

AP Studio Usage Policies - effective Fall 2104

The student whose name is printed on the Studio Reservation bears all responsibility for the activities that take place during their scheduled session. Fines are detailed below. Repeated offenses may result in disciplinary action beyond these fines and could include expulsion from the school, as described in the student handbook.

Reservations: Only students with authorization can reserve the Studio. To reserve the Studio for homework assignments, students must be enrolled in [or have passed] Studio I. To reserve the Studio for independent project, students must have passed their Studio I jury. Access may be limited at any given time due to overall demand for Studio sessions and classes.

Booking for Course Assignments: Students will be allowed to book time needed to complete homework for Studio classes based on instructor assessment of hours needed. Students will be able to book these hours beyond the two week limit through the AP Studio Assistant. Course assignments will have priority over independent projects. Students must state in their booking description the class the session is for (i.e. Mixing - Studio II; tracking, Studio II; Mixing- Advanced Post-Production; Mastering; Senior Project II).

Booking for Independent Projects: Students will be allowed to pursue independent projects if they pass both the Studio I class and Studio I jury, and are in good academic standing [GPA 2.5 and above]. Independent projects are secondary to school assignments and are at-risk of cancellation if Studio demand for assignments is exceptionally high. Students will be notified no less than three (3) days in advance if their independent studio session will be cancelled. Students must specify whether or not they are using the studio for an independent project (i.e. Mixing - independent; Tracking - independent).

Overbooking: Students are allowed up to twelve (12) hours per two (2) weeks to book studio time for themselves. Students who overbook will have their sessions beyond 12 hours revoked within any two week period. The bookings calendar is monitored daily by the AP Studio Assistants who will cancel sessions as needed.

Check-In and Check-Out: At the beginning of each reservation session students must check-in with the EL staff (or security guard when the EL is closed). At the end of each studio reservation session, students must check-out with the EL staff (or security guard when the EL is closed).

Clean-up: Students must return the Studio to its proper condition, less any discrepancies noted at the time of check-in. Students are also responsible for returning equipment in the Studio to its proper place. This includes, but is not limited to - wrapping cables tightly, placing cables in correct place, removing tape from the floor, properly stacking mic stands, zeroing the console, returning microphones to their designated place, and cleaning up dirt and debris. Failure to complete a proper clean-up will result in a \$30 fine.

Reservation Cancellations: Students must cancel reservations at least two (2) hours in advance to avoid a fee. This can be done by deleting the reservation off the calendar. Also, please call the EL [415.276.1000 x1] as soon as possible. If it's within the 2-hour window you will be charged a late cancellation fee of \$30. Cancelling studio sessions promptly allows other students to use the open session.

Damage/Loss: Students are responsible for compensating AiCA-SF for the repair or replacement costs of any studio equipment damaged, lost or stolen during their reservation period.

Check-In: When students check-in to the Studio, they must inspect it for damage or missing equipment before beginning their session and note anything amiss on the "Studio Reporting Form."

Check-out: Check-out is considered complete after students finish a walk thru of the Studio, leaving it in the condition they found it in when entering, and reporting any issues that arise during or before the session on the "Studio Reporting Form" and a Helpdesk ticket. ***If a student fails to report problems about existing damage to the Studio or equipment when they begin their reservation, they will be charged for the repair or replacement of the damaged items.***

Late fees: Students are required to arrive on time to their session, as well as exit on time. Students who show up 15 minutes late or more without calling or notifying the EL or AP Studio Assistant on duty will be assessed a fine of \$30. Students who show up 60 minutes late or more without calling or notifying the EL or AP Studio Assistant on duty will be assessed with a fine of \$30 and cancellation of their session. Students who do not exit the Studio and return the Studio key promptly to their session ending will be assessed a fine of \$30. Students are expected to have the key card returned to the EL exactly at the end of their scheduled session.

Repeat Offenders = Probation/Suspension: Students who tally up three (3) fines in one quarter will have Studio privileges suspended for two (2) weeks, and will be required to complete a follow-up meeting with the Audio Academic Director and the AP Studio Assistants to review Studio policies. Students with serious infractions, or who accrue three (3) violations within a 30-day period will be referred to the Dean of Student Affairs for violating AiCASF's Code of Conduct, and a conduct hearing will be scheduled. Serious infractions include, but are not limited to: improperly stored gear, improperly cleaned gear, or severely damaged gear.

Please refer to the Student Conduct Policy for disciplinary procedures and possible sanctions/outcomes (including, but not limited to, full suspension of Studio privileges). Studio suspension may include, but is not limited to: suspension for a set time period; suspension for the remainder of the academic quarter; or suspension of all borrowing privileges for the duration of a student's enrollment: <http://www.artinstitutes.edu/san-francisco/pdf/student-handbook.pdf>

Forbidden Substances: No drugs or alcohol are permitted in the Studio at any time. Students who violate this policy will be immediately reported to Academic Affairs. Food and drink only permitted in the sound lock.

Guest Approval: Guests must be approved (24) hours or more in advance Monday - Friday. A guest is any person who's not a current Ai student, instructor, or staff [actors, performers, musicians, models, family, friends, etc].

Email GUEST ONLY requests to the AP Studio Assistant. [For a current email address to email guest clearance forms, please reference the current Guest+Room Reservation Policies.]

In the email, please include: Your name, major, ID#, telephone number, email address, date, time and room where your guests will be, as well as the names of all guests you expect on campus. An email will be sent to you by 5pm the next day confirming your guest request. Incomplete forms will not be reviewed.

To change an existing guest list, or to add guests to a room reservation after a request has been approved, send a revised guest request, at least 24-hrs in advance.

Any guests under the age of 18 must be identified in your request, and must be accompanied by an adult guardian at all times when on campus. The EL, Security, or other Ai Staff will not approve your guests.