MDIA Sound Studios
Policies & Procedures Agreement

One of the many jobs required of a beginning recording engineer is to ensure that the place of employment is in proper operating order. Your current "place of employment" is the MDIA Sound Studio complex.

In an effort to make us all responsible users of MDIA Sound, the school has implemented the following policies which are part of the MDIA Sound Studios Manual. These school wide policies & procedures supersede any studio procedures that may be spelled out in course syllabi. As an engineer using the MDIA Sound Studios, it is your responsibility to understand and accept these policies and their related consequences, as well as to ensure that all individuals associated with your project abide by these policies. Always remember that the MDIA Sound Studios Manual contains the following:

- Policies & procedures
- Manuals for *everything!*
- Quick access to Media Cal
- Facility documentation & known issues
- Tracking sheets & studio paperwork

**Core Studio Values:**
Always properly zero the facility and console
You are responsible for *everything* that happens during your studio time
You must *immediately* report any issues to MDIA / Scripps College faculty / staff using our reporting system
Violations to studio policy will be met with punitive action at the discretion of MPRI faculty

To be granted Media Cal and facility access, you must read the MDIA Sound Studio Policies in full at [http://mdiasound.mediaschool.ohio.edu/](http://mdiasound.mediaschool.ohio.edu/) which is also linked directly on the MDIA home page, and affirm your agreement with the policies by signing below.

Acknowledgement: I have read the MDIA Sound Studio Policies available at the URL identified above. I understand my responsibilities regarding these facilities and the consequences for breaches to these policies.

________________________________________  __________________
Signed Name  Date

________________________________________  __________________
Printed Name  Ohio University Enrolment Year

☐ In signing above *I Agree* to the Scripps College Photo Release Agreement included in the MDIA Sound Studio Manual

☐ In signing above *I Decline To Agree* to the Scripps College Photo Release Agreement included in the MDIA Sound Studio Manual

v.2018-08-18