

WORT STUDIO USE POLICY (Approved 11/21/96; amended 4/28/98)

The principal use for WORT's studios is to produce material for WORT broadcast. WORT reserves the right to displace any studio user for WORT operational needs at any time.

I. Studio Usage Priorities

The order of priority for users of the WORT studios shall be:

1. Onair programming has absolute priority over all other uses. If any member of the staff determines that any studio is needed for onair use, said studio is to be immediately vacated by the current user.
2. Production of material for material scheduled for later broadcast on WORT.
3. Regularly scheduled maintenance.
4. Production of nonWORT material by volunteers.
5. Rental usage by nonprofit organizations.
6. Rental usage by other organizations or unaffiliated individuals.

II. Scheduling

A. A designated paid staff member (hereafter referred to as "Studio Scheduler") shall post and maintain the schedule for studio sign-up. The Studio Scheduler, whose name and phone number shall be listed on the posted schedule, shall post the schedule in a prominent location in or near the studio soundlock. Studio sign-up times are available on a firstcome, firstserved basis except for onair usage and regularly scheduled production times.

B. All users signing up for studio time must include a brief note on the schedule explaining what they will be working on. ("Private project" will suffice for nonWORT uses). All users must include a phone number where they can be reached prior to their studio time. Users must sign out all appropriate facilities, assure that sound does not interfere with on-air programming.

C. Producers of regularly scheduled WORT programs may arrange with the Studio Scheduler to reserve a regular block of production time.

D. Individual volunteers may not sign up for longer than two hours at a time without permission from the Studio Scheduler. Violation of this provision is grounds for immediate suspension of studio use privileges.

E. Individual volunteers working on nonWORT projects may not sign up for more than two hours per week without permission from the Studio Scheduler.

F. If a potential user wishes to use the production studio and finds it vacant during production time assigned to a regular WORT program or during time signed out by any other user, the potential user is responsible for contacting the producer of said program or the person

signed up—before using the studio. If the volunteer is unable to reach the producer, the volunteer must secure permission to use the studio from a paid staff member.

G. During regular business hours, any user may extend his or her use of the studio beyond the prescheduled time if both of the following conditions are met:

- a) the time period has not be previously reserved.
- b) the user obtains the permission of a paid staff member.

H. During nonbusiness hours, any user may extend his or her use of the studio beyond the prescheduled time if the time period has not be previously reserved.

III. Volunteer Studio Use For NonWORT Purposes

A. Volunteers using the studio for nonWORT purposes are expected to provide all the materials and expertise needed to use the studio. Staff members are not available to assist in the production of any nonWORT material. WORT shall not provide any supplies for production of nonWORT material other than splicing tape, swabs, and cleaning alcohol for tape machines.

B. Volunteers using the studio for nonWORT purposes are expected to recognize that their work is not a priority for WORT. No disruption of WORT operations shall be allowed or tolerated (for example, users must maintain low volume on the monitors).

C. WORT shall not charge studio rental fees to WORT volunteers using the studio for non-WORT purposes; WORT shall, however, charge WORT volunteers for damage as described in these policies under section V.

IV. Rental Use of Studio

A. WORT studios are not available for rental usage unless a paid staff member is in the building during the entire period of studio use. Rental users seeking studio time outside of regular business hours must obtain the cooperation of a paid staff member and WORT shall assess a surcharge to cover the costs associated with staff overtime.

B. Rental users are expected to provide all materials and expertise needed to use the studio. Staff members are not available, nor shall rental users expect them to assist the production work of any rental user. WORT shall not provide any supplies other than splicing tape, swabs and cleaning alcohol for tape machines. WORT shall not provide any supplies to rental users. Rental users are advised that all WORT open reel machines are biased at levels acceptable for Ampex 632 and 406 tape. The use of any other formulations may result in performance degradation for which WORT shall not be responsible.

C. Rental users are expected to recognize that they are guests of WORT and that rental of the WORT studio does not convey exclusive rights to the WORT facilities. No disruption of WORT operations shall be allowed or tolerated.

V. WORT Property

A. No WORT equipment or supplies may leave the premises under any circumstances.

B. All studio users are expected to treat equipment and supplies with scrupulous respect. Any evidence of damage to or misuse of equipment or supplies may result in the permanent banishment of the offending persons from the WORT studios.

C. Any malfunctioning or damaged equipment must be reported immediately. If the malfunction or damage inhibits the use of the studio for a rental user and said user fails to immediately notify a paid staff member of the malfunction or damage, WORT shall bill said user for their full allotted time.

VI. Liability Limits

A. All studio users are solely responsible for the preservation of their personal materials on the premises of WORT. WORT shall not be responsible for any damage to or loss of personal materials on the WORT premises regardless of the cause of the damage or loss.

VII. Studio Rental Rates

A. Studio usage rates shall be assessed as follows:

1. Basic studio rental rate\$75.00 per hour
2. Surcharge for afterhours presence of WORT staff 35.00 per hour
3. Studio rental rate for nonprofits 40.00 per hour
4. Surcharge to nonprofits for afterhours presence of WORT staff ..25.00 per hour

B. Billing

1. WORT shall bill users for all scheduled hours even if users finish using the studio before the end of their allotted time.
2. WORT shall bill users in onehour increments for using the studio beyond a reserved block of time.
3. WORT shall bill nonprofit organizations in fifteen minute increments after a onehour minimum, if prior approval has been obtained from a paid staff member.
4. WORT shall bill users surcharges for the presence of staff for the entire reserved time period.
5. WORT shall bill users surcharges for the presence of staff beyond the reserved time period in one hour increments, no exceptions.
6. WORT shall bill users for any damage other than normal wear and tear on the equipment that occurs in the studio during assigned times.
7. Users who have overdue bills for studio usage shall not be permitted to use the studio again until the bill is paid.

8. The Studio Scheduler shall be responsible for reporting studio rental use to the bookkeeper within three (3) days of any rental usage.