

# ATI Studio Use Agreement 2025-26

## Page 1: Booking and Cancelling Sessions

### 1. Studio Requests

- a. All booking requests for studios A-G must be submitted through the ATI website
- b. You must use your full legal name, ACC ID, and an accurate ACC email. Failure to include any of these will result in a lost request.
- c. Requesting studio time does not guarantee your reservation. Keep an eye out for a response -- usually within 24 business hours (i.e., not including weekends and holidays).
- d. Always check the calendar to confirm your reservation after you receive a response. Booking errors happen and cannot be fixed if they are not caught immediately.
- e. The student who books the session must be present for the entirety of the scheduled time. Failure to follow this expectation will result in loss of booking privileges.

### 2. Session Details

- a. Studios access is restricted based on your current course enrollment. See details in the Studio Request Form.
- b. Students are required to include details about their session in the appropriate field. Examples could be: vocal overdubs, drum recording, full band recording, mixing, etc.
- c. Students are required to state whether their request is for a personal session, or a class assignment. Class assignments must be identified (e.g., Piano Recording Lab), and will be restricted to the number of hours specified by the instructor.

### 3. Token System

- a. In order to manage studio time more efficiently and to make studio time more equitable, ATI is employing a Token system for personal studio time ***in Studios A, B, and C***.
- b. Tokens are like money.... Students will have to “spend” tokens for personal studio time. Official assignments for Audio Engineering classes are exempt from the Token system.
- c. *Students will start each semester with 15 tokens worth 2-hours each for a total of 30 hours of personal studio time.* Tokens cannot be partially used, traded, or transferred.

### 4. Cancellations and No-shows

- a. You are required to cancel all sessions with one week notice in writing to Kurtis Machler at [kmachler@austincc.edu](mailto:kmachler@austincc.edu)
- b. Students who cancel studio time within one week will forfeit their token(s) for that session.
- c. If you fail to check in for your session within 30 minutes of the start time, your time can be given to another student. If you are going to be over 30 minutes late, you can call the lab at 512-223-4007 to hold it.

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## Page 2: Studio Use Policies for Studios A-G and all classrooms

1. Students are required to follow ACC staff instructions regarding the use of studio spaces and equipment. If there is a disagreement, follow the lab monitor's instructions, then submit a written summary of your concerns to Kurtis Machler at [kmachler@austincc.edu](mailto:kmachler@austincc.edu). Arguing, raising your voice, etc. are unacceptable and will result in a loss of booking privileges.
2. Students are required to check in with the midi lab monitor **prior** to entering any studio facility.
3. All equipment not located in your studio must be checked out and signed for. Do not take equipment from other studios without asking a lab monitor beforehand.
4. Students may not take any equipment apart without asking a lab monitor beforehand. This includes drums, installed audio cables, computers, interfaces, etc.
5. Food, drinks, illegal substances or intoxicants of any kind are not permitted in the studio or control room. Water must be in a tightly sealed container and kept away from all electronics.
6. Volume levels must be kept a reasonable level. If it can be heard in ANY other room, it is too loud. Students should ask midi lab monitor for consultation on volume level if in doubt.
7. Students must be checked out by a lab monitor **prior** to the end of their scheduled time to ensure the following:
  - a. All equipment is returned to the monitor
  - b. Console is zeroed out and patchbay is cleared
  - c. Cables are wrapped and hung correctly
  - d. Stands are stacked neatly
  - e. Instruments, stands, gobos, etc. are all returned to their original location
  - f. Broken or nonworking equipment is reported
8. Nonessential visitors are not permitted in student sessions without **prior** authorization from staff.
9. Student engineers may not charge for recording services performed in ACC studios.
10. Cancellations (See page 1 for more details):
  - a. Cancellations must be submitted in writing to [kmachler@austincc.edu](mailto:kmachler@austincc.edu) at least a week before your studio time to preserve your tokens
  - b. Cancellations within a week of your scheduled time will result in a loss of your tokens.

**I have read and understand these policies and I understand that failure to comply with these policies could result in the temporary or permanent loss of studio privileges and/or more serious academic or legal repercussions.**

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_/\_\_\_\_\_  
Student Signature / Date

For more information, contact Kurtis Machler at [kmachler@austincc.edu](mailto:kmachler@austincc.edu) or 512-223-4007