Gassmann Electronic Music Studio
Policies and Rules

• The Gassmann Studio is available to any UCI student, faculty, or staff member who:
1) is enrolled in Music 151 or a similar class that teaches the use of the studio, or
2) has completed training in the use of the studio and is currently enrolled in a class that requires its use, or
3) is working on a faculty-supervised research or creative project that requires use of the studio, or
4) has obtained express permission from the studio director.

• Every user must have his/her own studio key and individual alarm access code, which can be obtained by request from the studio director.

• Users can sign up for time in the studio for the following week by using the Gassmann Studio Google Calendar. From Sunday through Wednesday each authorized user may sign up for four hours of studio time in the coming (next) week. On Thursday or later each user may sign up for up to four additional hours of studio time, as it is available. Faculty and staff users may reserve time more than one week in advance if needed. Any user may use any unreserved time, on a first-come-first-served basis. If you are more than 30 minutes late for your scheduled time, it reverts to first-come-first-served. You lose your claim to that time. No fair laying a guilt trip on someone using "your" time if you're more than 30 minutes late. If you know you must miss your scheduled time, please do your best to notify others that it is available. Missing your scheduled time wastes valuable studio time that could be used by others.

• The Mesa Office Building is open from 8:00 am to 11:00 pm Monday through Friday.

Do *not*:

• Do not eat, drink, or smoke in the studio or the studio lobby. Do not bring food or drink (including water) into the studio. Do not leave perishable trash (such as food or drink leftovers or containers) in the studio or the studio lobby.

• Do not unplug *anything*. Assume that everything in the studio is correctly plugged in. (If everyone follows this rule, it *will* be.) The only plugging and unplugging you do should be at the patch bay or breakout panels.

• Do not remove anything from the studio (manuals, microphones, etc.).

• Do not leave any unauthorized person alone in the studio. You are solely responsible for the studio and its contents during the time that the alarm is disarmed with your individual access code.

Do:

• Leave the studio in at least as good order and condition as when you entered it. Leave equipment such as the mixer, and software such as the Studio Setup documents, in the default "normal" state.

• Arm the alarm when you leave.

• In the case of equipment failures or other electrical/mechanical problems in the studio, please immediately email one or more of the people below to inform them of the problem, describing in thorough detail *where* the problem appears to be, *what* it appears to be, and describing the sequence of activities you did that caused you to discover the problem. (I.e., give as much information as possible that would permit someone to *duplicate* what you experienced, to see the same problem you saw.)

First violation of one of the "Dos and Don'ts" will result in a warning.
Second violation will result in possible loss of studio access.

In case of questions or problems, you can contact:

Christopher Dobrian, Gassmann Studio Director
(949) 824-7288, *dobrian@uci.edu*

Ross Whitney, Arts Media Center Director
(949) 824-4027, *rwhitney@uci.edu*

Ian Hattwick, Graduate Assistant
ihattwic@uci.edu

Jeff Deckner, Gassmann Studio Engineer
(562) 756-1270, *jeff@solaural.com*