



After-Hours Faculty Center Access/Clearance Request Form for the Audio Studio (1705X) and/or Video Studio (1705B)

To ensure a successful partnership, the following policies should be observed and mutually agreed upon.

- The Creativity & Innovation Services Department (CrIS) approves University Departments, Student Groups, Sponsored Groups, or University of Utah Students, Staff, or Faculty to use the Audio and Video Studios in the Faculty Center (1705) after-hours.
- The studios may only be used for educational purposes and the legitimate business of the University of Utah.
- Public visitors may use these studios only as participants in University of Utah or Library sponsored activities.
- The studios must be reserved in order to use the space. Approved users must contact the Media Studios Librarian robert.nelson@utah.edu. Reservations are limited to a maximum of four hours per day. In the event that a reservation is not claimed by the reservation holder within 30 minutes of the beginning of the reservation, the reservation will be considered void.
- Scheduled reservations must conclude one hour prior to the library closing hours. Library hours are posted at both entrances and on the Hours page of the library website.
- Facility Management reserves the right to decline requests for access if no clear and appropriate purpose is determined.
- Cancellations should be made by contacting robert.nelson@utah.edu. Patrons with a reservation will be contacted by email or phone prior to any change or cancellation. In the event that correct information was not provided, the reservation may be changed or cancelled without notification. Situations when a reservation may be changed or cancelled include but are not limited to: 1) Erroneous, duplicate reservations, 2) Recurring studio reservations not used consistently.
- There is no charge for studio use by Students, Staff, and Faculty of the University of Utah.
- Library Operations & Protection Services staff will conduct periodic walk-throughs for your safety.
- The Audio Studio (1705X) has a maximum occupancy of 10 and the Video Studio (1705B) has a maximum occupancy of 8.
- Be respectful of others and remember after-hours access to the studios is a privilege.
- Any studio user, including public visitors, must observe all Marriott Library Patron Policies and Responsibilities.
- Reservations for studio space are limited to the studios and do not include access or use to surrounding spaces in the Faculty Center.
- Return all equipment back to its original storage place.
- Video Studio setup and break down is required for all users. Cameras, lights, and all accompanying equipment need to be returned to their cases. All background equipment, including stands and muslins, need to be broken down and folded up.
- Please dispose of wrappers and containers in the proper trash receptacles. If you spill something, please notify a library employee immediately so that we can clean it up quickly.
- If there is a conflict with your reservation or an issue with the space, contact Library Operations & Protection Services staff at either library entrance desk.
- Library Staff are not available for media consultation or technical help during after-hours reservations. Library Operations & Protection Services staff can resolve general facility issues such as temperature problems, tripped breakers, and burned out building fixtures.
- Any patron, including public visitors, whose reservations or behaviors violate these policies, may be subject to review, their reservation(s) may be subject to cancellation, and their access to the studios removed.
- To be granted access to the studios, you must have or obtain a proximity card from the UCard office. UCard clearances will be activated for you by Library Operations & Protection Services. To determine if your current UCard has a proximity chip, look at the back between the magnetic stripe and edge of your card. If there is a number beginning with a 2* - - - - -, then it is a proximity card. If there is no 2* number, you must exchange your card for a proximity card. Your new card will be in the system the following Monday.
- Access to the studios will be for the academic school year or remainder of the year following application. Access forms must be resubmitted each academic year beginning in August.
- If your card is lost, stolen or replaced please notify Library Operations & Protection Services: 801.587.9758.

Name (Please Print):

Signature:

uNID:

Proximity Number: 2 *

Email:

University Department/Major:

Date:

Please select studio access in conjunction with the Creativity & Innovation Services Department. CrIS must sign for final approval.

Audio Studio (1705X) _____ (Media Studios Librarian Approval Signature)

Video Studio (1705B) _____ (Media Studios Librarian Approval Signature)