

Terms of use of Sound Studio „Piwnica” (Basement)

1. Sound Studio is available from 9am to 8pm.
2. Studio 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 Studio only to do assignments which are part of the curriculum, following a written consent by their supervisors. When booking the Studio, 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 Studio 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. The following rules must be respected:
 - 1) When turning devices on and off, always keep to this order: X32-Mac-ADAM-Mac-X32.
 - 2) **Changing the Studio's basic configuration is prohibited!** It is strictly prohibited to make any changes to cables plugged at the back of X32 mixer (including microphone cables 1 and 2, talkback 1 and 2 speaker out cables), otherwise a ban on using the Studio may be imposed. The above also applies to configuration of the equipment in a vocal booth (microphone and monitor cables).
 - 3) Modifying/ overwriting scenes 00-10 in X32 mixer is prohibited. These scenes are for class teachers only.
 - 4) Extra devices and instruments may be plugged to available inputs in X32 mixer by means of additional cables hanging on the left. After work, cables must be unplugged and replaced.
 - 5) Safety rules must be applied and caution is advised during plugging and unplugging of devices: mute channel/master volume, phantom power off on the channel, device/instrument is turned off. Instruments/devices must be turned on with a channel/master volume on mute.
 - 6) Users should store any recordings on their own hard drives or external drive. It is advised to make backup copies on one's own hard drive as the content stored on the external hard drive may be deleted without a warning once the maximum capacity has been reached.
5. If a user notices that equipment is defective, they must immediately report it to the person from the Technical Department who made the Studio 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. The equipment must be returned in the same condition as prior to its use, while accessed premises must be kept clean and orderly.
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 Studio 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 Studio over to the Technical Department staff member who shall inspect the Studio.
11. Duration of access to the Studio starts at the time confirmed by the booking and ends when the last participant of the session leaves the Studio.
12. Using the Studio for illegal purposes is prohibited.
13. Consumption of food is prohibited in the Studio. The Technical Department is authorised to terminate the use of the Studio in case of misuse or violation of these terms of use.
14. All persons present in the Studio should be of age.
15. Smoking and drinking alcohol is strictly prohibited on the premises of the building where the Studio is located.
16. Rooms are subject to constant monitoring and any changes are registered.