



Content Creation Studio Usage Agreement

This agreement outlines the terms and conditions for students who wish to use the Content Creation Studio. By signing this document, the student agrees to abide by The Zones' policies, including the Code of Conduct and the Equipment Usage guidelines.

1. Purpose

The Content Creation Studio is provided for educational purposes, allowing students to create audio, video, and other digital content. This space is intended to support learning, creativity, and the development of new skills.

2. Eligibility

The studio is available to all students who:

- Are a member of The Zones with current emergency contact info and policy agreements on file.
 - Have received training on the proper use of the equipment.
 - Agree to abide by the terms outlined in this agreement.
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3. Code of Conduct

To ensure a safe, respectful, and creative environment, students must adhere to the following Code of Conduct:

- **Respectful Language:** Students must use appropriate language when recording or editing. Profanity, hate speech, discriminatory language, and offensive content will not be tolerated in any form.
 - **Collaborative Spirit:** Students are encouraged to collaborate but must treat fellow users, staff, and any other individuals with respect.
 - **Noise Control:** Keep noise levels to a minimum when outside of recording spaces, respecting others who may be using the studio at the same time.
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4. Equipment Usage

The Content Creation Studio is equipped with high-quality audio, video, and editing equipment. Students are expected to:

- **Proper Care:** Handle all equipment with care. This includes ensuring that all items (cameras, microphones, lights, computers, etc.) are set up and used correctly.
 - **Damage:** If any equipment is accidentally damaged or malfunctioning, it must be reported immediately to The Zones staff. Deliberate damage or failure to report issues may result in penalties.
 - **No Food or Drink:** Eating or drinking is prohibited in the studio to avoid damaging equipment.
 - **Storage and Return:** After use, all equipment must be returned to its designated storage location in good condition.
 - **Software and Files:** Students must not install any software or tamper with the system configurations without knowledge and permission of The Zones staff. All personal files should be stored on external drives and not left on studio computers.
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5. Consequences for Violating the Agreement

- **First Offense:** Verbal or written warning, and potential temporary suspension from studio access.
- **Second Offense:** Longer suspension from the studio, as determined by staff.
- **Third Offense:** Permanent loss of access to the studio.

Any violations that result in damage to equipment or facilities may also incur repair or replacement costs, which the student will be responsible for.

6. Agreement to Terms

By signing below, I acknowledge that I have read and understood the terms of this agreement. I agree to follow the Code of Conduct and equipment usage guidelines and understand the consequences of violating these terms.

Student Name: _____

Membership Number: _____

Student Signature: _____

Date: _____