

Columbia College Chicago  
Audio Arts & Acoustics Department

**BOOKING POLICIES AND PROCEDURES**

Within the following guidelines, labs or sessions can only be booked within predetermined blocks of time around scheduled class times (which vary from semester to semester). The types of rooms that can be booked depend on the class/course in which the student is enrolled. This information is distributed at the start of a semester and is available in the Scheduling Office.

Scheduling Office & Equipment Center Hours:  
10:00 AM to 10:00 PM Monday through Friday  
10:00 AM to 6:00 PM Saturday  
(As posted) Sunday

Studio Availability for Booking  
10:30 AM to 9:30 PM Monday through Friday  
10:30 AM to 5:30 PM Saturday  
(As posted) Sunday

- Students can book, up to a week in advance, can book a single session for up to a maximum of three (3) hours per session or lab.
- Other than class meetings, no student or group may have more than one lab or session scheduled at any time. As soon as a session is completed, the student or group may book another session.
- Additional time can be booked on a “space-available” basis the day of the session.
- If a student needs to cancel, or is more than 15 minutes late, and does not notify the Scheduling Office in advance, the time is forfeited and the student will be denied studio and equipment privileges for 7 days.
- Scheduling may be done with the Scheduling Office in person or by phone (312-369-8267).
- At the time of the booking, the student will give his or her name, phone number, Oasis ID#, instructor name, class and name of lab group members.

**SESSION/LAB PROCEDURE**

- Upon arrival for reserved session time, the student’s ID card must be scanned for any equipment or facilities checkout.
- Additional equipment (mics & outboard) needed for labs is available on a first-come, first-served basis. Equipment is available for scheduled time only.
- The student in charge of the session is responsible for set up and cleanup; leaving the studio in the same condition it was found (pristine of course!). All room “set ups and strikes” must take place within the reserved time.
- At the time of check-out, facilities staff will check the room and the returned equipment. If the room is not properly struck students will be required to return to the room to complete the strike.
- Damage to equipment/facilities in a control/studio/lab will be handled in the same manner as damage to checked-out equipment (See Equipment Procedures).
- The student’s ID will also be scanned when all equipment and/or rooms have been checked back in.
- Students are encouraged to report to the manager and/or director on problems they encounter (See Trouble Report procedures) or ideas they may have that would contribute to a better operation.