



## STUDIO RULES & GROUP RENTAL POLICY

The recording studio is intended for use by Yale students and Yale-affiliated student organizations. All other requests for use need to be approved by the Head of College Offices.

1. Organized groups, such as a cappella groups, *may* rent the CURS for their recording projects. Groups wishing to use the studio may contact the studio manager for details and to schedule recording time.

2. As of fall 2017, the fee schedule for studio rental is:

Individuals – any project for a single person, or group of students which is not officially registered as a Yale organization.

- 1) The individual is a CURS engineer – no studio rental fee is charged
- 2) The individual is an Ezra Stiles or Morse College (ESM) student – no studio rental fee is charged
- 3) The individual is a non-ESM student – first 15 hours of studio time is free of charge, then the standard rate for students (\$5/hour) applies

Organizations – any project for a Yale registered organization.

- 1) The organization is represented by a CURS engineer – the first 20 hours of studio time is free of charge, then the standard group rate (\$10/hour) applies
- 2) The organization is *not* represented by a CURS engineer – first 10 hours of studio time is free of charge, then standard rate (\$10/hour) applies
- 3) An organization of Yale undergraduates that does not have a formal affiliation with Yale University - The organization is charged the standard rate of \$10/hr for all studio time

The standard rate for studio rental by Yale students is \$5/hr. This may be kept track of throughout a semester and paid each month for that month's use. Checks should be made out to Stiles Head of College Office.

3. There is absolutely no food or drink allowed in the studio or control room. If anyone violates this rule they will be subject to a \$50 fine as well as expulsion from the studio. Water must be in bottles with caps, and be kept away from technology and equipment. Water damage is a liability, so DRINK OUTSIDE.

4. The Studio Computers have limited space, so at the end of every semester, they may be cleaned off. People who intend to use the studio over the course of multiple semesters for the same projects should obtain their own external hard drive on which to save projects. Individuals and groups are responsible for backing up audio files and other electronic material they place on the studio computer system.

a. New technology/software for the computer and live room must be approved by the Studio Manager and Operations Manager.

5. When an engineer has finished using the studio, they must shut down the computer as well as the studio power source (the "On/Off" switch at the top of the rack), in order to prevent studio overheating.

6. The studio is to be kept clean and organized at all times. All cables should be wound up neatly, and all microphones and headphones must be stored in the designated cases provided. Do not wrap cables around elbows; please gently wrap them in the air, as per professional practice. All equipment and lights should be turned off before exiting the studio. If the studio is left in disarray, a group will be warned and then is subject to exclusion from further studio use.

7. Equipment in CURS is worth anywhere from \$100-\$4000 per item, and those who cause damage *will be liable* for replacement.

8. The Studio Manager reserves the right to exclude groups for any reasonable cause such as: violation of these rules, falsehood regarding scheduling or membership, etc. (Honesty is the best policy.)

9. Groups will be asked to make out a security deposit check of \$200 to the overseeing Head of College's Office. This check will not be deposited except in the case of equipment abuse.

10. CURS engineers may negotiate with the group for payment for hours worked on the project. The standard rate for engineer's work is \$20/hr. This is negotiable; studio managers may arbitrate if issues arise.

**INSTRUCTIONS:** All scheduling and contracts go through the Studio Manager. The contract must be signed and submitted before access can be granted. The Operations Manager will arrange for swipe access to be granted to a participating student's or students' net ID(s).

a. Groups that are found exceeding their scheduled time, or groups who do not return the card on time, may incur additional fees.

b. The Studio Engineering Team has a right to supervise any group at any time, agreeing to enter the control room and not the recording room, so as not to interrupt any recording sessions.

c. A group member is responsible for completing the CURS Use Log and CURS Equipment Checklist at the end of each session.