

Columbia College Chicago
Audio Arts & Acoustics Department

REGULATIONS

The use of the facility is a privilege. Failure to observe the following regulations of the Department will result in the suspension of studio privileges:

- Smoking, eating or drinking is strictly prohibited in the studios, control rooms and classroom-labs.
- Students are expected to operate speaker systems at reasonable and safe levels.
- Sessions and labs must start on time and end within the booked time.
- Session and lab attendance is limited to students directly involved and those, if any, “hired on” as talent.
- No “guests” will be allowed.
- Columbia College Chicago is not responsible for personal belongings brought into the center.
- In general, misuse or abuse of the studios and labs will not be tolerated. Let’s respect and take care of this great facility!

PRIORITIES

In the best of circumstances, equal priority will be given to all studio bookings. However, when demand for studio time is high, priority will be given to course-related sessions and labs.

APPROVED ACTIVITIES

In keeping with Columbia College Chicago and Department of Audio Arts and Acoustics policies on facilities usage, the following are approved activities for studios and labs:

- Regular class meetings where a studio is a regular part of the teaching environment.
- Assigned lab work for production or practicum classes.
- Occasional class meetings where a studio will provide valuable illustration to a lecture topic.
- Preparation of materials for class demonstration.
- Studio time booked by an authorized student engineer (College Studio Operations) on behalf of film, video, radio, music or other College department class project.
- Department-approved activities that have the sponsorship of a faculty member and an authorized engineer in charge of the session.
- Other uses by students who have completed coursework appropriate to the studio or lab activity, as approved by the Studio Coordinator.

With the exception of full-time tenured or tenure-track faculty engaged in professional development activities, use of the facility to carry out work on behalf of a private client, whether for pay or pro bono, is strictly prohibited.