



Audio & Music Engineering

CSB Studio Rules and Guidelines

STUDIO ACCESS:

1. Students who wish to use the recording facilities must be enrolled in, or have taken AME191.
2. Students who have not taken AME 191 can act as musicians, but are not allowed to run the console, computer, microphones, or any other outboard gear.
3. Students currently enrolled in AME 191 have precedent over past students when signing up for studio time. They have projects that are based on grades and must be able to do their work.
****In the event that a current AME191 student had a legal absence and needs to make up work in the studio, former AME191 student sessions may be bumped to a later date.****

STUDIO HOURS:

1. The studio is open 24 hours, but with restrictions mentioned below.
2. **Absolutely NO LOUD RECORDING is to be done between the hours of 7am-7pm, Monday-Friday.** This means no drums, electric guitars, or booty-shaking bass. There are students, faculty, and administrators that have work to do during the days. Quiet (>85dB) mixing is allowed.

SCHEDULING:

1. Reservations

- a) All sessions must be reserved with Prof. Roessner or the TA's, at least 2 days in advance, and must be accompanied by a **fully filled out Pre-Pro** sheet no less than 24 hours prior to the session.
- b) If no pre-pro is submitted, the session will be canceled.
- c) If a pre-pro is not properly filled out, it will be rejected, and you will have 8 hours from the time of rejection to submit a new one.

2. Session Times

- a) All sessions last a minimum of 2 hours per block.
- b) If you need longer, sign up for 2 sessions.
- c) A student cannot sign up for more than 2 back-to-back sessions without asking for a Lock Out.

3. Lock Outs

- a) Weekend "Lock Outs" are available. A "Lock Out" is an 8-hour block from 12pm to 8pm on either Saturday or Sunday. ***These must be scheduled at least 2 weeks in advance.***

4. Posting of Schedule

- a) All scheduling will be on the Google Calendar, and reviewed at the beginning of each class.

5. Canceling a session

- a) Must be done within 12 hours of the start of your session and posted to blackboard for all to see.
- b) Failure to show up for your session or cancel it will result in a suspension of one session.

c) Studio time is very limited and consistent cancellations without proper notice will not be tolerated.

6. **Filling an opening**

a) If there is an open session, you can reserve that session up to an hour in advance.

b) Pre-pros will not be needed in this instance, however, you must inform Mr. Roessner, by email or phone, that you want the session at that time. He will try to confirm with you before the session starts, however, he may be busy, and you can go ahead and start the session without confirmation.

FOOD AND DRINKS:

1. Water and non-sugary drinks are ok in the studio. However, please keep them away from the console and other equipment.

2. **NO FOOD allowed in studio** (unless Prof. Roessner brings in donuts.)

3. **Absolutley NO SMOKING, DRUGS, or ALCOHOL in the studio.** This applies to all musicians, engineers, and others present that are attending the session.

This will not be tolerated, and will result in your expulsion from the program. For non-AME majors, you will lose all access to all associated AME Labs/studios for the duration of your time

EQUIPMENT USEAGE:

1. The following microphones must be requested, reserved, and approved for use by Mr. Roessner.

Bock 241 Tube Mic

Royer 121 Ribbon Mic

Mr. Roessner holds them in his office and will give them out to students when requested. *Mr. Roessner reserves the right to not loan these microphones if he deems the student unprepared for their use.*

These microphones must be returned to Mr. Roessner directly, or placed in the mic locker until morning.

2. All equipment is to be handled by AME students only.

a) If non-AME students are using the equipment, it may result in a suspension of 2 sessions for your group.

CLOSING A SESSION:

1. At the end of your session, the following must be done:

a) All cabling must be coiled up and hung on wall on appropriate hooks

b) All patch cables removed from patchbay

c) The console must be normalized

d) All microphones put away in proper cases

e) All trash must be disposed of properly

2. If all of this is not done, you will lose privileges and recording time.

3. In the event of a circumstance that makes the studio unsafe, inoperable, or both (e.g. A blackout, tornado, a demonic possession of the console) it is your responsibility to close the studio and contact Campus Police. Also, a member of the faculty should be contacted, either Mr. Roessner, Dr. Bocko, or Mr. LaVaque.

OTHER RULES AND INFO

1. The recording studio is not a rehearsal room.

There are plenty of spaces on campus for your musical acts to rehearse. The studio is only to be used for active recording sessions!

2. Any personal instruments/amps/equipment left in the studio is not for everyone's use. Please respect all the equipment in the room.

3. If you receive a noise complaint, stop making noise immediately. Contact a TA or Prof. Roessner and let them know about it. You will receive another session to work.