

CYL Building and Studio Rules

I the under signed agree to adhere to the following, I fully understand that if any of the below is broken I am liable to pay 100% of any damages/cost and will be open to a permanent studio ban!

I Agree to:

1. Not to turn up the at studio without a booked and confirmed pre-arranged session.
2. Respect the building, equipment and facilities.
3. Not to walk around the building/facilities or to tamper with any equipment/company property.
4. Check for any damages before and after any sessions.
5. Turn off all equipment, electrical mains sockets before I leave the studio.
6. Not to just invite friends or family to the building.
7. Not to smoke inside or directly outside the building.
8. No to leave any mess or rubbish in the studios.
9. Not to attend the booking with more than 4 people unless agreed by the office.
10. Lock the front door and gate all the time, especially double checking the front door before leaving by pulling it towards me.
11. Respect all studio equipment and facilities.
12. Respect others and the sound levels when they are recording in Studio A or B.
13. Report any issues or concerns immediately to the office.
14. Not to have food or drink in the IT room or studios.
15. Not to add or remove any hardware, i.e. keyboards, mouse, joy sticks etc. Software can only be added or removed by the IT Officer.
16. Not to copy any files or software from computers in the facilities.
17. Not to load or download any software onto computers in the facilities.
18. Users are not allowed to play their own CD's.
19. To ask for printing which has to be supervised.
20. As soon as a computer crashes and you cannot reboot it, turn off the computer and report the problem immediately to the office.
21. To report all faults, problems, losses, accidents etc., to the office or nearest supervisor.

Signed:

Print Name:

Date:

Witness/CYL Staff Member:

Signed:

Print Name:

Role: