

Welcome to Thunder Bay Public Library's Studio 216!

The Thunder Bay Public Library Studio 216 is available for use by valid Thunder Bay Public Library cardholders who must abide by the use agreement outlined in this form. Any persons found violating this use agreement will be subject to having their privileges revoked. The undersigned is liable for any costs incurred to the library as a result of misuse, negligence, carelessness or willful misconduct to the space, or to the equipment associated with TBPL's Studio 216.

I, _____, have permission to occupy Thunder Bay Public Library's Studio 216.

Contact Information:

Date of Birth:	
Address:	
Phone number:	
Email address:	
Library barcode number:	

General:

- Maximum occupancy of the room is six people.
- Equipment cannot be removed from the recording studio space at any time
- Studio space is subject to the Library's Internet & Computer Use Policy as well as the Rules of Conduct
- User is responsible for saving their own work
- No food or drink except water in closed-lid containers are allowed in the studio
- TBPL staff reserve the right to enter the Studio at any time

The individual signing this form:

- must complete an orientation session prior to their first booking
- will immediately report any known damage/wear/defect/issue with equipment or the space itself
- agrees to clean up the studio workspace, and leave it in its original state upon completion of session
- assumes responsibility for complying with applicable copyright laws

Studio Use Agreement

1. I agree to comply with the following Thunder Bay Public Library policies and guidelines:
 - a. Multimedia Studio Guidelines
 - b. Public Internet Access and Digital Device Use
 - c. Patron Code of Conduct
2. I accept full responsibility for my use of the space, equipment, and furniture in the multimedia studio during my session
3. I understand that I am responsible for the cost of repairs, replacements, or cleaning if the space is damaged or equipment is missing or damaged
4. I understand that any replacement, repair, or cleaning charges will result in my library privileges being suspended until the library is reimbursed
5. I understand that the multimedia studio and its equipment are reserved for digital media projects and are not available for general computer use – i.e. email, social media, browsing, etc
6. I understand that I am responsible for saving any work/projects to my own external device. Any work saved on library equipment will be deleted
7. I understand that Thunder Bay Public Library is not responsible for the loss of data/information or damage to personal devices or equipment
8. I understand that the Multimedia Studio may be used for lawful purposes only and cannot be used to create content that is:
 - a. Prohibited by municipal, provincial or federal law;
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well being of others;
 - c. Obscene or otherwise inappropriate for the Library environment;
 - d. In violation of another's copyright or intellectual property rights.

_____, the undersigned, agree to the terms and conditions of this Agreement. I understand that by signing this document I acknowledge reading the policy and will be held personally responsible for any damage, loss, or destruction of the equipment while it is in my possession, as well as for any fees due to damaging or losing the equipment.

SIGNATURE: _____ DATE: _____