

Recording Studio & Green Screen Room Policy



Scope of Policy			
<i>Scope:</i>	Use of Library Audiovisual Spaces (Recording Studio & Green Screen Room)	<i>Effective Date:</i>	Revised 11/18/24

Provisions			
I. General Rules Governing Use of Audiovisual Spaces			
<ol style="list-style-type: none">1. Space capacities must be observed. Occupancy limits are posted in each room and on the library website. Capacities vary from 1-5 people.2. The library is not responsible for loss or damage to the private property of individuals or organizations using the spaces.3. Damage incurred to library property will be the responsibility of the group reserving the spaces and costs will be billed accordingly. Any unpaid damages or cleaning fees may result in a group or individual being barred from future use.4. Any use of and/or content made in the library's audiovisual spaces must comply with all applicable local, state, and federal laws, including copyright laws. Users are responsible for obtaining their own protection(s) for any intellectual property developed in the studio.5. Decorations and other materials may not be fastened to library floors, walls, doors, windows, equipment, or furniture.6. No group or user may reassign use of the space to another.7. Users are responsible for ensuring the room is returned to an acceptable condition for the next user. It is understood that rooms may be in use multiple times a day for multiple different groups. If the user notices any damage, they must notify staff at the start of their reservation time.8. Food and beverages are not permitted in the library's audiovisual spaces.9. Users must follow all Library policies, rules, and procedures.			
II. Audiovisual Space Availability & Reservations			
<ol style="list-style-type: none">1. Users who reserve the Recording Studio and/or Green Screen Room must be at least 18 years old. Users under the age of 18 who wish to use the space must be accompanied by a caregiver over the age of 18 for the duration of the reservation.2. Users who reserve an audiovisual space are required to have a library card with the Metro Library Network.3. Both audiovisual spaces are available on a first-come, first-served basis. Rooms may be reserved up to two (2) weeks in advance through the library's online reservation system, or at any staff desk.4. The Recording Studio and/or Green Screen Room may be checked out for a maximum of one (1), three-hour period per day.5. Users may check out a space even if fees on their cards exceed the limit.			

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6. Users are required to inform staff at the Reference Desk when their reservation is complete. If a staff member is not available at the Reference Desk, users should speak with the Information Desk on the main level.
7. If a reserved space is no longer needed, groups are asked to contact the library to cancel the reservation.
8. If the space remains vacant 15 minutes after the reserved time, it can be released to another patron.