

**STUDIO ACCESS:**

1. Anyone who wishes to utilize studio facility needs to have a Safety and Best Practices Review (SBPR). The Best Practices Contract must also be signed and turned into the faculty or staff coordinator.
2. Anyone who does **NOT** have the appropriate SBPR and signed Best Practices Contract, may enter only as actors or performers, and cannot book sessions on their own. They may not use the video equipment, run the console, computer, microphones, or any other gear.

**STUDIO HOURS:**

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

**SCHEDULING:**

1. Reservations
  - a. All sessions must be reserved online, [rettner.video.studio@gmail.com](mailto:rettner.video.studio@gmail.com) along with a booking form found online, after consultation with instructor.
  - b. Reservations are on a first come, first serve basis so get to checkout as early as possible.
2. Session Times
  - a. Sessions can be between 2-4 hours.
  - b. Requests for longer sessions will be dealt with on an individual basis
  - c. All schedule inquiries should be directed to faculty or staff coordinator.

**FOOD AND DRINKS:**

1. **Absolutely NO FOOD allowed in studio.**
2. **Absolutely NO SMOKING, DRUGS, or ALCOHOL in the studio.** This applies to all actors, musicians, engineers, and others present during the session.  
***This will not be tolerated.***

**CLOSING A SESSION:**

1. At the end of your session, the following must be done:
  - a. All equipment must be put away in proper places.
  - b. All lights, cameras, equipment must be turned OFF and unplugged.
  - c. All trash must be disposed of properly, the floor is vacuumed, any marking tape is removed and disposed of.
  - d. The studio space is locked and the key(s) are placed in the lock box.
2. Is all of this is not done, you will lose privileges and studio time
3. In the event of a circumstance that makes the studio unsafe, inoperable, or both (e.g. A blackout, tornado, etc.) it is your responsibility to close the studio and contact campus police, as well as contacting your professor or [staff coordinator](#).

**OTHER RULES AND INFO:**

1. The studios are not rehearsal rooms. The studios should only be used for active recording/video sessions.
2. Any personal equipment left in the studio is not for everyone's use. Please respect all equipment in the room.
3. If there is a noise issue while your shooting, take a moment to talk with the students in the audio studio and figure out an appropriate solution for both parties. Contact your professor and let them know about it if necessary.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

Course (If Applicable)

Professor

**I TAKE RESPONSIBILITY FOR THE APPROPRIATE PRACTICE AND SAFE USE OF EQUIPMENT IN THE RETTNER STUDIOS:**

I agree to all of the above terms and will report any incidents in a timely manner.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_