

# Digital Media Commons at the Duderstadt Center

## Audio Facilities User Agreement 2006-2007

July 23, 2007

### I. The User Agreement

#### A. Purpose of document

1. The Digital Media Commons (DMC) Audio Facilities (Audio Studio, Electronic Music Studio A & Electronic Music Studio B) are a collection of studios located in the Duderstadt Center at the University of Michigan. These facilities are open to the entire University of Michigan community for the purpose of exploration and education in music, music creation, music synthesis, and media production. Due to the nature of these facilities and their use, this document serves to help foster a positive community among the users of these facilities.

#### B. Document's Properties

1. This document is an agreement between the undersigned user and the DMC Audio Studio staff & the Audio Policy Board to adhere to the principles and policies outlined within it. By signing this agreement, the user accepts responsibilities as indicated, including adhering to the judicial rulings of the Audio Policy Board (see Article VII) in the case of breach of this agreement by the user.
  - a. This agreement will expire August 31, 2008. Anyone wishing to use the studios after this date will be required to sign a new agreement.
  - b. The DMC and the Audio Policy Board reserve the right to update or change this document at anytime. Any update or change will be emailed to all users. All updates or changes will have a date on which they become effective.
    - i. A user's standing agreement will be considered valid for all updates to policy until the normal expiration of the agreement. Users will not be required to sign a new agreement for these updates.
      - Users will be made aware of any such updates to policy via email.
    - ii. The undersigned user has the right to terminate this contract at any time for any reason. Termination can be declared by notifying either the Audio Policy Board or the DMC Audio staff.
      - Upon termination of the agreement, the user forfeits use of the facilities until such time that a new agreement is signed by the user.
      - Termination of an agreement by the user does not necessarily hinder the ability of the user to sign a new agreement. If a significant amount of time has passed since termination, the user may be required to complete new training before becoming eligible to use the facilities (see Article V, Section A).
2. It is understood that all university policies, including the copyright policy, will be followed by the undersigned at all times. <http://www.copyright.umich.edu/official-policy.html>

## C. The Audio Policy Board

### 1. Constituents

- a. The Audio Policy Board is a group of five (5) individuals who are responsible for policy formulation and enforcement. The Audio Policy Board serves the entire University of Michigan community.
- b. Because the facilities are open to the entire University Community, and are also laboratories for certain School of Music, Theatre and Dance courses, the Audio Policy Board is comprised of:
  - i. one (1) appointed representative of the Digital Media Commons (DMC)
  - ii. one (1) appointed representative of the School of Music, Theatre and Dance Faculty
  - iii. one (1) elected Performing Arts Technology student certified user
  - iv. one (1) elected certified user who is not a Performing Arts Technology student
  - v. one (1) elected certified user

### c. Elections and Terms

- i. The Digital Media Commons (DMC) Representative is appointed by the DMC.
- ii. The School of Music, Theatre and Dance Faculty Representative is appointed by the School of Music, Theatre and Dance.
- iii. The remaining members of the board are to be selected by democratic election among the user group annually:
  - Elections are performed via email among the user group. The active members of the Audio Policy Board are responsible for the tallying of votes.
  - Board membership terms are active for one (1) year, beginning at the end of the final semester of the previous board member's term.
  - Elected board members are limited to one (1) term on the board.
  - Elected board members are elected in rotation such that no more than two (2) elected members are replaced in any given election. In order to ensure this rotation cycle, two original elected members will serve 1 1/2 year terms.

### 2. Special Considerations

- a. Nominees may be self-nominated or nominated by another user.
- b. Users may not accept a nomination if they do not intend to remain an active member of the University community for the entire duration of the term
- c. Should any member of the board be unable to complete his/her term, a replacement will be determined by the remaining board members to fill the vacant position.
- d. All Audio Policy Board members will be required to attend weekly or biweekly meetings, as well as special hearings as needed.

## D. The 2007 – 2008 Audio Policy Board

Dave Greenspan – Audio Resource Coordinator – Digital Media Commons (DMC)  
Jason Corey – Faculty - School of Music, Theatre and Dance  
Mark Swiderski – Elected Member (PAT affiliation) – Term Ending 4/30/2008  
Danny Freeman – Elected Member (non-PAT affiliation) – Term Ending 12/31/2007  
Dan Budai – Elected Member (at large) - Term Ending 12/31/2007

## E. Contact Information

1. The Audio Policy Board can be reached via email at [audio.policy@umich.edu](mailto:audio.policy@umich.edu)
2. DMC Audio Staff
  - a. The Audio Resource Coordinator can be reached during regular business hours via telephone at **(734)-936-7659** or via email at [dspan@umich.edu](mailto:dspan@umich.edu).
3. The Duderstadt Center Info Desk can be reached via phone at **(734)-936-3191**
4. The Duderstadt Center Scheduling Office can be reached at [dc-scheduling@umich.edu](mailto:dc-scheduling@umich.edu).
5. An online resource is the DMC Audio CTools site, which is accessible from <http://www.ctools.umich.edu/> for certified users.

## II. Reservations

### A. Virtual Event Management System (VEMS)

1. Users will make reservations for each of the facilities via the online VEMS system ([northcampusems.engin.umich.edu/DUDERSTADT/](http://northcampusems.engin.umich.edu/DUDERSTADT/)) maintained by the Duderstadt Center.
2. Availability of Rooms
  - a. Each room is accessible and open during the same times that the Duderstadt Center is open. Priority is given to classroom and lab sessions.
3. Availability of VEMS
  - a. The VEMS system is an online system, and is typically available 24 hours a day, 7 days a week, without regard to the hours maintained by the Duderstadt Center.
    - i. In the event that the VEMS system is unavailable, DC Scheduling should be contacted ([dc-scheduling@umich.edu](mailto:dc-scheduling@umich.edu))

### B. Reservation Limits

1. *Daily*: Users are not allowed to reserve more than 6 continuous hours in a single facility.
2. *Weekly*: Users are not allowed to reserve more than 15 hours in any single facility in any single week.
  - a. For reservation purposes, a single week is defined as starting at 12am Sunday, and ending at 12am the following Sunday.
3. *Extending the Limits*: Under special circumstances, users may be allowed to extend their usage of the audio facilities beyond the above limits.
  - a. A reservation may be extended in 2-hour increments so long as the room is not reserved by another user.
  - b. Users can only book this extension at the end of their current session time
    - i. Users invoking this privilege must declare they are doing so by sending an email to [audio.policy@umich.edu](mailto:audio.policy@umich.edu) at the time the extending reservation is made.
    - ii. A user may not exceed weekly time limits in this manner without special consent from the Audio Policy Board (see subsection b).
  - c. If a user wishes to reserve more than 15 hours in a single room for any given week, or if a

user wishes to reserve more than 6 continuous hours in a single facility, permission must be obtained from the Audio Policy Board no less than 2 weeks in advance.

- i. The user must submit an application to the Audio Policy Board that specifies the exact times, dates, and locations of any extended sessions desired.
    - This application is available for download at the DMC Audio Facilities CTools website.
  - ii. The user is required to provide any details about the project that the Audio Policy Board requests.
  - iii. The user is not guaranteed the extra time upon request. The Audio Policy has the right to deny any request for extra time, for any reason.
  - iv. Users being allowed extended session times will have reservations made in their name by DMC Audio Staff. Users may not reserve the facilities for these sessions themselves.
- d. Any Independent Study must be arranged between the Performing Arts Technology department at the School of Music, Theatre and Dance, and the Audio Resource Coordinator ([dspan@umich.edu](mailto:dspan@umich.edu)) at the Digital Media Commons (DMC).
  - e. The Digital Media Commons (DMC) will go to great lengths to ensure that no reservation is changed or cancelled, however, in the event that this is absolutely necessary (i.e. equipment failure, etc) the DMC reserves the right to change or cancel any reservation, for any reason.

## C. Keys

### 1. The Info Desk (734)-936-3191

- a. Keys are held for all facilities at the Information Desk, located in the atrium of the first floor of the Duderstadt Center.
- b. Users may only sign out keys for facilities for which they have reserved session time. Users must print and sign their name on the key log presented to them by the Info Desk staff.
- c. Users must exchange personal photo ID (such as a driver's license or MCard) to the Info Desk for the duration of the time they hold the key to any facility.

### 2. Possession

- a. Users may only hold the key to a facility during an active session reserved in their name.
- b. Users must be prompt in arriving and leaving for a session:
  - i. A user must not be 30 minutes or more late for a session without having contacted the info desk to inform them **(734)-936-3191**.
    - The Info Desk staff may cancel any reservation for which the key is not claimed within 30 minutes of the start time.
  - ii. A user must not return the key to the info desk thirty minutes or more after their reservation has ended.
- c. Only the primary contact of a reservation may claim the key to a facility for a reservation.
  - i. It is a violation of this agreement for a user to allow anyone else to claim the key for a reservation in his or her name.

- ii. Even other certified users are not permitted to claim the key in lieu of the primary contact for a session
  - In the event that another certified user claims a facility key for certified user's reserved session, both users will be invited to speak with the policy board.
- d. Users must include an appropriate level of identifying information when making a reservation.
  - i. Users must include their name and unickname in the session information when making a reservation in VEMS
  - ii. Users must specify the event type as appropriate in the session information, including making a distinction between scholastic and personal use of the facilities.

#### D. Security

1. Under no circumstances should the key to any audio facility leave the Duderstadt Center.
  - a. Should a user need to leave the building for any reason during their session, the key to the reserved facility must be left at the Info Desk.
    - i. In this event, the Info Desk will hold the key in the user's name until it is re-claimed by the user or until the duration of the reservation expires.
  - b. It is considered a major violation of this agreement for a user to remove a key from the building. Removing the key to a facility from the Duderstadt Center for any reason is considered grounds for suspension from the facilities.
2. No door will be propped open to any audio facility at any time, including during all active sessions. Your session will be ended immediately if a door is found propped open in any way, and you will be invited to speak with the policy board.
  - a. The only exception to this is the double doors between the audio studio tracking room and the hallway behind the studio. In these load in / load out instances, someone must be holding the doors open at all times. Nothing else can be used to hold open these doors in this instance.

#### E. The Logbook

1. The purpose of the logbook is to provide the following:
  - a. A means of communication among users and between users and staff about current technical problems in the facilities. The logbook is the primary source for the staff to determine what requires repair and maintenance
  - b. A way for users to report problems with the facilities and for there to be a written record of a user's session, as well as a means for the staff to keep track of how the facilities are being used.
2. All users must sign the logbook at the beginning and end of every session, taking care to record all necessary information:
  - a. In the logbook, users must write down the date, times of arrival and departure, and ANY problems with the facility.

#### F. Canceling Sessions

1. In the instance that a user is unable to attend a session that is already reserved, he or she must

take the necessary means to cancel that session, allowing others to reserve the time.

2. Users can legitimately cancel a reservation at any point until the start of the session by:
  - a. Making use of the VEMS software to cancel the session themselves.
  - b. In some cases, a user may not be able to cancel a session online when the start time is near. In these instances, the user should contact the Info Desk to cancel the session (734) 936-3191.
3. Properly canceled sessions do not count towards a user's maximum time limits for a given day or week.

### III. Safety

#### A. Fire Safety

1. Users must not block, barricade, or otherwise inhibit proper use of the exits of the facilities. Users must not ignite flames of any kind in the facilities.

#### B. Electrical Safety

1. Only DMC Audio Staff are permitted to rewire, reconfigure or unplug any electrical connections, supplies, or devices. Failure to comply will result in expulsion from the studios.
2. Only DMC Audio Staff are permitted to repair, reconfigure, or reconstruct the internal connections of any in-house equipment. Any needed repairs should be noted in the logbook.

#### C. Personal Safety

1. Only DMC Audio Staff are permitted to move any in-house equipment that is not specifically prepared or designed to be mobile.
2. Users must not allow any material that poses a potential health risk to the community to be brought into the room:
  - a. It is against University policy to be in possession of and/or use tobacco, alcohol or illegal drugs within University Buildings.

### IV. Facility Care

#### A. Food and Drink

1. Users are not permitted to bring food and/or drink of any sort inside the facilities.
  - a. The Central Collaboration Area and atrium are located within close proximity to all audio facilities, and are the preferred locations for consumption of food and/or drink inside the Duderstadt Center.

#### B. Cleanliness

1. Each user must dispose of any trash or wastepaper in the proper receptacles during and at the completion of his or her session.
2. Each user must return any movable equipment to its proper designated location at the end of his or her session.
3. Users must not deface, vandalize, or write graffiti on any part of the facilities. Expulsion will result from any such act.

### C. Equipment care

1. Equipment maintenance, repair, and configuration are only to be performed by DMC Audio staff.
2. Equipment is not to be removed from any facility for any reason without expressed consent from the Audio Resource Coordinator
  - a. Consent must be obtained by the user in advance of any session where equipment may be removed.
  - b. The Audio Resource Coordinator reserves the right to deny removal of equipment from any facility for any reason.
3. Suggestions for changes to the facilities may be directed to [audio.policy@umich.edu](mailto:audio.policy@umich.edu)

### D. Facility Use

1. The user whose name is given as the primary contact for a session is considered in charge of that session:
  - a. The primary contact is responsible for all that happens in that facility during his or her session.
  - b. The time reserved for the session will count towards the maximum limit of the primary contact.
2. Demeanor
  - a. Users are expected to behave in a manner appropriate for a creative, respectful atmosphere.
  - b. The primary contact of a session's reservation is responsible for the conduct of all those present at the session, regardless of whether or not those present are also certified users of the facilities.

## V. User Rights and Responsibilities

### A. Training & Certification

1. All users are required to complete the current DMC-sponsored training course and sign this agreement before being permitted to make use of the audio facilities.
  - a. There are two separate certification processes. One for the Electronic Music Studios and one for the Audio Studio.
  - b. Only users currently certified to use the EMS rooms may begin training for the Audio Studio.
2. EMS Certification: Certification for the EMS rooms consists of training classes and an on-location hands-on test.
3. Audio Studio: Certification for the Audio Studio consists of training classes over multiple weeks, each of which must be attended, and an on-location hands-on test.
4. All training courses will be listed on the Duderstadt website.  
(<http://www.dc.umich.edu/training.htm>)

### B. Commercial Use

1. Users are not permitted to charge or accept any monetary compensation for any work done in

any of the facilities.

2. Users, with the exception of faculty, are not permitted to make use of the facilities to publish, sell, or otherwise commercially release any works completed, developed, or worked upon in the audio facilities.
3. Users, with the exception of faculty, are not permitted or allow others (this includes artists, producers, engineers and any other collaborators) to make use of these facilities to publish, sell, or otherwise commercially release any works completed, developed, or worked upon in the audio facilities.
4. The above 3 stipulations apply to all contents regardless of for-profit or non-profit status, with the only exception of Block M Records contracts.

#### C. Data

1. Users are responsible for their own data.
  - a. The available hard drives in each facility are public space. User data is not guaranteed to remain on any hard drive after a session has ended, as all users have equal access to those hard drives.

#### D. Miscellaneous

1. The user (primary contact) is responsible for proper treatment of the facilities, the equipment, and maintaining a proper demeanor in the facilities during his/her session.
2. The DMC is not responsible for any personal injury, property damage, property loss (including data), equipment failure, or other similar mishaps occurring during a session due to user error, equipment malfunction, facilities malfunction, or natural disturbance.

### VI. Policy Infractions

#### A. The Audio Policy Board as a Judiciary Committee

1. The Audio Policy Board is the primary body for enforcing the regulations of this document.
  - a. Users witnessing a policy infraction should inform the Audio Policy Board (via email at [audio.policy@umich.edu](mailto:audio.policy@umich.edu)) of any infractions they witness committed in an audio facility.
  - b. Users agree to provide information requested by the Audio Policy Board in the investigation of a reported infraction inasmuch as is possible.
2. Users agree to abide by the regulations and procedures outlined in this document and during their certification training.
  - a. Users failing to comply to the required regulations may be penalized in a manner decided by the Audio Policy Board
3. The Audio Policy Board reserves the right to administer penalties in forms including, but not limited to, acts of community service, assistance to the DMC staff, suspension of privileges, and permanent removal of privileges, regardless of any potential impact on academic and/or graduation requirements of users.
4. This document does not have the power to revoke a suspension or expulsion placed upon a user from a previous version of this document.
  - a. In the event that a suspension or expulsion is derived from a policy that has been revised or removed in the current agreement, a user may petition the Audio Policy Board for a



reinstatement.

- b. Petitioning does not guarantee reinstatement for the user, only a review of the circumstances of the Audio Policy Board's previous decision.
- c. This petition may only be invoked in the event of a change in Policy.

## B. Appeals Process

### 1. Requesting reconsideration

- a. Users requesting reconsideration of the Policy Board must do so in writing via email to [audio.policy@umich.edu](mailto:audio.policy@umich.edu). To be eligible for reconsideration, users must provide details regarding:
  - i. What aspects of their sentence are inappropriate and why.
  - ii. Any extenuating circumstances regarding the infraction(s) that should be considered.
  - iii. Any extenuating circumstances regarding the decision that should be considered.
  - iv. The explanation of their behavior(s) that led to the initial decision.
  - v. Though not required, it is advisable to submit a requested alternate course of action.
  - vi. Users failing to supply the required details may not be eligible for reconsideration.

### 2. Appealing beyond the Audio Policy Board

- a. Higher authorities exist regarding the audio facilities than the Audio Policy Board. Users seeking to appeal to these higher authorities regarding a decision of the Audio Policy Board should contact the Audio Resource Coordinator ([dspan@umich.edu](mailto:dspan@umich.edu)) for more information.
  - i. The Audio Policy Board was originally put in place by the directive of these authorities; users should not expect any change in decision simply because these powers have been contacted.
- b. Users should not contact these authorities unless they have first requested reconsideration from the Audio Policy Board.
- c. Users should only contact these authorities regarding decisions made by the Audio Policy Board directly. Any actions taken by a DMC staff member, School of Music, Theatre and Dance Faculty member, or Duderstadt Center staff member that affect a user are exempt from this appeals policy.
  - i. Users experiencing difficulties with any of the above entities should contact the Audio Resource Coordinator ([dspan@umich.edu](mailto:dspan@umich.edu)).

# DMC Audio Facilities User Agreement

## Appendix: Special Considerations for the Audio Studio

### A. Facility Care

1. Users will act to preserve the flooring in all parts of the Audio Studio:
  - a. Shoes are prohibited in the Audio Studio.
    - i. Users must not go barefoot in the studio (see Article III.C of the main text)
    - ii. Socks, slippers, moccasins, or other clean footwear designed for indoor use are required by all participants in a recording session.
  - b. Drum kits must be set-up on drum rugs
    - i. One large drum rug is provided by the DMC for this purpose
  - c. Cellos, upright basses, and any other such instruments must be posted in or placed on protective devices.
2. Conditions of the piano are to be documented at the start and finish of every session.
  - a. In the event that the temperature or humidity of the piano are not within the acceptable limits, users should contact [dc-piano@umich.edu](mailto:dc-piano@umich.edu) immediately and report the conditions.
3. Users must load equipment in and out of the studio via the double doors at the South end of the tracking room
  - a. Users may make use the provided cart if necessary.
  - b. During loading periods, each door may only be held open by a person, or by the device specifically prepared and installed for that door.
    - i. Users may not breach policies outlined in Article II.D of the main text.
4. An additional commons area is available to users of the Audio Studio in the loading area at the South end of the building
  - a. Food or Drink may be stored here, but is still prohibited within the Audio Studio.
  - b. Users may not enter the Dressing Rooms for any purpose
5. Users must not adjust the décor of the Audio Studio in any form
  - a. This includes the suspended track lighting in the tracking room
  - b. See Article IV.C of the main text
6. Users are responsible for ensuring all problems are reported to the ARC
  - a. This includes, but is not limited to: equipment failure, damages to equipment, breaches of policy, and extreme conditions in the studio (see Article III).
  - b. User must report all inappropriate conditions and activities in accordance with Article VI.A of the main text

## B. Reservations

1. The Audio Studio is not freely available for reservation between 12am and 8am nightly.
  - a. Users seeking access to these facilities during this time must submit an application to the Audio Policy Board seeking approval.
    - i. This application is available for download at the DMC Audio Facilities CTools website.
  - b. Users are required to provide any details about their session that the Audio Policy Board requests to know.
  - c. Users are not guaranteed session times during this period: The Audio Policy Board reserves the right to deny an overnight session to a user for any reason.
  - d. Successful applicants will have a reservation made in their name by DMC Staff
    - i. Users should not attempt to reserve overnights sessions themselves.
    - ii. Overnight sessions will count against a user's 15-hour limit in the Audio Studio (see Article II.B of the main text).
  - e. See Article II.B of the main text.

## C. Studio Conditions

1. Piano
  - a. The proper humidity range of the piano is 45-55%
  - b. The proper temperature range of the piano is 60-80 °F
  - c. In the event that the piano is subjected to conditions outside of these parameters, the user should immediately inform [dc-piano@umich.edu](mailto:dc-piano@umich.edu) and report any and all inappropriate conditions.
  - d. The temperature and humidity of the piano thermometer / hygrometer must be recorded in the log book during each session.
2. Vision Console
  - a. The Vision Console should not be operated at temperatures in excess of 75 °F
  - b. In the event that the console is subjected to conditions outside these parameters, the user should immediately inform the ARC and report any and all inappropriate conditions.

*(Sign and return this page only)*

The Duderstadt Center  
Digital Media Commons  
Audio & Electronic Music Studios

USER AGREEMENT

I, \_\_\_\_\_, have read the Audio and Electronic Music Studios  
(Print Name)  
User Agreement and Policy Statement, understand it, and agree to adhere to it

\_\_\_\_\_  
(username)                      (phone number)                      \_\_\_\_\_  
(Local Address)

\_\_\_\_\_  
(Affiliation – School/College)                      (Department - eg. PAT, Composition, EE)

\_\_\_\_\_  
(Status - Student, Faculty or Staff)                      (Expected date of graduation – if student)

\_\_\_\_\_  
(Signature)                      \_\_\_\_\_  
(Date)

\*The user is responsible for being aware of any updates to this document. Any updates will be made available online on the Duderstadt Center's website, and the entire user group will be notified by email.

If you have any questions about the policy, please email [audio.faq@umich.edu](mailto:audio.faq@umich.edu) with those questions.

Please return this form to the audio staff at the Duderstadt Center, either in the drop box in Groundworks or through campus mail:

Audio Staff c/o Dave Greenspan  
Digital Media Commons  
1315G Duderstadt Ctr.  
Ann Arbor, MI  
48105