



Recording Studio User Agreement

The audio and video recording studios at Cuyahoga County Public Library are creative, collaborative and educational spaces that provide access to software, emerging technologies, production studios and co-working spaces. Please review the guidelines set forth below. You must accept and comply with these provisions to use the space, equipment and materials provided within.

RECORDING STUDIO GUIDELINES

1. The Library Rules of Conduct apply to all those inside the recording studio.
2. You must complete a studio orientation training session to book or use the recording studio.
3. Bring your library card or another form of picture identification, such as a driver’s license, to use the studio.
4. When you book the studio, you agree to accept full responsibility for the condition of the studio and technology equipment as well as the group’s behavior during the use of the studio.
5. You can book the audio studio for up to one hour each day and the video studio for up to two hours each day. If no one has booked the room after your session, you may stay longer. Reservations can be made up to one week in advance.
6. A responsible adult must accompany all children ages 10 and younger.
7. Food and drink must remain outside of the studio.
8. Do not unplug or adjust equipment; ask a librarian for assistance if a problem occurs.
9. Up to three customers are allowed in the audio studios at one time. Up to four customers are allowed in the video studios at one time.
10. The studio will close 15 minutes before the library closes.
11. Studio users will follow all applicable intellectual property laws, including all copyright laws. Innovators are responsible for obtaining their own protections for any intellectual property developed in the studios.

Name Library Card Number

Signature Date

FOR STAFF USE ONLY:	<input type="radio"/> AUDIO STUDIO	<input type="radio"/> VIDEO STUDIO
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