



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 may contact the studio manager for details and to schedule recording time. Time can be scheduled for a maximum of 12 hours a day. Reservations must be made 48 hours in advance—cancellations within 48 hours will incur standard studio fees for the time booked.

2. As of fall 2018, the fee schedule for studio rental is:

1. The reservation is made for a CURS engineer – no studio rental fee is charged
2. The reservation is made for a Yale College undergraduate for a single session of four hours or less – no studio rental fee is charged
3. The reservation is made for a Yale College undergraduate or organization for a session longer than four hours or for multiple sessions – the studio rental fee is \$5/hr
4. The reservation is made for anyone else – the studio rental fee is \$10/hr

Invoices will be sent 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 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. 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; however, the actual access card must be obtained from the Head of College's Office during business hours. The Studio Manager—after making arrangements and meeting with the business manager and engineer—will alert the Manager as to when to expect the group's business manager to borrow the card and when the card should be returned. The contract must be signed and submitted before access can be granted. Alternatively, the Operations Manager may arrange for swipe access to be granted to a participating student's or students' 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.

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