDED WITHOUT PRIOR APPROVAL
- STUDENTS ASSUME RESPONSIBILITY FOR ALL COLLEGE EQUIPMENT THEY USE
- NO CROSSROADS EQUIPMENT OR FURNITURE IS TO LEAVE THE CONTROL ROOM (M103)
- STUDENTS WILL CLEAN UP AFTER THEMSELVES IN THE RECORDING STUDIO AND CONTROL ROOM AFTER EACH USE

Failure to comply with these guidelines will result in loss of studio privileges.

The recording studio is available to all students who:

1. are registered for a current or upcoming term
2. are enrolled in a course that requires use of the studio
 - a. Music Technology
 - b. Private Composition

Students who meet this criteria may reserve weekly use of the studio and will be given their own access codes.

Additionally, the recording studio may be used for personal projects (non-academic), provided that students:

1. are registered for a current or upcoming term
2. are in satisfactory academic standing (see *current catalog or student handbook*)
3. have passed MUS3100, Music Technology
4. reserve all recording sessions in advance. See Professor Dunbar to reserve the room.
5. back up and archive their data onto DVD. The college will not provide this service or the DVDs. The C: drive is not to be used for data storage, and drive D: is wiped clean at the end of each semester. Crossroads College and its employees are not responsible for lost or deleted student data from the recording studio computer.

Students who meet this criteria will be given their own access codes upon request. If students desire weekly use of the lab, they may reserve it after those enrolled in classes that use the lab have made their room reservations.