**Recording Studios Policies**

***Audio Information Network of Colorado***

**Respect and Language**

* Respect is our number one value at AINC. We have zero tolerance for disrespectful behavior and language. Anything even vaguely abusive will not be tolerated.

**Noise and Etiquette**

* Please **be quiet** in the building, and especially near the studios. They look like they’re soundproofed, but they’re not. We forget too, but please try.
* Please keep your Cellphones/Devices OFF, or SILENT during Recording session.
* Please ask Lauren, Alex, or Evan for help. Please do not ask other staff for help.
* Please do not change the settings in Audacity or use the computers for anything other than recording.
* Please be thoughtful of others. Respect is important to us, and hope that is a value that you share.
* Please feel free to use the restrooms or get some water/coffee/tea from the break area.
* EVERYTHING you say outside the studios, even in the breakroom, can be heard in the control room.
* To respect everyone’s time, please show up on time for your reserved slot, and leave on time as well.
* Close the studio door while you are recording.
* **Food and Drink**
* In the lounge you’re welcome to snack and have something to drink.
* In the studios, please only bring water in a sealable container.

**Smoking and Alcohol**

* Alcohol is not permitted inside the studio.
* Smoking and vaping are not allowed inside the building.

**Illegal Substances**

* Illegal substances are not allowed in the studio. Any Client or guests found to be under the influence of any illegal substance, or displaying any behavior deemed unprofessional by the Studio Staff will be asked to leave.
* Though not illegal, we ask that you not bring any marijuana products of any kind into the building.

**Trash**

* Please help us keep the area neat and clean. Do not leave food or trash in or outside the studio. Please make sure to clean up after yourself by throwing your trash away.
* Put any dishes into the dishwasher, *NOT in the sink*.

**Explicit Content**

* For visitors renting our studios, we forbid any explicit, racist, sexist, homophobic, discriminatory or hateful language and/or projects.

**The Volunteer Lounge**

* This is the space outside of Lauren’s office, where you can often find a snack or candy. You might be able to find something to drink. You can also connect with other volunteers but remember, ***no sound proofing*** means we need to *act like we’re in a library*.

**Damage Policy**

* Studio users are responsible for any damage to property and
* studio equipment that occurs during the time they occupy the premises. Damage includes spills, excessive wear, marks or stains.
* Studio Users are responsible for the care of tools which they use. Repeated abuse of tools or equipment can result in charges for the cost of replacement and will result in (1) verbal notice, (2) written notice, and (3) revocation of rental privileges.
* Studio Users must notify staff immediately if any piece of equipment or tool is already damaged when they enter, or damaged during their time slot. Should the damage be due to negligence of the user, you may be liable for the cost of repairing or replacing the tool that was damaged.

**Injuries, falls, or Major Incidents**

* If you’re injured, if you fall, or any other major incident including but not limited to spills or damage to equipment, notify staff immediately.
* *Clear communication and respectful behavior is the best way to avoid being charged for any damage.*

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to the terms and policies outlined above.

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