Terms of use of Multimedia and Editing Rooms 4, 14 and 22

1. Rooms are available from 9am to 8pm.
2. Rooms must be booked at the Faculty Office at least one day prior to scheduled classes. Booking must be entered into the Cambridge system's schedule by a member of the Faculty Office staff.
3. Students may book the Room only to do assignments which are part of the curriculum, following a written consent by their supervisors. When booking the Room, students are obliged to submit a "Liability statement concerning the use of WSF's room" at the Faculty Office.
4. Equipment which is part of the Room amenities must be used according to the manufacturer's recommendations. In case of any doubts concerning the use of equipment, ask Technical Department for instructions.
5. If a user notices that equipment is defective, they must immediately report it to the person from the Technical Department who made the Room available.
6. Technical Department shall make sure that provided equipment is in a working order.
7. Users shall use the provided equipment according to its purpose and safety rules, as well as make sure that the entrusted equipment does not get damaged through their fault.
8. Technical Department shall not be held liable for damages attributable to students or their collaborators associated with use of the equipment. Technical Department shall not be held liable for personal accidents involving persons participating in assignments.
9. The Room is opened by a member of the Technical Department staff and handed over to a student.
10. Following completion of an assignment, a student shall personally hand the Room over to the Technical Department staff member who shall inspect the Room.
11. Duration of access to the Room starts at the time confirmed by the booking and ends when the last participant of the session leaves the Room.
12. Using the Rooms for illegal purposes is prohibited.
13. Consumption of food and beverages in direct proximity of editing and computer workstations is prohibited.
14. The Technical Department reserves the right to terminate the use of the room, should the activity conducted in the room involve content prohibited by the Polish law.
15. All persons provided access to and present in the Room must be of age or have an adequate consent from their legal guardian.
16. Smoking and drinking alcohol is strictly prohibited on the premises of the building where the Room is located.
17. Rooms are subject to constant monitoring and any changes are registered.

SPECIFIED TERMS OF USE OF EQUIPMENT IN ROOMS 4, 14 and 22:

1. Equipment and computer peripheral devices which are part of editing sets must not leave the Room.
2. Private devices such as mobile phones and mp3 players must not be plugged to editing sets, with the exception of data storage devices such as memory sticks.
3. Unplugging RJ45- Ethernet cables from editing workstations and plugging them to private devices is prohibited.
4. Applications may be installed solely and exclusively by authorised persons.
5. Prior to each hardware or software configuration of the workstation, the Technical or IT Department must be informed of it.
6. After class, users must always log out of the account used to do the work.
7. After the last class, computers must be switched off.
8. Each editing set user must save a backup copy of their projects and delete them after each class. All data, save for default system data, shall be automatically deleted after two weeks.
9. After class, a computer workstation's original settings must be reset, including:
   - resetting sound and video settings to default
   - making sure that computer peripheral devices are complete and stored within the workstation
10. Carrying out/moving the workstation is subject to consent and involves signing of the equipment handover report. After the handover of the equipment, a handover report must be signed, with the Technical/ IT Department checking the equipment for possible damage.
11. In case of carrying out/moving a computer workstation, the workstation must be restored to its original condition, including original settings.
12. In case of any defects, please contact the Technical or IT Department, reporting the type of defect and number of a computer workstation.
13. Students of video editing have dedicated accounts S22-StudentX assigned to them, while sound editing students are assigned S22-dźwiękX accounts (where X stands for a workstation's number).
14. After classes, Pro Tools software keys should be safely stored in the closet in the back of the room No 22. The keys may be accessed only be class teachers and the Technical/ IT Department.