

Humanities Center Recording Room Agreement

Policies and Information

The Humanities Center is a dedicated space for humanities projects at USD. This rental space has recording equipment to create videos or podcasts that are part of humanities-based classroom assignments or campus projects.

General Information

- The recording room is a mixed-use space. The equipment is inside a shared office, which is used by visiting research fellows and their research working group.
- The room is only available during the open hours of the Humanities Center, which are: Mondays-Fridays at 12-5pm and is not available during events, programs, or scheduled use of the office. Occasional morning appointments at 9am-12pm may be scheduled depending upon availability. No arrangements will be made for after-hours or weekend use.
- Hours you request for your project should include set-up and clean-up time.
- Requests are not approved until you receive an email confirmation.

Set-up and Clean-up

- Nothing should be attached to the walls or doors.
- Return the room to the same state it was in before you used it. This includes turning off any technology, wrapping cords, picking up all trash, and leaving the room in an orderly condition suitable for the next event.
- If you reconfigure the furniture in the room, return it back to its original configuration.

AV Technology

- We do not provide A/V support.
- You are responsible for scheduling a training through Media Lab prior to the event. <https://www.sandiego.edu/its/services/digital-media/>
- All recording equipment must stay inside the Humanities Center. It is not allowed to leave the Center.
- You must make your own arrangements for additional audio/visual equipment or editing software.

Food Policy

- No food is allowed. Bottled water or water in a sealable container is permitted.
- Dispose of all trash and recycling in the appropriate bins.

Safety and Security

- Ensure all doors are locked.
- You are responsible for any damages to the facility, furniture or equipment. There is a charge to replace any lost or damaged items.

By signing this agreement, I certify that I have thoroughly read and agree to all of these policies. I understand it is also my responsibility to notify any parties involved of these policies.

Name

Date