

The Backdoor Studio User Guidelines

Section 1 - Overview

General The Backdoor Studio is a creative outlet for all students at SDSU. It is a space for students to record and express their creativity. The Backdoor Studio offers equipment for professional recording and producing technology, which allows for a wide range of projects. This includes, but is not limited to, audio recording, green screen filming, audio/video editing, and professional headshots. Further, The Backdoor Studio has space for users to edit their projects that were either produced in the Studio or otherwise.

Location The Backdoor Studio is located on the first floor of the Conrad Prebys Aztec Student Union, adjacent to the pedestrian bridge facing south.

Surveillance The Backdoor Studio is under 24/7 video surveillance.

Priority Use The Backdoor Studio shall schedule a variety of activities in sufficient quantity and quality to maximize the facility. The priority usage shall be to support services to students.

User Access *Students:* SDSU students receive priority for reservations in The Backdoor Studio. All SDSU students will receive access to The Backdoor Studio. A RedID verification system will ensure all reservations are made by current SDSU students. Only one person in the recording session is required to be an SDSU student. Users may use The Backdoor Studio for any project, regardless of whether or not it is associated with academics.

Faculty/Staff: To maximize student exposure, faculty and staff will only be permitted access on a case-by-case basis. Faculty/Staff will be given priority over general public requests.

General Public: The general public access will be assessed on a case-by-case basis and rental fees may apply.

Reservation Requirements *Quantity:* A maximum of three (3) current reservations per semester is permitted. Once one reservation has concluded, the student may reserve another session. To request an exception to this policy, for a recurring reservation or to reserve more than (3) current sessions at one time, a ASUB waiver must be submitted at least two (2) weeks prior to reservation date.

https://as.sdsu.edu/useruploads/files/forms/meeting-services/reservation_priority_policy_waiver_request_form.pdf

Session Length: Sessions may be scheduled up to three (3) hours at a time. Sessions may be scheduled back-to-back to extend the session's time. A minimum of two (2) hours is required for video sessions in the studio (no minimum is required for the editing bays).

Staffing The Backdoor Studio will be staffed during operating hours. The staff is responsible for scheduling reservations, setting up equipment, general studio cleaning, and assisting users.

- **Instruction:** Staff will be able to provide basic instruction, as needed, on both the hardware and software available. This instruction is intended to assist Users in operating the equipment properly and safely. Staff is not trained to instruct Users at an advanced level.

Nondiscrimination Policy Associated Students of SDSU supports a policy of nondiscrimination on the basis of race, religion (to include religious dress practice and religious grooming practice), color, sex (to include breastfeeding or medical conditions related to breastfeeding), age, disability, marital status, sexual orientation, national origin, pregnancy, medical condition, military status, veteran status, genetic information, gender identity, gender expression or any other protected group.

Inclusion Guidelines In keeping with the University's policy of nondiscrimination on the basis of gender identity and gender expression, Associated Students of SDSU supports and values an individual's right to access and utilize facilities, restrooms, locker rooms, programs, and services in accordance with an individual's gender identity and gender expression.

Americans with Disabilities Act Compliance Associated Students of SDSU facilities, programs and services are compliant with the Americans with Disabilities Act. Should accommodations be required for reservations in The Backdoor Studio, please include the requested accommodations in the reservation request.

Section 2 - Conduct

General Use Conduct The Backdoor Studio is a service of Associated Students of SDSU. Participation in The Backdoor Studio facilities and programs is a privilege. Students and guests are expected to conduct themselves in a manner compatible with SDSU's function as an educational institution and to act courteously, respectfully and safely at all times. Individuals who engage in behavior inconsistent with program policies and expectations may have their access permanently revoked or modified indefinitely. In addition to The Backdoor Studio policies, all SDSU students are expected to abide by the Standards of Student Conduct, Article 2, Section 41301. Standards of Student Conduct violations may be referred to the SDSU Center for Student Rights and Responsibilities for investigation.

Disorderly or Unsafe Use/Dangerous Activity All Users are responsible for maintaining a safe environment. Cooperation of everyone is necessary to ensure safety. Activity that is destructive or appears to be unsafe is prohibited and may result in suspension or termination of usage and retribution of repair costs and expenses relating to the destructive or dangerous act. Staff on duty will determine dangerous activity. All injuries (minor and major) sustained while utilizing The Backdoor Studio must be reported to the nearest staff member immediately.

Conduct including, but not limited to, destruction of property, vandalism, lewd or indecent behavior are prohibited. The User reserving the space is responsible for all equipment being used by themselves or

by their guests. Users may be liable for any expenses for purposeful damage or theft of equipment or to the space.

Refusal of Service The Backdoor Studio staff have the authority to interpret all policies and reserve the right to refuse service to Users if their conduct necessitates such action.

Food & Beverages Food and beverages are not permitted in The Backdoor Studio.

Alcohol/Tobacco/Drugs The consumption/use of alcohol, tobacco, marijuana, illegal drugs and controlled substances will not be permitted within The Backdoor Studio at any time. Please refer to the “Props” section below for guidelines surrounding the use of these items in video/photography productions.

Weapons There are no weapons of any kind allowed within The Backdoor Studio. Please refer to the “Props” section below for guidelines surrounding the use of these items in video/photography productions.

Section 3 - Space Usage and Capabilities

Reservations Procedures All reservations for The Backdoor Studio are made through an online scheduling system. Following the URL: as.sdsu.edu/thebackdoorstudio, current SDSU students can view available times and complete a reservation request form. Once the request is received, The Backdoor Studio staff will respond to the request within one (1) business days to confirm the reservations and follow-up with additional questions.

Cancellation Policy If you need to cancel your reservation, you must contact The Backdoor Studio at least (24) hours in advance of your booking time. Cancellation without notice, or within (24) hours, will be considered as “No Show” and reservation privileges may be suspended and/or existing reservations may be canceled (see below).

No Shows Policy

1st occurrence: Reservation will be cancelled

2nd occurrence: User will not be permitted to book for one month (one month suspension)

3rd occurrence: User will lose reservation privileges for that academic semester.

To request an exception to this policy, a User may submit a letter to ASUB detailing the reason for the exemption.

Walk in Use Users are allowed to walk in without a reservation one (1) time per week (based on availability). A maximum of three (3) hours is permitted in the studio or edit bay. Walk-in Use for the studio space will only be permitted if there is a minimum of two (2) hours available and Backdoor Studio staff cannot guarantee a customized set-up.

Session Reservations Times All session reservations times include both setup and teardown times for the User. Any equipment provided by The Backdoor Studio should be substantially setup before the User's arrival. Any equipment that needs to be set up by the User can be done so at the start of their reservation. All User-provided equipment must be removed from the space at the end of their reservation.

Late Arrivals Please arrive no later than 30 minutes after your reservation start time. If you have not checked in after 30 minutes of your scheduled time, your reservation will be canceled and will be considered as "No Show" (see cancellation policy above).

Unloading and Loading of User Equipment Users bringing in their equipment are encouraged to use the Loading Dock attached to the Conrad Prebys Aztec Student Union. There are four- and two-wheel dollies available to be used at the dock. After unloading, Users must move their vehicles to proper parking locations. Vehicles left in the dock may be cited or towed.

Parking Permits are required at all times including evenings, weekends and holidays. There are different permits for different locations. The symbols on all parking signs represent the permits that are valid in that area. Students may only park in areas that have an "S" or "N" symbol. Faculty/Staff may only park in areas that have a "FS," "S" or "N." Special permit areas require a "SP" permit in addition to a paid permit. Visitors may only park in areas that have a "P" or "S" symbol and must purchase a pay machine permit from that location. Permits are non-transferrable and may not be shared, altered or counterfeited. Parking in violation of the parking regulations will result in a citation.

<http://bfa.sdsu.edu/campus/parkingtrans/parkinginfo.aspx>

Visitor Parking: Visitors must purchase a pay machine permit. These permits are only valid in the lot purchased or in student parking. The pay machines are located in P3 (levels 1-3), P6B, P7, P8, P10, P12 (level 8 & outside the north/east corner) and the by the Parking Information Booth at the Chemical Sciences Laboratory drive through.

Equipment The Backdoor Studio offers its Users access to the equipment needed to utilize the space. This includes, but is not limited to, video cameras, lights, microphones, editing software and mixing boards.

Equipment Rentals Equipment will not be available to rent for use outside of The Backdoor Studio.

User Provided Equipment Users who bring in additional equipment may not store the equipment in the space. Associated Students and the Conrad Prebys Aztec Student Union cannot be held liable for anything lost or stolen. The Backdoor Studio staff is not permitted to troubleshoot User-provided equipment.

Third Party Equipment Compatibility: Though Users may bring in their equipment, there is no guarantee that it will properly interface with the provided equipment. Users can access a list of current hardware and software programs on The Backdoor Studio website to allow Users to determine compatibility before reservations. At no time can a User download any software to studio computers. Users may recommend to add additional software to The

Backdoor Studio. Please allow A.S. proper time to investigate the software and assess if it is a viable resource.

File Storage and Transfer External drives, cloud drive, or USB thumb drives should be used to store and transport any files. The Backdoor Studio has a state-of-the-art network with a fiber optic connection and 10-gigabit switch making online file transfers as fast as possible.

Furniture The Backdoor Studio and the Conrad Prebys Aztec Student Union have a limited amount of furniture available to be used in various capacities. Standard reservations include some stools, chairs, and “bean bag” type chairs. Also available are basic chairs and tables. Should additional furniture be needed, the request should be included in the reservation request and discussed with staff before the reservation.

Props The use of props for your project is permitted within The Backdoor Studio. There are no props available for rent from The Backdoor Studio. Props may be brought in as needed. There is no storage available for your props. You must bring them in and remove them at the time of your session.

Alcohol, Tobacco, Drugs (including paraphernalia), Replica Weapons as Props: The Backdoor Studio complies with all University policies <https://arweb.sdsu.edu/es/catalog/2015-16/Graduate/018%20University%20Policies.pdf> in regards to what is, and is not, permitted on the University campus. Should your project require the use of any replica weapons, alcohol bottles, imitation tobacco, and drug paraphernalia, the request must be submitted with the reservation request and will be evaluated on a case-by-case basis.

University, Associated Students, and Associated Logos The use any San Diego State University, Associated Students, Aztec Student Union, or other campus-affiliated logos are not to be used in any project without prior written consent. This includes logos used in video, print or other mediums. Any requests to use the A.S., Aztec Student Union, or The Backdoor Studio logos should contact Associate Director of Programs & Marketing. Any requests to use University logos should contact the University Marketing & Communications department.

Media Studio Accreditations Associated Students, the Aztec Student Union, and The Backdoor Studio are not to be accredited to any project produced within The Backdoor Studio without prior written consent. This includes in video, print, or other forms.

Copyright Laws The Backdoor Studio strictly abides by the Copyright Laws for the illegal use of other’s “original works of authorship.” In other words, Copyright is a form of protection provided by the laws of the United States (title 17, *U. S. Code*) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. Users may be liable for any fines or repercussions from the use of copyrighted materials.

Failure to Comply All Users are expected to comply with these rules, regulations, and SDSU campus policies. Failure to comply with any of guidelines and policies outlined herein, (including, but not limited to, the submitted purpose of the reservation), may result in the immediate termination of the User’s reservation and removal from The Backdoor Studio.

Section 4 – General Policies

Maintenance Closures The Backdoor Studio reserves the right to periodically close all or some portion of the facility for necessary maintenance and repairs.

Restrictions Unauthorized use of The Backdoor Studio facilities is strictly prohibited. Any behavior violating these terms and conditions should be reported to staff immediately. Anyone violating rules will be required to leave. Depending on the severity of the violation, further action may result.

Personal Lost/Stolen Property Please keep all personal belongings, (personal equipment, backpacks, purses, cell phones, tablets, and other possessions) within your sight at all times. Students and guests are responsible for the security of their personal property. No items should be left alone. Students and guests are encouraged to contact University Police at 619-594-1991 to report stolen items. For Lost items, students and guests are encouraged to contact The University Information Center. <https://as.sdsu.edu/union/infocenter/>

All-encompassing Policies & Changes The rules above, and within the reservation agreement, are not intended to cover all instances or be all-encompassing policies. Other rules may apply and shall be considered binding to all participants. The Backdoor Studio reserves the right to change or amend these policies as deemed necessary for the safety and functionality of the facility, program or activity. Compliance with The Backdoor Studio staff is expected at all times. The Backdoor Studio reserves the right to refuse service.

Questions Explanations or clarifications of the above policies should be directed to The Backdoor Studio staff members.

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