

## Rules for the use of Facilities and Equipment

*Last reviewed: 04/09/2023*

### Introduction

Spirit Studios has a number of facilities that you can use to complete course assignments, complete projects that aid personal development and generally gain experience with a range of technologies and workflows. Equipment is also available for use in our facilities and off-site (i.e on location).

This document outlines the rules and procedures you must follow when using Spirit Studios' facilities and equipment. The ability to book facilities and equipment can be temporarily suspended for a breach of the rules.

The Facilities Manager has overall responsibility for ensuring Spirit Studios complies with this policy. Any questions or concerns about the operation of this policy should be referred in the first instance to the Technical Department: [technicalsupport@spiritstudios.ac.uk](mailto:technicalsupport@spiritstudios.ac.uk)

### Relationships with existing policies

This policy must be read in conjunction with the following policies and guidance that are applicable to you:

- Rules for the use of IT Facilities
- Staff Handbook
- Student Handbook

## Rules when booking facilities and equipment

- You must only book and use facilities and equipment under your own name. You will be asked to present your Spirit Studios ID to reception when requesting studio keys and equipment. If any facilities or equipment is damaged or goes missing during a booking, it is the person who booked the facility or equipment that may be liable for any repair or replacement costs. Do not book a facility or equipment for use by someone else
- Multiple people can work on a session in a facility together, however the person whose name is used to book the facility must be present at all times. The named person is responsible for ensuring the rules outlined in this policy are adhered to
- Equipment must not be passed from individual to individual; it must go to reception first so that the booking system can be updated accordingly. The person who last signed out the equipment will be held liable if it goes missing
- Our recording and mixing studios use a naming convention whereby a Studio (i.e. Audient Studio 2) has access to a live room for recording acoustic sources, and a Suite (i.e. Audient Suite 1) does not, and is primarily used for mixing. Any sessions that do not involve the recording of acoustic sources should be booked in one of the suites, where at all possible. Non-recording sessions can be booked in a studio if all suites are booked at the time. This is to increase the availability of studios for those who need them. Suites generally cost fewer credits to book than a Studio so you'll have more studio time by following this rule
- Spirit Studios has a range of instruments and amplifiers available for sessions that can be reserved in advance. Even with reservations, such equipment may not be available for your session (i.e if it is broken in another session). To ensure the smooth running of your session and to capture the best recordings, we strongly recommend you work with musicians who will bring their own equipment
- Please ensure you keep a record of all facilities and equipment bookings in a diary or calendar. A confirmation email will be sent to you when booking a facility or any equipment. Any facilities and equipment bookings can also be viewed online via Stingray and Cheqroom respectively
- Facility and equipment bookings are monitored closely. Any abuse of the booking systems is a breach of the rules. Abuse of the booking system can include, but is not limited to, booking every other hour in a facility with the aim to get twice as much time as the credits used, knowing that other students are less likely to book the single hours in between

## Rules when using facilities and equipment

You must follow these rules when using Spirit Studios' facilities and equipment:

- Food is prohibited in all facilities except the Green Room. Drinks are only allowed in other facilities if they are in re-sealable containers i.e. bottles. However, they are not to be consumed in the facilities. Please leave the facility and consume in the corridor
- Do not listen to audio at very high levels. Look after your ears, and of those around you
- Only participants in the session are allowed to be present
- Visitors should not be left unsupervised during sessions
- Ensure doors are locked if you leave a facility unattended
- Follow the Power Up/Down Procedures at all times
- Ensure any speakers/monitoring systems are muted if you leave a facility temporarily
- Ensure any speakers/monitoring systems are muted prior to unplugging any microphones or instruments
- Do not move any speakers/monitoring systems in any of the studios or Edit Suites. They have been calibrated to the room and are located/angled in their optimum position
- Secure any cables so that they do not become trip hazards
- Microphone stands must be secured before leaving a microphone unattended
- Only power up auxiliary equipment (i.e. outboard) if you are going to use it
- Do not damage, disconnect, move or tamper with any equipment, cabling, peripherals and furniture in any of the facilities
- Spirit Studios equipment cannot be removed from the premises without the express permission of the Facilities Manager.
- When utilising a mic preamp with phantom power, ensure phantom power is disabled before patching a bantam cable on the patch bay. Also ensure phantom power has been disabled before disconnecting the bantam patch cable from the patch bay.

Ask reception if you aren't sure about anything when using our facilities and equipment. They are here to help.

## **Rules to follow at the end of your facilities and equipment bookings**

- Back up your work
- Neutralise any mixing desks when completing your session (reset all pots, faders and switches)
- Power down all equipment
- Ensure all equipment is returned to reception as it was signed out i.e. microphones in the correct boxes with the correct clips and cable
- Ensure that any mic stands being returned to reception are fully retracted and tightened
- Ensure all cables are tidily wrapped and secured with Velcro when returning them back to reception. See Appendix 2
- Ensure the facility is tidy and left as you found it when finishing the session. Dispose of any waste.
- Ensure chairs are returned to underneath desks, stacked in the corner for the next session or returned to another room where you found them
- Turn off any lights, and ensure all doors are locked when you have finished
- You must leave the studio on time. Leave yourself sufficient time at the end of your session for all of the above. Technical staff and tutors reserve the right to power down all equipment at the end of each session to make sure the studio is vacated on time, whether it be for closing or the next booking. Spirit Studios takes no responsibility for any work/data lost during such action

## **Power up/down procedure**

Facilities must be powered up and down in a particular order to ensure that equipment isn't damaged, and to ensure the equipment works as intended during a session. The most important part of the procedures to remember are:

- When powering up, the speakers or speaker amplifier must be turned on last.
- When powering down, the speakers or speaker amplifier must be turned off first.

### **Power Up Procedure**

1. Ensure all equipment is switched off.
2. Turn on any external hard drives and wait 10 seconds for them to boot up
3. Turn on any control surfaces and any MIDI interfaces/MIDI devices.
4. Turn on any audio interfaces, and wait at least 15 seconds for them to initialise.
5. Turn on any computers.
6. Turn on only the analogue equipment you intend to use.
7. Turn on speakers/monitoring system.

*Note: There is a particular power up procedure for the S6 Suite. Please see the S6 Suite guide for more information.*

### **Power Down Procedure**

1. Turn off speakers/monitoring system.
2. Turn off any analogue equipment, audio interfaces and MIDI interfaces/devices.
3. Dismount any external hard drives.
4. Turn off any computers

### **Punctuality**

You must inform reception if you are going to be late for a facility or equipment booking. You will be logged as late if you check-in 20 minutes after the start time of a session.

You will be logged as late if you check-out 5 minutes late from the end time of a facility or location equipment booking. We take the late checking-out of facilities and equipment bookings very seriously; it impacts any following lessons or bookings, or delays the closing down of the building. Checking-out late is a breach of the rules.

Bookings will be cancelled if you have not made contact and you are over 30 minutes late to a facility or equipment booking. Non-attendance without informing Spirit Studios is a breach of the rules.

Sanctions for a breach of the rules are detailed in Appendix 1.

## **Cancellations**

If you can no longer attend a facility or equipment booking, you must cancel that booking as soon as possible. This is to ensure others can make use of the facilities and equipment. Bookings can be cancelled online via Stingray and Cheqroom, by phone or via reception.

Cancelling a facilities booking over 36 hours prior to it starting will result in all credits being refunded. Cancelling a facilities booking within 36 hours of it starting will result in zero credits being refunded.

## **Spirit Studios closing times**

It is imperative that staff can close the building on time and this requires you to leave the building on time:

- All sessions must be finished at least 10 minutes prior to closing time. Technical staff will give two courtesy calls to ensure that this is the case
- Staff and students are expected to have returned any sign out equipment to reception and have left the building no later than 5 minutes prior to closing time. Returning equipment will take longer for sessions that are using a lot of equipment. It is your responsibility to ensure you leave enough time to return equipment prior to leaving the building five minutes before closing time
- Technical staff can power down facilities if you are still present at closing time. It is your responsibility to ensure enough time is left at the end of every session to pack up and return all equipment to reception, and to back up any data.

## **Reporting Equipment Faults**

If you find a possible fault, a software issue or anything else that affects the use of a facility and the technical staff available are not able to resolve it for you immediately, please report this via our Technical Support Centre:

<https://technicalsupport.spiritstudios.ac.uk>

Spirit Studios has an excellent record of resolving faults quickly when reported. If you come across a suspected fault, please don't assume we already know about it because the chances are we don't.

Spirit Studio has a dedicated faults folder for the Neve VR console. All suspected faults related to the Neve VR should be entered into this faults folder. Faults with any other equipment in Spirit Studio should be entered into the Technical Support Centre as normal.

## **Breakages**

Any breakages of equipment, cables, peripherals and furniture must be reported immediately to reception. There will be no reproach for breakages as long as it is not caused by a breach of the rules or negligence. If breakages do occur due to a breach of the rules or negligence, students are liable for the full repair or replacement costs.

## **Booking Location equipment**

Location equipment (portable recorders, location mics etc.), can be signed out for use off-site, but in most circumstances must be returned before Spirit Studios closes that day. If a student wishes to use location equipment for multiple days which prevents the equipment being stored at Spirit Studios overnight, they must submit a completed Equipment Loan Form to the Facilities Manager at least 10 days prior to the equipment being required. The equipment must be kept secure at all times and must be stored securely inside locked premises overnight. Equipment must not be left unattended at any time. i.e. in a vehicle. Any equipment that is taken off site is covered by insurance for theft only; accidental damage is not covered.

All equipment must be returned in the condition it was signed out in (i.e. cleaned if necessary). Some of the location equipment comes in packs. All items on the included checklists must be present when returning the equipment to Spirit Studios.

## **Breach of the Rules**

## **Sanctions**

Spirit Studios may apply one or more of the following sanctions in the event of any breach of these rules:

- The withdrawal of the student's right to book facilities and equipment for a specified period. Students can still attend pre-existing bookings during that specified period.
- The requirement to pay a deposit to book facilities and equipment (fully refundable if no other rules are breached during the booking).
- Cancellation of any bookings that constitute abuse of the booking system.
- Liability for cost of repair or replacement of any equipment broken through a breach of these rules or negligence.
- Spirit Studios' Student Conduct Regulations may be invoked.
- Users should note that breaches of the provisions set out in these rules may also lead to criminal or civil prosecution.

Spirit Studios reserves the right to withdraw a student's right to book facilities and equipment in the event that tuition fees are outstanding.

## **Procedure**

If a breach is sufficiently serious, Spirit Studios reserves the right to refer straight to a particular stage in the procedure before a verbal or written warning has been given and/or without reference to the prior stages where this is reasonable and proportionate in light of the severity of the breach concerned.

## **Initial Action**

Spirit Studios will normally seek to resolve breaches of these rules in an informal manner. Where the breach is minor in nature, the student will initially be given a verbal or written warning and recorded within the administration department, if applicable (i.e. punctuality). If the student continues to breach the rules notwithstanding the warning, and/or the severity of the breach so justifies, the user may be denied access to book facilities and equipment for a period of up to 7 days.

Whenever students are denied access to book facilities and equipment for disciplinary reasons, your programme leader and the Curriculum and Quality Manager will be informed.



If the breach of the rules takes the form of or is accompanied by noisy, disruptive or violent behaviour, the user may be escorted from the premises. In such a case the matter may be referred for action under the Student Conduct Regulations. Individuals who feel aggrieved by action taken against them may appeal to the Facilities Manager, or nominee.

### **Further Action**

If an alleged breach is sufficiently serious, or becomes so by repetition or because of an uncooperative response to warnings, a student will be called to see the Facilities Manager, or nominee, and members of senior management, technical department and/or administration department may also be present. A friend may accompany the student to this meeting, and a member of academic staff may be present, if appropriate. Others may be asked to attend such meetings as witnesses.

If a breach of the rules is established, the student will be warned about future conduct and may be denied access to book facilities and equipment for up to 14 days. The student will also have his/her name recorded within the administration department for a period of 1 year from the date of the offence. The outcome of the meeting will be communicated to the Curriculum and Quality Manager and the student's programme leader. Any further breach of the rules which occurs during that year may result in the withdrawal of access to book facilities and equipment for up to 30 days or referral to the Curriculum and Quality Manager in accordance with the Student Conduct Regulations.

Any appeal arising from this procedure will be to the Facilities Manager, or nominee.

Particularly serious cases, or repeated breaches of the rules, may be referred to the Curriculum and Quality Manager to be dealt with in accordance with Spirit Studios' Student Conduct Regulations, in which case access to the facilities may be withdrawn until the completion of disciplinary procedures.

### **Right of Appeal**

Save for where the individual's rights have been revoked with immediate effect, and/or the individual has been escorted from Spirit Studios' premises as set out above, no sanction will be imposed until the individual has been notified in writing (or email) of the alleged breach(es) of these rules and of the sanction that is being imposed.

If the student wishes to appeal a sanction that has been imposed as a result of breaching these rules, the student can request a meeting with the Facilities Manager, or nominee. A friend may accompany the student to this meeting, and a member of academic staff may be present, if appropriate.

If this meeting does not resolve the situation the student may appeal against a decision imposing one or more of the above sanctions. Any such appeal must be made in writing within 5 working days of receiving the written notification of the decision and the sanction(s) and must be accompanied by relevant evidence to support the appeal. The appeal will be considered by the Facilities Manager or their nominee, who may seek clarification or ask questions of any member of staff and/or the user where appropriate.

The decision of the Facilities Manager or their nominee shall be final.

## Appendix 1. Sanctions for a breach of the rules

Event	Action
<p>Individual does not attend a studio session and does not cancel the session in advance. Or; Individual arrives late for a studio booking without prior contact about lateness, or; Individual is late leaving a studio session.</p>	<ol style="list-style-type: none"> <li>1. The individual receives a warning via email and is also informed that failure to attend any further studio sessions, or late arrival or exit, will incur a one week ban from accessing the facilities booking system.</li> <li>2. Individual's name is added to non-attendance list.</li> </ol>
<p>Individual fails to attend a second studio session or is late in/out of a second session within the same academic year.</p>	<ol style="list-style-type: none"> <li>1. The individual is banned from booking facilities and/or equipment for one week, and is informed by email.</li> <li>2. The Curriculum and Quality Manager is informed.</li> </ol>
<p>Individual fails to attend a third studio session or is late in/out of a third session within the same academic year</p>	<p>The individual is placed on a one-month probation period during which they cannot book facilities and/or equipment directly. All bookings must be booked via the Facilities Manager.</p>
<p>Individual does not attend, or attends late/leaves early for a subsequent</p>	<ol style="list-style-type: none"> <li>1. The individual cannot book facilities and/or equipment directly for the</li> </ol>

studio session during a probation period or within the same academic year.



remainder of the academic year and can only book via the Facilities Manager.

2. The Curriculum and Quality Manager is informed and an attendance tutorial must take place. Students are advised that failure to attend sessions may result in termination from the program.

# Appendix 2: Use of cables, microphone stands and headphones

## Cables

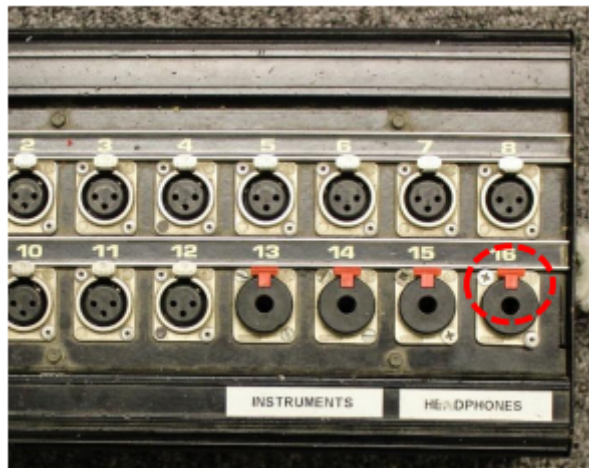
Please do not tie knots in any cables. Knots and poor treatment of cables significantly damages the core inside and will greatly reduce the life of the cable. Wrap each cable tidily and then secure with Velcro:

Correctly wrapped cable:	Incorrectly wrapped cable:
	

Studio staff will be happy to demonstrate how to wrap a cable. Please ask at reception if you are not sure.

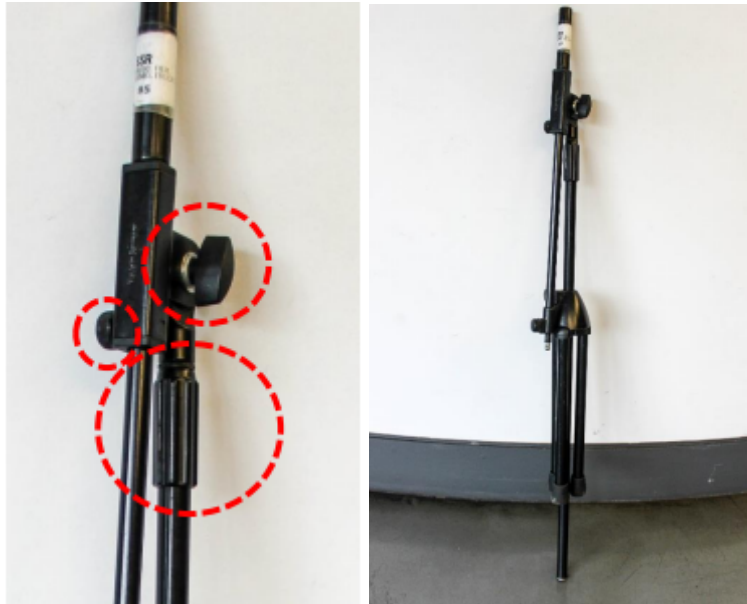
All cables are tested regularly, however please inform reception if you suspect you have a faulty cable. You will be provided with a replacement cable and the other will be tested and repaired, if necessary.

Do not pull leads out of equipment and tie lines using the cable. Firmly hold on to the connector. Some tie lines and equipment will have locks on the connectors which need to be disengaged whilst disconnecting the cable:



## Microphone Stands

Please do not force the joints of mic stands; loosen the joints and then move them to the desired position before tightening them again. Forcing them when they are tight damages the threads, and over time they will not have enough strength to hold mics securely. Stands must be returned to reception fully retracted and tightened:



## Headphones

When removing headphones from equipment such as tie lines/multi-cores, please ensure the lock (red button) on the tie line is disengaged, as mentioned above.

Please ensure the headphone cables are tidily wrapped around the headphones with the connector fed through. This assists with storage and enables any missing minijack to ¼" jack connectors to be reported:



## Appendix 3: Rules for Extended Opening Hours

Occasionally Spirit Studios will extend the opening hours to 02:00 to provide higher facility availability. When opening hours are extended, additional rules that must be adhered to for these extended hours:

- Extended hours bookings are restricted in the sense that you must book all four hours: 22:00 – 02:00. Stingray automatically forces this. Ensure you have enough credits for four hours in the facility you wish to use.
- Last entry into the building is at 22:00 prompt. You must arrive before this time with all equipment for any sessions starting at 22:00.
- You must carry your Spirit Studios ID with you at all times. Students who wish to attend the 22:00–02:00 slots without a Spirit Studios ID will be refused entry. Academic Partner IDs are not sufficient. No day passes can be provided for sessions starting at 22.00.
- Sessions starting at 22:00 are for mixing or recording fellow students only. Sessions that start at 21:00 or earlier with bands/visitors can continue through until 02:00 if you have used your credits to book one facility only. No visitors or bands will be allowed entry for sessions starting at 22:00.
- No smoking breaks are allowed between 22:00 and 02:00.
- All sessions must be finished by 1:50. Studio staff will give two courtesy calls to ensure that sessions finish on time.
- Students are expected to have returned any sign out equipment to reception, completed the equipment sign out forms prior to leaving the building at 1:55am. Returning equipment will take longer for sessions that are using a lot of equipment. It is the student's responsibility to ensure they leave enough time to return equipment prior to leaving the building at 01:55.
- The building must be closed at 02:00. Studio staff can power down facilities if students are still present at closing time. It is the students' responsibility to ensure enough time is left at the end of every session to pack up and return all equipment to reception.

Opening hours will be reviewed regularly, and will be amended if late hours are repeatedly not used.