Multimedia Studio Guidelines

In the Multimedia Support Center, we strive to provide adequate and up to date service in the areas of media allotted to students, staff, and faculty. The following should be considered as guidelines and policies when booking and using the Studio.

Availability and Reservations:

- The availability of the Studio is:
  Monday-Thursday  9 am – 6:30 pm
  Friday          9 am – 5:30 pm
  Saturday        10 am – 2:30 pm

- Staff and Faculty can reserve the Studio up to 6 months in advance of the requested date. Students can book up to a month in advance of the requested date. A faculty or staff sponsor can extend this window.

- Staff and Faculty can reserve times for as long as the space is available. Students can reserve the Studio for a maximum of 4-hours per block within the Studio’s available times. A faculty or staff sponsor can extend room allotment.

- No recurring booking is permitted (i.e. ‘every Friday’ or ‘every third Tuesday’). Additional requests must be sent for each occurrence. Recurring bookings may only be permitted if a course has been approved to take place in the Studio by Library leadership and the appropriate Academic departments.

- We cannot "hold" the space for anyone. Please make sure to explore your other event venue options before making your reservation. Reservations are at a first come, first serve basis.

- If you wish to rescind or cancel your request, please contact a Multimedia Support staff member as soon as possible and within sufficient time before

- Please arrive no earlier than the requested start time and leave no later than the requested end time. If you think you will need additional time to set up or clean up afterwards, please adjust your time request to reflect this. If no one arrives to claim the reservation within 30 minutes after the requested start time, the entire reservation will be forfeited.

- The Studio has seating for 60 individuals. However, the maximum occupancy for this space is 100 individuals. If additional seating is necessary, you will need to contact the Facilities Management Department: (614) 287-2424.

- Multimedia and other designated library staff reserve the right to limit access to the Studio or cancel reservations at their discretion.
Safety and Conduct:

- Please be courteous in regard to volume in the space. Although the room is relatively isolated, excessive volume from stereo speakers, P.A. systems, and loud voices can be heard in the surrounding rooms. Please keep audio and noise to an acceptable level.

- Please be safe when using the space. Do not climb on the stair railings, play with the curtains, or partake in any activity that may result in injury to you or those around you. Students can refer to the Student Code of Conduct in the Student Handbook for further information on college student conduct expectations.

- Any questions regarding lighting or Studio equipment can be directed toward Multimedia staff. Do not attempt to use any piece of equipment you are unfamiliar with. Please do not make any adjustments to the light board, light fixtures, or Studio equipment.

- Any issues or failure of Studio equipment should be reported to Multimedia or library staff as soon as possible. Failure to report issues or failures could leave you liable for any damage. You will be liable for any theft or damage caused to the space due to disrespect, negligence, or misuse.

- Personal items should not be left unattended in the library. Please pick-up and remove all materials and personal items after your session is complete and prior to exiting the room. Library staff is not liable for loss or theft.

- Please be familiar with the emergency procedures posted within the Studio space. Multimedia staff may not be available to provide support in the case of an emergency.

Food and Beverages:

- We do not provide catering for events. You will need to contact your own outside vendor for catering needs. More information on catering options can be found on the Columbus State website or by contacting Columbus State Food Services at foodservices@cscc.edu.

- If you decide to have an event catered, please have your reservation reflect any setup times that catering will need before or after your event. Setup time for catering should be included within your reservation.

- Make sure all trash is throw away in the appropriate receptacles. If your trash does not fit in the receptacles provided in the space, you are responsible for finding another available receptacle. Do not leave any trash lying next to the trash receptacles. This includes large containers, such as beverage containers and pizza boxes.

- You are responsible for keeping the Studio clean during your event. Please be mindful of any messes or spills and take appropriate action in cleaning these up.
- Food cannot be taken out of the Studio and brought into the library. Any food served at your event must be eaten within the Studio or taken directly outside of the building. You will be responsible for any food from your event that is left within the library.

Whisper Room:

- The entire Studio must be reserved when using the Whisper Room. Both spaces share the same availability and reservation guidelines.

- There is no food or drinks allowed in the Whisper Room except for bottled water.

- The Whisper Room is designated as a work-space only. Those using the space must be working on a project. The room is not a hangout zone.

- The Whisper Room can fit 5 people and has seating for 2. The Studio may be used if additional space is needed.

- Any questions regarding equipment should be directed toward Multimedia staff. Please do not make any adjustments to the equipment arrangement, plug-ins, or recording equipment itself. A Multimedia staff member will assist in setting up and adjusting the setup to meet your needs. As is mentioned above, any issues or failure of Whisper Room equipment should be reported to Multimedia or library staff as soon as possible. Failure to report issues or failures could leave you liable for any damage.

Unauthorized use of the Studio and usage not in accordance with these guidelines may result in immediate eviction and loss of future access. The library staff and Public Safety are both authorized to evict a group or an individual who is in violation of the guidelines. Any individuals with three evictions or violations in one semester will no longer be eligible to use the Studio for the remainder of that semester. Violations and evictions are tracked on the library account of the individual who reserved the room or is listed as the event contact. If a group vacates voluntarily as a staff member is approaching the room, the eviction may still be recorded on their library accounts if that was the intent of the staff in approaching the group.

Last Updated: 04/05/2018