**STUDIO RULES OF USE**

1. DO NOT use instruments or sound equipment without the owner’s permission (e.g. Dad’s saxophone). Side note: *No loud instruments or amplification allowed after* ***10:30pm****, unless given permission from all other household residents.*
2. When using instruments or sound equipment, ensure that they are safely and neatly put away after use (this includes cables, leads, amps, stands or mics). **DO NOT** put away broken equipment – leave on the coffee table and let Hannah know what is broken and how it happened.
3. If the RECORDING sign is flipped over, assume that the room is in use, regardless of whether someone is in there or not. **DO NOT** enter the space or attempt to put away equipment without consulting the current user and **DO NOT** interrupt the user while they’re inside (unless given permission to do so).
4. **CLEANING**
* Take off your shoes before entering the studio / ensure that they are clean before entry.
* Keep the door closed to prevent dust from blowing into the studio (instead, open the window above the TV if the space needs ventilating):
* If dirty or dusty, please vacuum the space after use
* If full, please empty the bin and put it back with a new bin lining
* If you’ve brought food or drink into the studio, please clean up any crumbs and spills. **DO NOT** put food waste or packaging into the studio bin. Please use the living room bins available
1. Tidy away all chairs, cushions, sofas, beanbags and blankets after use. Anything taken into the studio should be taken out after use and put away immediately.

Please treat this space and the equipment with respect and don’t be afraid to ask Hannah where things belong. The more familiar people are with this system, the better this space will function.