



# NCL Creative Studio Use Agreement

- The creative studio can be booked by any patron over the age of 15 with a valid public library card from any library authority in Ireland
- A Library card and valid ID are required to book the creative studio (guardian's Id required for anyone aged 15-17)
- The Patron who Made the booking must be present for the duration of the session
- The creative studio has a maximum capacity of 5 people
- The creative studio is entirely self-service and patrons using the studio must be familiar in using the equipment
- The patron who books the creative studio will be responsible for all the equipment within the studio. The cost of any damage will be passed on to this person
- Any damage or faults with the equipment must be reported to a staff member before your session ends
- Users of the creative studio are not permitted to connect their own computers to library equipment
- Patrons can book the creative studio in intervals of one hour, one hour and 30 minutes, or two hours
- All members of the booking party must have vacated the booth and removed all their possessions by the end of their allotted time
- Any patrons who have taken part in a session may not book another session for the same day
- The person who booked the creative studio must be present in the library within ten minutes of their session starting
- Cancellation should be made at least 24 hours before a session is due to begin
- A staff member will accompany you to the creative studio at the start of your session and you are required to have a staff member accompany you back to the creative studio when your session ends to ensure all equipment is working
- You must ensure that you save any recordings you make onto a USB or cloud storage before the computer powers down, as all data will be wiped when the computer restarts
- You must ensure that you allow sufficient time to save your recording before the end of your session
- The library does not provide any storage devices such as USB's so you must bring your own
- There is absolutely no food or drink allowed into the creative studio
- While the library does provide musical equipment for use, it is recommended that you bring your own musical instruments where possible
- Library staff reserve the right to enter the creative studio at any time
- All times and permissions of use of the creative studio are at the staff's discretion
- Patrons will need to have completed the short induction before booking the creative studio



# Agreement

I agree to take reasonable care of all equipment in the creative studio to avoid damage to, or loss of, equipment.

I will leave the recording booth and equipment the way I found it

I confirm that I have read, understand and agree to the above terms and conditions for use of the creative studio and all the equipment therein.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Library Card Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**If you are aged 15 to 17 a parent or guardian must complete the below section**

I agree to act as guarantor for the above person to take responsibility for the use of the creative studio and its equipment. I agree to pay for any items lost or damaged by him/her/them

As the parent/Guardian of the above person I give him/her/them permission to use the internet in the studio

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Library Card Number

\_\_\_\_\_  
Signature of Parent Guardian