



**BRAMPTON LIBRARY AUDIO RECORDING STUDIO
USER AGREEMENT FORM**

The *Brampton Library Audio Recording Studio* is available for use by valid cardholders who must abide by the guidelines outlined in the Terms and Conditions section of this form. Any persons found violating these Terms and Conditions, or the Studio Practices set out on Exhibit A (attached hereto and made a part hereof) will be subject to having his or her privileges revoked. The undersigned is liable for any costs incurred to the library as a result of misuse, negligence, carelessness or willful misconduct to the space, or to the equipment associated with the Audio Recording Studio.

I, _____, have permission to occupy the space recognized
(Name: First, Last)

as the *Brampton Library Audio Recording Studio* during the following date and time:

_____/_____/_____ AM/PM until: _____ AM/PM
(MM DD YY) Start Time End Time

Contact Information:

Date of Birth: _____
Address: _____
Phone Number: _____
Email Address: _____
Library Card #: _____

Terms and Conditions

General:

- Maximum occupancy of the room is eight people.
- Equipment cannot be removed from the recording studio space at any time
- The Brampton Library Audio Recording Studio space is subject to the Library’s Internet & Computer Use Policy as well as the Rules of Conduct

The individual signing this form:

- must complete an orientation session prior to their first booking
- will immediately report any known damage/wear/defect/issue with equipment or the space itself.

- is responsible for, and must return any borrowed equipment at the end of their session.
- agrees to clean up the studio workspace, and leave it in its original state upon completion of session which will be 10 minutes prior to the end of their session
- assumes responsibility for complying with applicable copyright laws.

Exhibit A
BRAMPTON LIBRARY
AUDIO RECORDING STUDIO PRACTICES

Reservations

- All customers who intend to book a session must have a valid BL card in good standing
- To book an orientation session, please visit the CH library service desk in person, or call (905) 793-4636 to schedule a time.
- Reservations for bookings can be made up to 2 weeks in advance
- Reservations for bookings will be held for 15 minutes after the scheduled start time
- Session times not to exceed 2 hours and 50 minutes
- Customers under the age of 16 must be accompanied by an adult 18 years of age or older, who assumes responsibility for any damages caused by either party.
- Customers can have a maximum of two booked sessions at one time. Customers must wait before until they have only one or zero booked sessions before they can book again.

Procedure

- A signed user agreement form must be signed by everyone who enters the recording studio, for every recording session.
- A signed user agreement constitutes responsibility for any equipment borrowed, including returning equipment to the staff workstation at the end of the session and pointing out any damage / oddity noticed during use by every member of the party
- The library cards for all customers who enter the recording studio and have signed the user agreement will be retained with staff until the session is over, and all equipment has been returned in good order



Guidelines

- The last studio booking will end 30 minutes before library closing
- No food or drink except water is allowed within the recording studio
- Available equipment will be listed on the library website
- All files will be wiped clean after each recording session. Users are responsible for saving their own work.

By signing this user agreement, you the customer agree to:

- Comply with this Brampton Library Audio Recording Studio Agreement Form as well as any subsequently published Terms and Conditions or Studio Practices relating to the Brampton Library Audio Recording Studio.
- Be held liable should any damage be incurred to either the space or the equipment resulting from the lack of knowledge, familiarity, or training with the space, and the equipment occupying the space.
- Return equipment in the same condition in which it was issued, barring normal wear and tear, and agree to pay the costs associated with the equipment damage, loss, or cleaning, if the customer's intentional or negligent actions caused the damage or loss.
- Acknowledge that any damage or happenings which alter the state of personal equipment or instruments during booked studio time is not the responsibility of the staff nor can staff or the Brampton Library be held liable in such a case.

I, the undersigned customer, agree to take full responsibility for the actions of myself, as well as the actions of the individuals that may also occupy the studio space. I am aware that Brampton Library staff may temporarily or permanently suspend access to persons who fail to follow the established guidelines and rules set out in this form.

Signature: _____

Date: _____/_____/_____
 (MM DD YY)