



Drop the Mic Recording Studio- Suggested Guidelines

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[Meeting Room Descriptions](#)
[Library's Rules of Conduct](#)
[Drop the Mic Recording Studio Page](#)

1. Drop the Mic Recording Studio is available to all users. An adult must be present with children 11 years of age and younger.
2. Users must abide by all local, state, and federal laws and fire codes. While on Library property, users must abide by the [Library's Rules of Conduct](#).
3. No meeting room fees are charged for the use of the Drop the Mic Recording Studio.
4. Food or drink is not permitted in the booth or around the equipment. Open flames and alcoholic beverages are not permitted.
5. There is a **3** person maximum inside the recording booth.
6. The studio is open during normal branch hours and can be reserved in **4** hour increments. The booth closes 30 minutes prior to closing.
7. The person that creates the reservation is responsible for the booth, accessories and all of the gear that is used. You are also responsible for the behavior of your guests and artists.
8. Staff are available to assist you, but will not engineer your session.
9. All data will be erased from the computers between sessions. The library has flash drives for purchase and complimentary cd-rom's to store material. It is recommended that you bring your own storage media.
10. As a shared space, users should be mindful that the booth is not completely soundproof. If any use of the studio is deemed disruptive, staff will suggest less-disruptive times to use the service (example: The booth may be reserved Friday mornings while the library is closed.) CCPL reserves the right to terminate



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sessions that are deemed inappropriate, offensive or violates the Library's Code of Conduct.

11. Charles County Public Library is not responsible for nor retains any rights to content that is produced in the Drop the Mic Recording Studio.

Making Reservations

- The Drop the Mic Recording Studio can be reserved up to 60 days in advance.
- The Drop the Mic Recording Studio can be reserved for a maximum of 8 hours per day. The Library may restrict use of the Drop the Mic Recording Studio based on public demand.
- Customers are limited to two reservations per day, for a total of 8 hours per day.
- Drop in usage is allowed. Staff will make a reservation upon arrival to ensure no interruptions of use.
- Please note reservation limits may not be circumvented by different individuals using their names to register the same group, or by a group using different names.
- Customers should include enough time to set-up, take down (including returning furniture and equipment to their original locations), and clean the space within their scheduled reservation. The space will not be available prior to the user's scheduled start time and / or after the scheduled end time.
- All customers must vacate the studio no later than 30 minutes prior to Library closing time.
- If a customer has not checked into the studio within 30 minutes of the reserved start time, the reservation will be considered abandoned and the reservation will be cancelled.

Cancellations

- Reservations may be canceled without penalty by providing 24-hours notice to the Library by calling 301-645-2864, or by emailing pdbrownref@ccplonline.org. Failure to do so may result in suspension of Drop the Mic Recording Studio privileges.



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- In case of inclement weather, users are responsible for calling the Library, checking the Library's website, or checking announcements on local radio stations regarding Library closings.

Additional Information

- Permission to use the studio does not constitute nor imply a statement of support by the Library and the Board of Library Trustees for the organization or the content of the event.
- No items are to be removed from, attached to or hung on the wall of the studio space.
- Users assume responsibility for any financial costs for damages and/or liability resulting from the use of the studio, including a \$50.00 administrative fee for any extra custodial care required after use.
- The Library provides the equipment listed in the studio's description. Users are responsible for bringing any additional items needed.
- Patrons are solely responsible for their own laptops, projectors, screens, etc.
- Library staff may not be available for troubleshooting or technical support on the day of the reservation. Users wishing to access the studio to test equipment are encouraged to make arrangements in advance.
- Users who request training on the Drop the Mic Recording Studio equipment should call the library at 301-645-2864 to schedule a one on one appointment.
- No users shall store materials at the Library.
- The Library is not responsible for lost or stolen articles.