MISSION OF STUDIO A

1. Studio A has four primary uses:
   1.1 Support of professional quality recording of faculty creative and research projects.
   1.2 Accommodation of experimentation with and development of computer music works and technologies, and other music or perception research topics requiring support in a controlled, instrumentation environment.
   1.3 Support of departmental performances that require or are enhanced by the facilities of Studio A.
   1.4 A secondary use for Studio A is to provide production and recording support of works by advanced student, adjunct faculty and invited guests of the department, including:
      1.4.1 Faculty lecture-demonstrations
      1.4.2 Advanced student, adjunct faculty, invited guest's performances
      1.4.3 Advanced student, adjunct faculty, invited guests recording projects

2. Studio A Policy/Schedule Determination
   2.1 Studio A policy/schedule is determined by the Warren Resource and Recording Committee.

   2.2 An annual planning template for Studio A usage is used in an attempt to equitably balance the number of days available for recording, with research, performance, maintenance time, other activities of the Department. (This may include a number of commercial projects that may be necessary to supplement the operating budget).

   2.3 An annual call for projects will be made (to faculty and students) each year. Deadline for faculty requests: February 1st for projects starting in the following academic year (September to June). (See Recording Application Guidelines). Graduate student applications should not include letters of recommendation; however, they must include the signature of a faculty sponsor.

   2.4 Approval of projects and allocation of resources (time, equipment, staff, dollars) for projects in Studio A are determined on a case by case basis, looking at the year in the Department as a whole, using an approved Template.

   2.5 The committee will endeavor to hold at least six days annually for graduate student recording projects.

   2.6 No ad hoc use of Studio A or Control Room is permitted due to the critical nature of maintaining an exact recording set up from session to session, the value and delicacy of microphones and equipment, and the need to maintain a high level of security in the facility.
2.7 The Technology Director in consultation with the Production Manager manages the studio.

2.8 The Warren Resource and Recording Committee is constituted by: Technology Director, 2 Faculty reps., appointed by the Dept. Chair, Production Manager, Chief Recording Engineer, Chair, ex-officio. In addition, a Chair of the Committee is appointed annually by the Dept. Chair. Due consideration will be given to the important issue of Committee continuity. MSO also acts as consultant, as needed.

MISSION OF STUDIO B

Studio B is primarily for faculty research. It is important for faculty to have a space where, when scheduled, instrumentation and technical set-ups can remain intact and do not have to compete with the class schedule.

3. Studio B Policy/Schedule Determination - access is limited to the following uses:
   3.1 Individual Faculty research (may also include SONOR, Jury, and RFBF Rehearsals)
   3.2 Graduate students may apply to the Committee for access and or support under the guidelines (faculty sponsor, etc.)
   3.3 No classes or seminars are to be scheduled in this room.

3.4 It is always understood that student access to the Studio has lower priority than faculty research. Temporary policy: Up to two percussion graduate students may be allowed to have access for individual practice each Quarter - with the condition that they must leave the room as they found it. Additional percussion graduate students may be allowed access for Jury or SONOR individual rehearsal time. Failure of students to maintain a neat and tidy space will result in discontinued access to Studio B. Failure to reset the alarm will result in a fine of $25. False alarms resulting in the arrival of the police will be fined $50.

3.5 Due to the potential impact of Dept. resources (equipment, instruments and staff) the Production Manager will manage the schedule for this room, under the guidelines set by the Warren Resource and Recording Committee.

3.6 Scheduled activities take precedence over ad hoc use.

3.7 The Percussion RA is responsible for coordination of specific percussion instrument schedules for SONOR, RFBF, department ensembles, percussion needed for recordings, and individual set-ups. This RA must also schedule rehearsals with the Production Manager. Size of set-ups and duration of set-ups that may impact space or resources must be coordinated with the Production Manager.

POLICY/SCHEDULE DETERMINATION OF SEMINAR ROOM (Rm. #2136): (capacity: 25)

4. Primary uses of Room 2136:
4.1 Rehearsals and individual research. This room is to be reserved for faculty rehearsals and individual research. Faculty may choose to give access to graduate students who are collaborating with them. In that case they will give written permission to the student, who may then sign out a set of keys from the Facilities Manager. Faculty have priority for scheduling.

4.2 Individual Instruction. Faculty may schedule time in 2136 to meet their students. Piano lessons by Graduate Assistants will be permitted for the time being until the Mandeville piano shortage is resolved.

4.3 Classroom. A few courses each quarter may be assigned to this room. They must be limited to small seminars, or 132/232 courses. Lab sections of large undergraduate courses are
not to be scheduled in this room (or anywhere else in this building). Before classes may be scheduled, the Production Manager must clear them. Maximum capacity of 2136 is 25 persons.

4.4 Special Seminars. Special one-time seminars by visiting artists could be held here, but should be limited to those with an anticipated small audience (maximum capacity is 25).

4.5 Meetings. Faculty meetings and committee meetings may be scheduled here, though faculty and staff are encouraged to schedule meetings in spaces which are not used for practice and rehearsal, when possible.

POLICY/SCHEDULE DETERMINATION: PRATICE ROOMS

5. Primary uses of practice rooms:
5.1 Practice Room 2138 (The Window Room) has been assigned for a teaching/practice space for 232 piano students. Advanced 132 piano students may be given special access if time allows. Schedule sheets are posted on the door for the quarter.

5.2 Practice Room B 2137 is to serve as a Graduate piano practice room. Sign-up sheets are posted on the door for the quarter.

5.3 Graduate Piano Majors will be issued keys to these practice rooms, as approved by the piano Faculty, for the duration of the academic year.

POLICY/SCHEDULE DETERMINATION BUILDING ACCESS AND KEYS:

6. Salient points:
6.1 The main doors to the building are unlocked 7 a.m. to 6 p.m., Monday through Friday during the regular quarter period only. At all other times the outer doors are locked. All regular faculty will be issued a key that opens the outer doors.

6.2 All regular Faculty (upon request) will also be issued submaster key(s) and alarm codes that open all of the following:
   - Studio B (an alarm code is required before a key can be issued to this space).
   - Seminar Room
   - Printer/Fax closet

6.3 Individual Faculty offices are to have keys issued to the specific Faculty member only unless the Faculty member makes other requests.

6.4 "Clam shells" are the responsibility of the individual faculty member, however if they are used, a spare key must be given to the Chief Recording Engineer to allow service access if required. The Faculty member will be given advance notice of any entry if at all possible.

6.5 Ad hoc access to Studio A is not allowed. No keys are issued to individuals without specific needs for a unique resource in the space, and then it is restricted time use. Separate alarm codes are required for Studio A.