

HAMPTON UNIVERSITY

MUSIC RECORDING TECHNOLOGY AND MUSIC AUDIO PRODUCTION

STUDENT ACCESS & USE POLICY

Recording and Production Facilities

APPLICABLE FACILITIES: Studio A | Studio B | Music Production Room | Sound Design Room | Electronic Music Lab

ADMINISTERED BY

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Approved by: Chair, Department of Music, and Coordinator of Music Recording Technology and Music Audio Production

ACCESS IS A PRIVILEGE: Access outside scheduled class periods is merit-based, conditional, and revocable. It is not a right, is not automatically granted through enrollment, and is not included solely by virtue of tuition or fee payment.

Policy Notice

All authorized students must follow the current access, security, scheduling, safety, conduct, equipment-use, project-credit, and reporting requirements. Failure to comply may result in probation or immediate suspension or termination of access privileges, in addition to action available under applicable Hampton University policies.

Purpose and Scope

Hampton University's recording and production facilities are specialized instructional environments supporting the Music Recording Technology (MRT) and Music Audio Production (MAP) programs. This policy establishes the standards governing student access to, and use of, Studio A, Studio B, the Music Production Room, the Sound Design Room, the Electronic Music Lab, and associated instructional equipment, storage areas, and systems.

Access during a scheduled class is governed by the instructor responsible for that class. This policy principally governs use outside scheduled class periods; however, its safety, security, conduct, equipment-care, data-protection, and incident-reporting requirements apply whenever a student uses the facilities.

Guiding Principles

- Instructional work, student safety, facility security, and preservation of University resources take precedence over convenience or personal preference.
- Authorization is room-specific and competency-based; permission to enter one area does not confer permission to use every room or item of equipment.
- The student who checks out a key is accountable for the key, the secured room, authorized occupants, session conduct, cleanup, and timely reporting.
- All access procedures may be revised. Students must follow the current published procedure, even when it differs from an earlier version of this policy.

Definitions

Term	Policy meaning
After-hours access	Any student use outside a scheduled class period, whether during daytime, evening, weekend, or another authorized period.
Authorized student	A student who has satisfied the applicable academic, conduct, training, competency, and acknowledgment requirements and has received room-specific approval.
Facility user	Any person participating in a class assignment, approved project, or paid session.
Artist	A performer, recording artist, client, or creative participant who is not serving as an authorized engineer, sound designer, instructor, staff member, or approved production operator.
Personal project	Any facility activity not directly connected to a current classroom assignment.
Paid session	A session authorized through the Coordinator, supported by a signed Memorandum of Understanding, and paid through the approved facilities account.
Coordinator	The Coordinator of Music Recording Technology and Music Audio Production.
Director Electronic Music Lab	The person designated to supervise the Electronic Music Lab and exercise the authority assigned by this policy.

1. Eligibility and Authorization

Students may be considered for after-hours access when enrolled in, or otherwise participating under the authority of, one or more of the following courses:

Course	Course	Course	Course
MRT 225	MRT 226	MRT 325	MRT 326
MRT 327	MRT 425	MRT 426	MRT 429

Course enrollment establishes eligibility for consideration only. It does not create an entitlement to after-hours access.

Room-Specific Authority

Area	Access authority
Electronic Music Lab	Director Electronic Music Lab
Sound Design Room	Coordinator and Director, acting jointly
Studio A, Studio B, Music Production Room, and other MRT/MAP areas	Coordinator

The instructor associated with each room determines the technical competencies required for that room. The applicable access authority determines whether the student has demonstrated those competencies and whether the student's academic performance and conduct support authorization.

Academic and Character Standards

To obtain and retain access, a student must demonstrate technical competence, responsible judgment, reliability, honesty, respect for University property, and a consistent academic work ethic. At minimum, the student must:

- Attend Music Department classes regularly and accumulate no more than two unexcused absences during the semester.
- Accumulate no more than three late arrivals across all Music Department classes during the semester. A fourth late arrival constitutes excessive lateness. A student is late upon arriving after the instructor's established class start time.
- Submit every assignment by its stated due date or earlier.
- Comply with the Hampton University Code of Conduct, this policy, room-specific procedures, and instructions issued by authorized faculty or staff.

Attendance and lateness counts reset at the beginning of each semester. One missed assignment places the student on access probation. Any subsequent violation while the student is on probation results in immediate termination of access for a duration determined by the Coordinator or Director, within their respective authority.

Training, Certification, and Review

- Students must complete any required orientation, safety instruction, room certification, practical assessment, or equipment checkout before independent use.
- Certification ordinarily remains valid throughout the student's continuous enrollment.
- Retraining or recertification may be required when equipment is added or replaced, procedures change, configurations are modified, safety requirements are revised, or competence must be re-established.
- Every student's access authorization is reviewed each semester and may be limited by room, equipment, project, day, time, or supervision requirement.

CURRENT PROCEDURE: Until a revised system is formally published, the only authorized method for a student to obtain after-hours facility access is to leave the student's own valid HUID with the Hampton University Police Department in exchange for the assigned key.

2. Current Key-Access Procedure

The Hampton University Police Department is located behind the Whipple Barn building. The following procedure applies:

1. The authorized student must report personally to the Hampton University Police Department and present a valid Hampton University identification card.
2. The student must leave the HUID with the Police Department in exchange for the assigned facility key.
3. The student whose HUID is retained is solely responsible for the key and for activity conducted under that checkout.
4. A standard key checkout may not exceed four consecutive hours.
5. The key must be returned before the four-hour limit expires or before the building closes at 1:00 a.m., whichever occurs first.
6. The student must return the key personally. The Police Department will return the student's HUID when the key is returned.
7. For an approved paid session longer than four hours, the responsible student may retain the key until the session ends or the building closes, whichever occurs first. The extended checkout must be documented in the session MOU and coordinated with HU Police in advance.

Prohibited Key and Door Practices

A student may not:

- Keep a key beyond the authorized period; lend, transfer, duplicate, hide, or otherwise retain a key; or check out a key for another person.
- Allow another person to return the key on the student's behalf, except under an approved emergency procedure.
- Prop open, obstruct, or leave unlocked any secured door for later reentry or for another person's entry.
- Open or hold a secured door for another student who has not completed the required HUID/key procedure.
- Admit an unauthorized student, guest, artist, representative, or other person.
- Defeat, disable, cover, obstruct, tamper with, or attempt to avoid a lock, alarm, access-control device, or security camera.

> **STRICT ENFORCEMENT:** Failure to follow the key-access procedure results in suspension or termination of after-hours access for a duration determined by the applicable access authority.

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Security Monitoring

Camera coverage includes facility-access doors, hallways, building entrances, and campus areas covered by Hampton University's security system. Students are on notice that access and activity in these areas are monitored. Camera monitoring supplements, but does not replace, each student's responsibility to secure doors, protect keys, report unsafe conditions, and comply with University policy.

3. Reservations and Scheduling

Reservation Systems

- Studio A and Studio B use an online reservation calendar that identifies scheduled projects and periods of unavailability.
- The Music Production Room and Sound Design Room use weekly calendars posted on their respective doors.
- Reservations may be entered at the beginning of the semester for dates throughout that semester, subject to later changes in instructional or institutional needs.
- Walk-in use is allowed only when no session or restricted period appears on the applicable calendar and the student is otherwise authorized.

Priority of Use

Priority	Authorized use
1	Scheduled classes
2	Current class assignments
3	Paid sessions
4	Approved Sea Life Records and ACE projects
5	Approved unpaid personal projects
6	Other authorized uses

A lower-priority reservation may be displaced when a higher-priority use requires the room. A paid session may override a non-paid reservation except a scheduled class or current class-assignment session. The Coordinator will resolve scheduling conflicts and may reserve rooms for maintenance, upgrades, inspections, official University activity, or other operational needs.

Non-Paid Studio Use

- A standard non-paid studio session is limited to two hours unless the Coordinator approves otherwise.
- A student who arrives more than 10 minutes after the scheduled start forfeits the reservation when another eligible student is waiting.
- A non-paid reservation does not guarantee access when the student has lost eligibility, failed to complete the key procedure, or has been displaced by a higher-priority use.
- No approved personal project may receive priority over a current class assignment.

Paid Sessions

Paid-session duration is determined by the time purchased and documented in the required Memorandum of Understanding. A paying client who purchases four hours receives a four-hour reservation, subject to the building's closing time and all safety and access requirements.

- Late arrival does not extend the scheduled ending time. Additional time must be available and paid in 15-minute increments.
- A paid session may continue beyond the originally scheduled time only when the room is available and the extension is authorized and paid before use.
- The Coordinator administers all fees and payments. Payment must be made electronically through the designated facilities account unless cash acceptance is specifically authorized.
- When cash is accepted, a receipt must be issued and the funds must be recorded, secured, deposited, and reconciled under the procedure designated by the Coordinator and applicable University requirements.

4. Paid Reservations, Deposits, and Refunds

Required Memorandum of Understanding

Every paid session requires a signed Memorandum of Understanding before access is confirmed. The MOU must identify the studio or facility, approved activity, responsible parties, date or dates, starting and ending times, purchased duration, charges, reservation deposit, payment method, cancellation and refund terms, setup requirements, applicable credit or rights waiver, and any special access or supervision conditions.

Cancellation Terms

Circumstance	Financial treatment
More than 24 hours' notice	Full refund of the reservation deposit.
24 hours or less notice	An amount equal to 10% of the total session charge is retained; any refundable balance is returned in accordance with the MOU.
No-show	The entire reservation deposit is retained.
University-excused absence	Full deposit refund or one rescheduling opportunity, as selected under the MOU and applicable University documentation requirements.

A cancellation is effective when received through the method designated in the MOU. The MOU controls any payment deadline, processing period, and additional condition not expressly stated in this policy.

Unused and Extended Time

- Unused paid time is not automatically carried forward or reserved for a later session.
- Remaining time may be applied to a future session only when at least 30 minutes remain and the future work does not require a lengthy setup.
- When the future session requires a lengthy setup, the applicable setup fee must be paid before the new reservation is confirmed.
- As an alternative to eligible rescheduling, unused time may be refunded at 75% of the value attributable to the remaining time.
- Paid-session extensions are billed in 15-minute increments and do not supersede a later reservation, the 1:00 a.m. building closure, or an instruction to end the session.

NO PRIVATE TRANSACTIONS: A student may not negotiate, promise, collect, or accept payment for facility use outside the Coordinator-administered process. Private payment to a student does not create an authorized paid session or waive any policy requirement.

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5. Permitted Use and Project Approval

The facilities exist primarily for scheduled instruction, completion of current MRT/MAP assignments, approved Sea Life Records activity, approved ACE projects, and faculty- or Coordinator-authorized recording, production, mixing, mastering, sound-design, research, and program activity.

The facilities may not be used for student-organization meetings, informal gatherings, social events, unrelated rehearsals, overnight stays, or other non-production purposes. Approval of one project does not constitute continuing approval for another project.

Personal and Commercial Projects

A personal project requires the Coordinator's advance approval before a room is reserved, a key is checked out, collaborators are invited, or work begins. Unless conducted as an approved paid session, a student may not use the facilities to operate a private business, provide paid services, or generate personal income.

6. Sea Life Records and ACE Projects

Artists, Creatives and Engineers (ACE)

Artists, Creatives and Engineers (ACE) is a Hampton University student organization supporting collaborative projects among student artists, creatives, producers, engineers, and related participants. Approved ACE projects remain subject to every facility-access, scheduling, safety, conduct, equipment-use, confidentiality, and project-approval requirement in this policy.

An ACE project receives ACE scheduling priority or a Sea Life Records publishing waiver only when approved by both the Coordinator and the ACE Advisor. When a waiver permits ACE to be identified as publisher, Sea Life Records and the applicable facility must still be accurately credited as the location where recording, mixing, mastering, or other production activity occurred.

Instagram: @huaceprogram

Sea Life Records

Sea Life Records is Hampton University's student-run record label and an applied learning environment supporting artist development, recording, production, project coordination, release planning, promotion, and the movement of music from concept to audience.

Instagram: @sealiferecords
TikTok: @sealiferecords
Facebook: Sea Life Records
YouTube: Coming Soon | X: Coming Soon

Credits, Publishing, and Facility Identification

As a condition of approved non-paid facility use, every project recorded, mixed, mastered, or otherwise produced in the facilities must accurately identify the specific location where the work occurred. Acceptable examples include Recorded at Studio A, Sea Life Records, Hampton University" and Mixed at Studio B, Sea Life Records, Hampton University."

- Except for an approved ACE waiver or an approved paid-use waiver, Sea Life Records must be identified as publisher and recording studio as required by this policy and applicable project documentation.
- For an approved ACE publishing waiver, ACE may be identified as publisher; Sea Life Records and the relevant facility must remain credited as the production location.
- For an approved paid session, the Sea Life Records publishing and recording-studio mandates are automatically waived. The MOU must document the waiver and any remaining credit requirements.

> **RIGHTS DOCUMENTATION:** Ownership, publishing, recording, and related intellectual-property rights are governed by applicable Hampton University policy and executed agreements. When a separate rights instrument is required, no waiver or transfer becomes effective until it is documented and approved by an authorized University representative.

7. Authorized Users, Guests, and Session Participants

A student may not grant facility access to another person. A student who is not enrolled in the MRT/MAP program, or any guest, performer, collaborator, representative, or outside participant, may enter only with advance permission from the Coordinator or other applicable access authority.

- Every student entering after hours must complete the required HUID/key-access procedure independently; one student's checkout may not substitute for another student's required access record.
- Approval of a guest does not transfer responsibility away from the sponsoring student. The authorized sponsor must remain present and is responsible for the guest's conduct.
- A guest may not independently operate equipment unless specifically trained and authorized.
- Room approval does not override occupancy limits, artist restrictions, or supervision requirements.

Room Occupancy and Access Restrictions

Facility area	Maximum occupancy and restrictions
Studio A control room	Normally 2–3 authorized engineers and authorized faculty, staff, or approved production personnel. Student artists are never permitted. A paid artist and no more than one representative may enter only to hear a draft mix.
Studio A live room, including isolation spaces	8 people total. When the glass partition is closed, maximum occupancy is 7.
Studio B control room	One artist, whether student or paid, may be present. Representatives must remain outside during the session.
Studio B live room	3 people. When the glass partition is open, maximum occupancy increases to 6.
Music Production Room	8 people, corresponding to the 8 workstations.
Sound Design Room	3 authorized technical users. Artists are not permitted in the room.
Adjoining Sound Design classroom/studio spaces	No more than 3 artists in each adjoining room.
Electronic Music Lab	12 people, corresponding to the 12 workstations.

Some activities require an authorized person or direct supervision, as determined by the Coordinator. Occupancy limits are maximums, not guarantees; the applicable authority may impose a lower limit based on the activity, equipment configuration, instructional objective, or safety condition.

NO FOOD OR BEVERAGES: Food and beverages—including water and beverages in closed containers—are prohibited inside Studio A, Studio B, the Music Production Room, the Sound Design Room, the Electronic Music Lab, and associated equipment or control areas.

8. Food, Beverages, and Prohibited Activities

Food and beverages may be consumed only in locations specifically designated by the University. Smoking, vaping, alcohol, illegal drugs, open flames, candles, hazardous materials, and any activity prohibited by Hampton University policy are not permitted.

9. Equipment Handling and Room Restoration

Students may use only the rooms, systems, and equipment for which they have been trained and authorized. Every facility user must follow approved operating instructions, signal-flow procedures, shutdown practices, and directions issued by authorized faculty or staff.

Required Equipment Practices

- Handle consoles, microphones, computers, interfaces, speakers, outboard equipment, stands, cables, instruments, backline, headphones, adapters, and accessories carefully and only for their intended purpose.
- Return every item to its assigned storage location immediately after use.
- Wrap cables using the approved method; return microphones and microphone clips to their designated cases or storage locations; break down microphone stands and place them in their proper storage area.
- Restore console, patching, monitoring, furniture, and room configurations as instructed.
- Stop using equipment that appears unsafe, damaged, or defective and initiate the required incident-reporting procedure.

Prohibited Equipment Practices

- Removing equipment from a facility or relocating equipment between rooms without permission.
- Changing permanent wiring, patching infrastructure, speaker placement, network configuration, calibration, or other protected system settings without authorization.
- Installing unauthorized software or plugins, connecting prohibited devices, or changing computer, interface, software, or operating-system settings.
- Using another student's property without that student's permission.

End-of-Session Procedure

Students must end active work early enough to complete the following requirements before the key-return deadline:

1 - Save and secure authorized project files; remove approved personal storage devices and personal belongings.

2 - Perform the prescribed equipment shutdown or leave systems in the required standby condition.

3 - Restore furniture, consoles, patching, monitoring, microphones, clips, stands, cables, headphones, adapters, and accessories to their designated configurations and storage locations.

4 - Remove all waste and confirm that no food, beverage, spill, or prohibited item remains.

5 - Report damage, loss, missing equipment, spills, hazards, or unresolved technical problems.

6 - Turn off lights where instructed, close and lock the room, and return the key within the authorized period.

IMMEDIATE REPORT REQUIRED: Upon discovering damage, loss, or missing equipment, the student must complete the designated damage/loss form immediately and notify the Coordinator by email or text. A message does not replace the required form.

10. Damage, Loss, and Incident Reporting

When continued operation could create a hazard or worsen damage, the student must stop using the affected equipment, preserve the scene as reasonably necessary, and follow faculty, staff, or HU Police instructions.

Failure to report damage, loss, or missing equipment may result in immediate suspension or termination of access. Students are financially responsible for equipment they damage, break, or lose. Registration or graduation holds may be placed and maintained until the obligation is satisfied, subject to applicable Hampton University authorization and student-account procedures.

11. File Storage, Computer Use, and Confidentiality

Storage and Backup

- Approved facility storage locations are available only with the Coordinator's permission.
- Students must save their work to a personal thumb drive, external hard drive, or permitted cloud-storage service.
- The facilities are not responsible for lost, corrupted, damaged, or deleted data stored on facility computers, removable media, external drives, or cloud services.
- Each user is responsible for maintaining appropriate backups and securely disconnecting personal storage devices and accounts.

Protected Data and User Property

A student may not access, copy, alter, move, disclose, leak, distribute, or delete another user's work; use another student's property without permission; or access another person's account or login credentials. Unauthorized use of property or data may result in probation, suspension, or termination of access.

AUTOMATIC TERMINATION: Leaking or otherwise releasing an unreleased student project, paid-client project, or artist project without authorization results in automatic termination of access privileges and may be referred for further University action.

Computer and Software Controls

- Students may not install software, plugins, drivers, utilities, or updates without the Coordinator's consent.
- Students may not change computer, software, interface, network, security, account, or system settings without authorization.
- Students may not defeat licensing, copy-protection, authentication, filtering, monitoring, or access controls.

Unauthorized installation, access, or configuration changes may result in immediate suspension or termination of access and responsibility for restoration or resulting damage.

12. Copyright, Permissions, Photography, and Video

Students are responsible for securing all permissions, licenses, releases, and consents required for their projects, including those involving:

- Performers, collaborators, clients, representatives, and other recorded or depicted persons.
- Samples and copyrighted sound recordings or compositions.
- Beats, loops, sound libraries, software, and other materials not supplied by the facilities.
- Recording, photographing, filming, distributing, broadcasting, or commercially exploiting protected content or a person's performance or likeness.

Still photography is permitted only when it presents the facilities in a clear and professional manner, does not disrupt instruction or operations, does not expose confidential or unreleased material, and complies with applicable Hampton University requirements.

A photography or video shoot requires payment and an approved MOU unless it is part of a current class assignment, an approved Sea Life Records project, or an approved ACE project. Facility access for photography or video remains subject to room authorization, scheduling priority, occupancy, safety, security, and supervision requirements.

13. Conduct Standards

The Hampton University Code of Conduct applies at all times. Conduct inconsistent with that Code, this policy, professional studio practice, or a directive from authorized faculty or staff may result in probation or immediate suspension or termination of access and may be reported to the appropriate University conduct authority.

Prohibited conduct includes, without limitation:

- Harassment, intimidation, hazing, fighting, threatening conduct, retaliation, or deliberate interference with another person's authorized work.
- Horseplay around equipment, unsafe behavior, sleeping in the facilities, or use of the rooms for social gatherings or meetings.
- Obscene, abusive, disruptive, or unprofessional behavior directed toward another person.
- Recording a person without legally and institutionally appropriate consent.
- Using, requesting, sharing, or disclosing another person's login credentials.
- Ignoring monitoring-level limits, safety instructions, occupancy restrictions, closing procedures, or an instruction to end a session.

14. Health, Hearing, and Electrical Safety

Students must comply with the Hampton University Health and Safety Policy and the safety principles taught beginning in MRT 225. Listening fatigue is real and must be actively managed.

Operating condition	Required limit
Normal monitoring	60 dB or less
Mixing	Do not mix above 80 dB
Absolute ceiling	Volume must never be raised above 100 dB

Compliance may be assessed through direct observation, available metering equipment, system indicators, or other reasonable evidence. The absence of continuous staff monitoring does not relieve any user of responsibility. An observed violation may result in probation or immediate suspension or termination of access.

- Remain alert to cable-trip hazards during setup, active sessions, and breakdown. Route, secure, and remove cables using approved methods.
- Use safe and appropriate lifting and moving practices for heavy or awkward equipment. Obtain assistance whenever necessary.
- Do not overload electrical outlets, power strips, or circuits with extension cords or other devices.
- Set headphone and in-ear monitor levels conservatively. Warn every user to test the level before fully inserting in-ear monitors or placing headphones over the ears.
- Immediately discontinue use and report electrical odor, smoke, unusual heat, sparking, exposed conductors, fluid near equipment, or any condition that may present a hazard.

15. Emergency and Closing Procedures

Students must follow all current Hampton University emergency, evacuation, severe-weather, building-closing, health, and safety procedures. A student who encounters a condition that appears unsafe, observes an unauthorized or suspicious person, or requires emergency assistance must contact Hampton University Police.

- Obey alarms and evacuation instructions immediately; do not delay evacuation to save a session or retrieve equipment.
- Do not reenter a building or room until authorized by University officials.
- Report missing or broken keys, lock failures, security-system problems, power failures, water leaks, smoke, electrical hazards, injuries, or other urgent conditions promptly.
- When an emergency prevents timely key return, contact HU Police as soon as safely possible and follow their instructions. The student must also notify the Coordinator.

BUILDING CLOSURE: All standard and paid sessions must end in sufficient time to secure the room and return the key before the building closes at 1:00 a.m. No payment or reservation authorizes use beyond the official closing time.

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16. Violations and Corrective Action

The applicable access authority may impose probation, retraining, recertification, room-specific restriction, immediate suspension, or termination of access based on the nature, severity, frequency, and consequences of a violation. Serious safety, security, theft, vandalism, harassment, data breach, or conduct concerns may be referred immediately to the appropriate University office.

Illustrative Violations

- Exceeding the key-return deadline; sharing or transferring a key; propping a door; admitting an unauthorized person; or attempting to evade access records or security monitoring.
- Bringing food or beverages into a prohibited area; leaving a room dirty or disorderly; failing to restore equipment; or failing to report damage or loss.
- Using a facility for an unapproved personal, commercial, social, organizational, photography, or video purpose.
- Misusing, damaging, relocating, removing, or failing to return equipment; installing unauthorized software; changing protected settings; or accessing another user's property or work.
- Violating attendance, punctuality, assignment, conduct, confidentiality, copyright, occupancy, hearing-safety, or supervision requirements.

Condition	Consequence
One missed assignment	Access probation.
Any subsequent violation while on probation	Immediate termination of access for a duration determined by the Coordinator or Director within their authority.
Failure to follow key-access procedures	Suspension or termination of after-hours access for a duration determined by the applicable authority.
Failure to report damage, loss, or missing equipment	Suspension or termination of access.
Unauthorized software installation or system-setting changes	Suspension or termination of access and possible responsibility for restoration or damage.
Unauthorized release or leak of an unreleased project	Automatic termination of access and possible referral for further University action.
Serious safety, security, or Code of Conduct violation	Immediate suspension or termination and possible referral to the appropriate University authority.

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17. Access Consequences and Appeals

The duration and conditions of an access restriction are determined by the Coordinator or Director according to the room and authority involved. Reinstatement may require a meeting, written corrective plan, retraining, recertification, demonstration of competency, satisfaction of an approved financial obligation, or another condition consistent with Hampton University policy.

Appeal and Grievance Procedure

A student may appeal an access decision to the Chair of the Department of Music. The appeal must follow the grievance procedure described in the Music Department Student Handbook and the Hampton University Student Handbook. Unless the Chair or another authorized University official determines otherwise, the access restriction remains in effect while the appeal is pending.

18. Policy Administration and Revision

The Coordinator administers this policy in coordination with the Director Electronic Music Lab, applicable instructors, the Chair of the Department of Music, Hampton University Police, and other authorized University offices. Nothing in this policy limits Hampton University's authority under its handbooks, codes, safety requirements, financial procedures, intellectual-property rules, or other institutional policies.

Access procedures, hours, equipment requirements, reservation systems, fees, room configurations, supervision rules, and security practices may change. Students must follow the current published policy, posted room instructions, and authorized directives. When a conflict exists, applicable Hampton University policy and the direction of an authorized University official control.

Quick Compliance Checklist

Before the session	During the session	Before departure
Confirm authorization, reservation, priority, participant approval, and key checkout.	Maintain security, occupancy, safe levels, professional conduct, and authorized equipment use.	Save and back up work; restore equipment and furniture; clean the room; report issues; lock the door; return the key.

REQUIRED BEFORE ACCESS: A student must sign or electronically acknowledge this policy before receiving after-hours access.

Student Policy Acknowledgment

By signing below, I acknowledge and affirm that:

- I have received, read, and understood the Student Access & Use Policy for Recording and Production Facilities.
- I understand that after-hours access is a merit-based, conditional, and revocable privilege—not a right or an automatic benefit of enrollment or tuition payment.
- I have completed, or will complete before independent use, all required training, safety instruction, competency assessment, and room-specific certification.
- I will follow the current key-checkout, door-security, scheduling, occupancy, guest, equipment-use, file-protection, conduct, safety, cleanup, and reporting procedures.
- I accept responsibility for any key checked out under my HUID, for authorized guests and participants under my sponsorship, and for the condition and security of the facility until the key is returned.
- I understand the academic, attendance, punctuality, assignment, and conduct standards required to retain access.
- I understand that violations may result in probation, retraining, suspension, termination of access, financial responsibility where authorized, and referral under applicable Hampton University procedures.
- I understand that access procedures and facility requirements may be revised and that I am responsible for following the current published procedure.

Student name (print)		**HUID number**	
HU email address		**Primary course(s)**	
Student signature		**Date**	
Coordinator / authorized approver		**Approval date**	

Room-Specific Authorization Record

Facility	Authorized	Certification / renewal date	Approving official
Studio A	☐ Yes ☐ No		
Studio B	☐ Yes ☐ No		
Music Production Room	☐ Yes ☐ No		
Sound Design Room	☐ Yes ☐ No		
Electronic Music Lab	☐ Yes ☐ No		

Retention: Maintain the completed acknowledgment and authorization record according to applicable Department and University recordkeeping procedures.