

4th Floor Studios at Washington State University School of Music

RECORDING STUDIO BOOKING PACKET

Thank you for your interest in the services available from the 4th Floor Studios at Washington State University School of Music. This studio booking packet includes policy information for WSU School of Music sponsored projects, non-sponsored projects and outside client recording projects. If you have any questions, please e-mail Recording Studio Technical & Operations Coordinator jonathan.melcher@wsu.edu.

BOOKING STUDIO TIME

Once your project is established through the online studio intake form, a studio associate will reach out to review your request. Studio time will be schedule by communicating Jon Melcher at jonathan.melcher@wsu.edu. Please send your requests well in advance of your desired date(s). A session date is not confirmed until you receive confirmation from a studio associate. **All sessions will be confirmed by e-mail.** There is a TWO-HOUR MINIMUM per session.

STUDIO RATES for NON-SPONSORED PROJECTS

The rate for studio use is \$50 per hour. A deposit of 50% of your total fee for booked time is due 2 weeks before your first session. The remaining balance is due when final files are delivered. All services are billed in 15-minute increments. Session setup time is billed at the hourly rate. Client should plan at least 30 minutes for initial session setup and will be notified if setup is estimated to be more than 30 minutes. Setup can begin at the session scheduled start time or in advance with prior consultation. We offer a free consultation in the studio, by phone, or e-mail in advance to discuss set up options.

We accept payment in the form of cash, check, or card. Checks are to be made payable to *WSU*. Payments can be mailed to the School of Music or made in person in the School of Music office - Kimbrough 260 on the WSU Pullman Campus. Card payments must be processed in person in the School of Music Office. Office hours are 8am-5pm Monday through Friday.

CANCELLATION or SCHEDULE CHANGE

It is the responsibility of the client or booking artist to notify the studio of a cancellation or a change in scheduling 48 hours before the scheduled session. Bookings cancelled or rescheduled without at least a 48-hour notice must be paid for in full before any other services (recording, mixing, mastering, etc.) are provided unless other arrangements are made with the studio manager.

SERVICES AVAILABLE

- Recording
- Mixing
- Mastering

STUDIO EQUIPMENT

The studio has a nine-foot Fazioli grand piano, a drum set, various amplifiers and electronic keyboards. The studio also houses portable equipment which may be used for remote recording.

Clients are responsible for any loss or damage to studio equipment incurred as a result of misuse, negligence, or carelessness. Any time lost due to studio equipment failure will not be included in a client's billed session time. Any time lost due to a client's equipment failure will be included in a client's billed session time. If a client wishes to leave equipment or instruments at the studio between scheduled recording sessions, they may do so with permission provided it will not interfere with other scheduled sessions. The studio is not responsible for loss due to theft, fire, acts of God, or other occurrences beyond its control.

RECORDING ENVIRONMENT

- Cell phones should not be taken into the live room.
- Loud conversations and phone calls should be taken outside of the studio.
- WSU staff should be treated with respect and any requests made by the engineers or other staff during sessions are to be honored.
- Abusive and/or intimidating language is not conducive to the creative environment and will not be tolerated.
- A client is allowed to have up to 2 guests (people not actively involved in the recording session), but the client is responsible for these guests. If a guest is disruptive to a session, they will be asked to leave.

- All minors must be accompanied by an adult.
- Any client, producer, artist, or guest of a client found to be engaging in such behavior deemed unprofessional by studio staff will be grounds for removal of said person or persons from the studio and immediate termination of the session and loss of future use of the studio. In the event that termination of a session is due to such causes, there will be no refund of monies paid by client. The studio's staff will make the final judgment in such situations.
- Smoking is not allowed. WSU smoking policies are to be followed on campus.
- No illegal substances are allowed on the property.
- Any client or guest found to be intoxicated or under the influence of any illegal substance or exhibiting any behavior deemed unprofessional by the studio's staff will be grounds for removal of said person or persons from the property and immediate termination of the session and loss of future use of the studio. In the event that termination of a session is due to such causes, there will be no refund of monies paid by client. The studio's staff will make the final judgment in such situations.
- Although food and drink are allowed in the studio, please keep them in the control room.
- Artists may take a drink into the live room provided it is in a closed container.
- Drinks are not allowed on the control console under any circumstances.
- Any spills need to be reported to the engineer immediately in order to prevent damage to studio or equipment.
- Any spills that cause damage to the building or equipment will be billed to the client.
- Please review the WSU freedom of speech policy: <https://freespeech.wsu.edu/>

HELPFUL INFORMATION

When a client books a session, we adjust our work schedule accordingly and reserve the studio for that client. We do our best to be flexible and ask clients to arrive at their scheduled time as there are often multiple sessions scheduled for the same day.

Please allow time to park and arrive at the studio at your scheduled time. The recording studio is located in the WSU Kimbrough Music Building on the 4th floor, just as you exit the elevator. If you have questions about parking, please check the WSU Transportation Services website for parking permits. <https://transportation.wsu.edu/permits/>

Enjoy your time in the studio!