

Wayside

MUSIC STUDIO

ORIENTATION AND INFORMATION



Music Studio Instructions:

If you have made a booking for a Sunday, you can pick up the keys for the studio in the Community Services Centre, located behind the café in Wayside.

A staff member will show you into the facility and quickly explain where the exits are, and how to access instruments etc if necessary.

You must have signed your Conditions of Use form before you are allowed access, and you must fill out and sign the checklist before leaving.

When you enter the Control Room.

1. Turn on power point
2. Turn on computer

Everything should now be ready to use. Do not turn anything else on or off whilst in the studio.



DO NOT TURN THE 'MONITOR' KNOB TO FULL VOLUME – YOU WILL PERMANENTLY DAMAGE THE SPEAKERS.



Pro Tools – When you open the program, choose 'Default Project'. Once it has opened, save the project under another name.

The 'Default Project' is optimized for basic immediate use, without having to worry about any routing or monitoring issues.



Reason – can be used as a stand alone program, or as a 'Rewire' instrument in Pro Tools. It is good to become accustomed to using Reason by itself, before using it in 'Rewire'.



Ableton Live – this program is great for computer based DJ'ing, and also Live performance of other types of music that rely on samples and midi. We have people who can teach you to use this program if you are interested.

CONDITIONS OF USE:

- The user must not conduct any activities which destroy or cause damage, or create any form of nuisance or disturbance
- Setting up the space is the responsibility of the hirer
- **The hirer must leave the space in the condition in which you found it** (including packing away all musical equipment and instruments, using the checklist to make sure everything is accounted for and placing all microphones etc in the storage case in the control room).
- **The hirer is responsible for replacing any damaged or stolen equipment**
- **The hirer must sign in and out of the register in the Community Services Centre to ensure that there is no confusion around who is responsible for any theft or damage.**
- **The hirer must complete a checklist of all the studio equipment *before* and *after* use to minimise the risk of damage or theft.**
- The hire must report breakages or any damage to management at the Wayside Chapel
- Smoking, eating and drinking is prohibited in the Music Studio.
- Consumption of alcohol is forbidden in any area of The Wayside Chapel and/or Youth Space.
- The hirer must not do anything that may or does render void or voidable any insurance policy in relation to the space

I have read and agree to the conditions of use for the Wayside Music Studio:

Name: _____

Signed: _____

Date: _____

Fire Safety

The Wayside Chapel employs a formal 'Emergency Response Procedures Manual' for all Fire Security needs, and this should be used in the induction process for any new employees.

The Wayside Chapel building is well equipped with fire safety equipment.

There are fire detectors installed all around The Wayside Chapel building.

Fire extinguishers are located around the building and in all The Wayside Chapel vehicles.

The alarm system is located in the bunker (accessible only via a key).

Team Leaders and service Management have access to this area and must be aware of all fire security and drill procedures.

Fire extinguishers are maintained and inspected every six months by Wormald.

Fire drills should be conducted once a month, as per the Fire Security Procedures Manual.

All programs within The Wayside Chapel building must elect a fire warden.

The OH&S Officer should make sure that all staff and volunteers have been trained in how to use fire extinguishers and fire blankets, and how to deal with different kinds of fires.

The Wayside Chapel Fire Safety Manual is kept in the Administrators office.

First Aid

The Wayside Chapel elects a First Aid Officer position. Any member of staff elected to this role is required to be trained and qualified in First Aid at an appropriate level and currency. The Wayside Chapel will provide training to ensure that this position is filled.

First Aid boxes are kept at the front and back desks.

Additional boxes are kept in the Café and Op-shop.

The Incidents Book is to be kept with the First Aid box at the back office, and kept up-to-date with Incidence Reports.

First Aid kits are also kept in all Wayside Chapel vehicles.

Toilets

There is a toilet located next to the entrance to the studio. There is also a toilet located just through the conference room on the right.

NAME OF HIRER: _____

DATE: _____

ITEM	SERIAL NO.	CHECK IN	CHECK OUT	
1 x Shure SM58				
1 x Shure SM57				
1 x Shure Drum Mic Kit: 1 x PG52, 3 x PG 56				
1 x Rode NT1-A	S/N0102873			
2 x Rode NT5	SN093630, SN093634			
1 x Legacy Tube100				
2 x PH250 Headphones				
1 x BlueTube Preamp	BT26060788			
1 x S-Com Stereo Comp.	A25K0199E			
1 x Keyrig49 Keyboard				
2 x Ultra DI Unit	S0807745062, S0807750062			
1 x Digi003				
2 x Fostex PM0.4 Speakers				
2 x Ashton/Rocker Practice Amps				
2 x Mic Stands				
5 x Guitar Stands				
2 x Electric Guitar				
2 x Steel String Acoustic Guitar				
3 x Nylon String Acoustic Guitar				
1 x Bass Guitar				
2 x Snare				
2 x Bass Drums				
1 x Hi-hats				
2 x Kick Pedal				
2 x Cymbal Stands				

From the Wayside Chape Policies and Procedures Manual

Adopted March 2009

5.27 Music Studio

5.27.1 Access

The Music Studio is available to members of the public. Access to the studio will be made available by appointment to all members of the public on Sundays between 10am and 6pm. During youth space operating hours the Music Studio will be made available to those aged 25 years and under by appointment.

5.27.2 Bookings

The Community Development Worker or their appointed delegate will make bookings. Bookings will be recorded in The Wayside Chapel calendar located in Microsoft Outlook at All Folders/Public Folders/All Public Folders/wayside calendar.

5.27.3 Rates

Rehearsals including use of live room and instruments with no access to the control room: \$10.

Recording and Mixing including full use of live room, control room and microphones: \$20.

Exemptions on the cost of studio time will be provided to visitors and friends of The Wayside Chapel at the discretion of the Community Development Worker.

5.27.4 Orientation Pack

The Orientation Pack for the Music Studio is currently under development.

Clients will be provided with an Orientation Pack at the time of studio booking. The Orientation pack will include:

- Policies and Procedures relevant to the Music Studio
- Information on Public Liability Insurance
- Waiver stating responsibility for theft or damage of property during their booking and cost of replacing any lost or damaged equipment and/or property.
- Checklist of equipment for completion before and after session.
- Information relating to building amenities and emergency procedures.

The waiver form must be signed and received by a staff member before any entry to the facility will be allowed.