



Recording Studio Policy for Outside Use:

Those interested in booking time in Studio 1712 must follow these procedures:

- I. Contact an authorized recording engineer at Crossroads College. Authorized recording engineers are:
 - a. students at Crossroads College who:
 - i. are registered for a current or upcoming term
 - ii. have passed the Music Technology course
 - iii. are in satisfactory academic standing (see *current catalog or student handbook*)
 - b. alumni of Crossroads College who:
 - i. possess a music degree from Crossroads College
 - ii. have kept up with the changing technology in the studio
 - c. trained music Crossroads faculty
2. Ask the authorized recording engineer to book the requested studio time with the music department according to the priority list as follows:
 - a. Music faculty gets first priority
 - b. Students currently enrolled in MUS3100 Music Technology get second priority
 - c. Students enrolled in applied music composition get third priority
 - d. Current students who meet eligibility requirements for use of the studio (as their own engineer) get fourth priority
 - e. Music department alumni who meet eligibility requirements (as their own engineer) for use of the studio get fifth priority
 - f. Current students requiring an engineer get sixth priority
 - g. Crossroads College alumni requiring an engineer get seventh priority
 - h. All others requiring an engineer get eighth priority
3. Agree to payment terms with the authorized engineer. Crossroads College does not charge a fee to authorized recording engineers for use of the studio, but does encourage them to charge for their time and expertise. Crossroads College does not provide supplies such as blank CDs, etc.

All authorized recording engineers must strictly follow the Guidelines for Student Use of the Recording Studio.