



Audio & Music Engineering

Rettner Studio Rules and Guidelines

STUDIO ACCESS:

1. Students who wish to book the Rettner recording facilities must have **passed AME 191 and be enrolled in, or have taken AME192.**
2. Students who passed AME 191 but have not taken AME 192 can act as musicians and assistant engineers, but cannot book sessions on their own.
3. Students who have not taken AME 191 or AME 191 can act as musicians, but are not allowed to run the console, computer, microphones, or any other outboard gear.

STUDIO HOURS:

1. The studio is open 24 hours. No restrictions...for now.

SCHEDULING:

1. Reservations

- a) All sessions must be reserved with Prof. Roessner or the TA's, at least 2 days in advance, and must be accompanied by a **fully filled out Pre-Pro** sheet no less than 24 hours prior to the session.
- b) If no pre-pro is submitted, the session will be canceled.
- c) If a pre-pro is not properly filled out, it will be rejected, and you will have 8 hours from the time of rejection to submit a new one.

2. Session Times

- a) All sessions last a minimum of **2 hours** per block.
- b) If you need longer, sign up for **2 sessions**.
- c) A student cannot sign up for more than **3** back-to-back sessions without asking for a Lock Out.

3. Lock Outs

- a) A "Lock Out" is an 8-hour block. They can be scheduled any day of the week, at any time requested.

Lock Outs must be scheduled at least 2 weeks in advance.

4. Posting of Schedule

- a) All scheduling will be on the Google Calendar.

5. Canceling a session

- a) Must be done within 12 hours of the start of your session and posted to blackboard for all to see.
- b) Failure to show up for your session or cancel it will result in a suspension of one session.
- c) Studio time is very limited and consistent cancellations without proper notice will not be tolerated.

6. Filling an opening

- a) If there is an open session, you can reserve that session up to an hour in advance.

b) Pre-pros will not be needed in this instance, however, you must inform Mr. Roessner, by email or phone, that you want the session at that time. He will try to confirm with you before the session starts, however, he may be busy, and you can go ahead and start the session without confirmation.

FOOD AND DRINKS:

1. **Absolutely NO FOOD allowed in studio or control room.**

3. **Absolutley NO SMOKING, DRUGS, or ALCOHOL in the studio.** This applies to all musicians, engineers, and others present that are attending the session.

This will not be tolerated, and will result in your expulsion from the program. For non-AME majors, you will lose all access to all associated AME Labs/studios for the duration of your time

EQUIPMENT USEAGE:

1. All equipment is to be handled by AME students only.

a) If non-AME students are using the equipment, it may result in a suspension of 2 sessions for your group.

CLOSING A SESSION:

1. At the end of your session, the following must be done:

a) All cabling must be coiled up and hung on wall on appropriate hooks

b) All patch cables removed from patchbay

c) The console must be normalized

d) All microphones put away in proper cases

e) All trash must be disposed of properly in the air lock.

2. If all of this is not done, you will lose privileges and recording time.

3. In the event of a circumstance that makes the studio unsafe, inoperable, or both (e.g. A blackout, tornado, a demonic possession of the console) it is your responsibility to close the studio and contact Campus Police. Also, a member of the faculty should be contacted, either Mr. Roessner, Dr. Bocko, or Mr. LaVaque.

OTHER RULES AND INFO

1. **The recording studio is not a rehearsal room.**

There are plenty of spaces on campus for your musical acts to rehearse. The studio is only to be used for active recording sessions!

2. **Any personal instruments/amps/equipment left in the studio is not for everyone's use. Please respect all the equipment in the room.**

3. **If you receive a noise complaint, stop making noise immediately. Contact a TA or Prof. Roessner and let them know about it. You will receive another session to work.**