



STUDIO RULES & GROUP RENTAL POLICY

- 1. Organized groups, such as a cappella groups, may rent the CURS for their recording projects. Groups wishing to use the studio should contact the studio managers (curstudio@gmail.com) for an initial planning and orientation (if needed) conversation. Groups looking to use the studio for more than a short, one-time reservation will be referred by the studio managers to Stiles Assistant Director of Operations, Marc Levenson, to discuss reservation time(s), swipe access, and upfront payment for that time. Standard reservation limits are 4 hours per day and 12 hours per week unless approved in advance by the Assistant Director of Operations. Reservations must be made at least 48 hours in advance.**
- 2. As of fall 2024, the fee schedule for studio rental is:**
 - 1. The reservation is made for a CURS engineer for their individual use – no studio rental fee is charged.**
 - 2. The reservation is made for an individual Yale College undergraduate who is not a CURS engineer – the studio rental fee is \$5/hr.**
 - 3. The reservation is made for a Yale College organization – the studio rental fee is \$10/hr.**
 - 4. Hours of use beyond approved hours – penalty fee will be determined by Assistant Director of Operations along with the potential for suspension of privileges.**
 - 5. Rare non-Yale undergraduate use of the space is allowed with the approval of the studio managers and Assistant Director of Operations. Non-Yale undergraduate users are required to be accompanied by a studio manager unless otherwise specified in advance.**

Method of payment will be determined with the Assistant Director of Operations.

- 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 Managers and Assistant Director of Operations.**
- 5. When an engineer has finished using the studio, they must shut down the computer as well as the studio power sources (the "On/Off" switch at the top of the racks), 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. After each recording session please open the form at the QR code posted in the control room (<https://forms.gle/hRoS95fqgnAaX4rU9>), fill out the checklist, and take and upload photos of both the control room and live room. All equipment and lights should be turned off before exiting the studio. If the studio is left in disarray, individuals or groups will be warned and are potentially 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. Swipe access into and out of the studio will be audited by campus authorities when necessary.

8. The Studio Managers and Assistant Director of Operations reserve 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. 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.

10. 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.

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