



Sachem Public Library's Booth Recording Agreement

1. Anyone wishing to utilize "*The Booth*" must make an appointment for a 2 hour reservation.
2. *The Booth* shall be reserved for 2 hours. If there is no appointment after that 2 hour session, the user may extend their time in 1 hour increments.
3. *The Booth* shall be booked for no more than 2 sessions per group per week.
4. Anyone wishing to utilize *The Booth* must be trained by Sachem Public Library staff in the proper operation of all relevant equipment.
5. Once trained, the user will be responsible for the proper care and operation of the equipment.
6. Food is not permitted in *The Booth* at any time.
7. Drinks are permitted in *The Booth* ONLY if it is in a container with a sealable top/lid. No liquids are allowed near the mixing board.
8. *The Booth* shall contain the following equipment:
 - a. 12 Track ProFX12 Professional Effects Mixer with USB;
 - b. BCD-1 Dynamic Cardioid Microphones on Boom Mounts along with the appropriate XLR microphone wires;
 - c. Samson R21 Dynamic Unidirectional Microphones on "candlestick" stands with the appropriate XLR microphone wires;
 - d. Behringer HPX2000 over the ear headphones.

9. The user will be responsible for saving any recordings to an external data device or cloud service. The Sachem Public Library does not store or archive recordings made in *The Booth*.
10. Although *The Booth* is designed to insulate and dampen sound from outside sources, the Sachem Public Library does not guarantee that the facility will be complete free from outside sound sources.
11. Although *The Booth* is designed to insulate and dampen sound, at no time shall any user scream, yell or otherwise vocalize in a volume that is excessive. Additionally, users may not create any sound effect in a volume that is excessive. The Sachem Public Library defines excessive volume as a volume that disturbs adjoining rooms or the library in general.
12. Any and all recordings that are conducted in *The Booth* shall not contain any language or content that is rude, vulgar, offensive or hateful, or in any other way inflammatory.
13. The Sachem Public Library reserves the right to request copies of recordings to review. If any recording made in *The Booth* is deemed offensive, inflammatory, hateful or vulgar, the participants will be prohibited from further use of *The Booth*.
14. Any and all recordings created in *The Booth* shall state that they were produced at "*The Booth* at the Sachem Public Library".
15. While recording in *The Booth*, participants are to treat the equipment with respect and refrain from abusing said equipment.
16. If, in the course of utilizing *The Booth*, a piece of equipment becomes damaged, the staff must be notified immediately.
17. Individuals who wish to record using instruments should be aware of copyright and trademark laws and shall not record music that is protected by applicable law.

18. Individuals who wish to record with musical instruments should make the Sachem Public Library aware when making appointments so accommodations can be made for patrons who wish to utilize adjoining rooms.

19. Although the Sachem Public Library provides the equipment for recording, the Sachem Public Library does not provide permanent storage for the recordings and the Sachem Public Library does not act as an audio host for services such as iTunes and Google Play.

20. The User agrees that any and all disputes resulting in litigation will be commenced, litigated and adjudicated only in the County of Suffolk, State of New York pursuant to the laws of the State of New York.

I, _____ understands and agrees to the terms set forth in this agreement. I have read and consent to the rules stated in this agreement. I have no questions about the terms of this release by signing my name below.

Signature _____ Date _____

Printed Name _____

Title of Recording/Podcast: _____

Printed Name of minor if signing for a minor _____

Home Phone #: (____) _____ email: _____@_____

Mobile Phone #: (____) _____