



OPEN STAGE MEDIA STUDIO POLICIES AND PROCEDURES

OSM studios shall be used in accordance with the rules below

- 1) Only OSM (Open Stage Media) staff and those authorized by OSM Management are to book the State Street Studio and Underground Studio.
- 2) When finished with the studio all lights and equipment will be turned off and all audio/video properties will be put back to default positions.
- 3) No drink or food allowed in the Studio. Water bottles are OK with cap on only. All water bottles, papers etc. will be cleaned up and disposed of in the proper receptacles after use.
- 4) Please be mindful to clean PC/mac of any old files that may be taking up storage space. Management will clean PC periodically without notice.
- 5) Do not under any circumstance remove items from the studio (lights, cameras, furniture, audio equipment, wires, tripods, etc..) unless advance permission is granted by OSM Management.
- 6) Any hardware troubles must immediately be reported to OSM staff. Please do not try and fix broken equipment.
- 7) Do not adjust or touch any hanging lights.
- 8) Hygiene and dress must be in appropriate order to ensure staff and user convenience: no shorts or tank tops please.
- 9) OSM is not responsible for any lost or stolen personal items in the studio space so please do not bring them or if you do please remember to take them with you when you exit the studio.
- 10) Never leave the studio unattended for any reason. The producer must occupy the studio at all times. No excuses.

All 10 rules will be strictly enforced and failure to follow any of these rules will result in studio use revoked at OSM Management's discretion.

I have read and understand these rules put forth and agree to follow these procedures as written,

printed name _____ date _____

signature _____