

Salmon Public Library Sound Room Policy

Eligibility:

- At least one user of the sound recording studio must be 18 years or older.
- Users must possess an active SPL library card.
- The reservation must align with the name on the valid driver's license of the attendee, which will be verified and kept on file for security purposes.

Reservations:

- The sound room is available on a first-come, first-served basis.
- Reservations can be made in person, via phone at 756-2311, or through the salmonlibrary.org website.
- Booking is permitted up to 8 weeks in advance, with potential exceptions for extended series of sessions.
- Users are limited to two bookings per month, with potential adjustments by the library to ensure equitable access. Notification of any changes will be provided at least one week in advance.
- Users must confirm their reservation and acquire any necessary instructions from staff.
- Unclaimed reservations will be considered nullified 10 minutes past the scheduled start time.

Security:

- Access to the sound room is controlled and requires a reservation; a key will be provided for scheduled bookings.
- For sessions outside normal hours, prior approval from staff is required.

Usage Guidelines:

- The sound room includes a universal Adobe Creative Cloud account; any content not removed post-session may be deleted or used by others.
- Users agree to forfeit intellectual rights for any content left on the Adobe account post-booking.
- Personal equipment is permitted, but the library assumes no responsibility for any loss or damage.

Audio-Visual Equipment:

- All provided equipment should be returned to its original state; users are responsible for any loss or damage incurred during their booking.
- Personalized, 15-minute training on room equipment is available by prior arrangement, subject to staff availability.

Updated: 03/14/2024

Board Signature: _____

Date: _____

- All equipment (speakers, monitors, mixing boards) must be turned off after use.

Janitorial Policy:

Users are responsible for the cleanliness and order of the room post-use, ensuring it is returned to its initial condition.

General Rules:

Strictly no smoking, food, or drinks permitted in the sound room.

A recommended maximum of three people at a time, with a strict limit of no more than five individuals.

Financial Contributions:

For business, governmental, or for-profit entities, a suggested donation of \$20.00 is appreciated to support the maintenance of the studio. Donations from other groups are also welcomed.

Agreement:

All users must acknowledge understanding and agreement with these policies through a signature and date prior to use.