



970West Studio Use Guidelines

The 970West Studio provides Mesa County residents a place to learn how to use multimedia tools and equipment. The goal is to offer equipment and space for patrons to develop digital recording projects of all types.

Eligibility for Use

The responsible patron must:

- Attend a Studio Orientation session prior to room reservation
- Be at least 18 years of age
- Have a Mesa County Libraries card in good standing (not expired and fines less than \$10)
- Be present at all times during the reservation

Reservation Process

- Look at [970West Studio calendar](#) on our website to determine availability (for viewing only – cannot book online)
- Fill out a [Request for Use](#) form
- Email the completed form to studio@mcpld.org
- You can also call the library at (970) 243-4442 to check availability of the studio for the desired date and time
- Once we approve your application, we will notify you and place your reservation on the calendar.

Reservations:

- May not exceed 2 days per week (2-hour minimum per session)
- May be made up to eight weeks in advance
- Include time for setup and takedown
- Will be cancelled if the responsible patron is not present after a period of 15 minutes from the reservation start time
- Are based on current availability. The Library reserves the right to cancel reservations in the event of a unique recording opportunity

Conditions of Use

All users of the Studio agree to:

- Adhere to the Library Code of Conduct and Meeting Room Policy
- Leave a photo ID with staff for the duration of the reservation
- Abide by copyright laws and licensing agreements
- Preserve equipment settings. Users will not alter any settings, remove or add any items, programs, or presets from computers or other equipment
- Follow all manufacturer guidelines for equipment use
- Meet with a staff person before and after the reservation time to determine the condition of the studio
- Follow food and drink policy. Food is not permitted. Beverages with secure lids are permitted.
- Accept full financial responsibility for 970West Studio facilities and equipment and agrees to pay all costs associated with damage beyond normal wear and tear or loss of equipment and peripherals while in use, whether caused by inappropriate use or negligence

Damage fees include:

- \$25 processing fee plus the cost of replacement for each item (see equipment list)
- Repair costs including any shipping fees

Personal Equipment

Personal equipment is allowed; however, support and compatibility are not guaranteed

- Storage is not provided before or after the reservation period
- Patrons must provide their own data storage
- The library does not provide storage space on its servers or drives for patron files

970West Staff

Studio staff is available for:

- Assistance with basic audio recording set-up
- Equipment check-in and check-out
- General equipment troubleshooting
- Making new reservations

It is assumed that patrons know how to operate all checked-out equipment and software. Please check with staff regarding available classes on equipment and software operation.

Failure to follow these guidelines may result in a termination of your reservation and suspension of 970West Studio reservation privileges.