

SODA Priority Studio from 29th of October until 16th of December 2018:

SEMINARRAUM 2

US 3

Important NOTE:**ALL IKS Studios are out of use!**During the Semester:

BA Home Studio	US 11, US 10
SODA Home Studio	US 8 and US 9
MAC Home Studio	US 12 and ZIN (Zinnowitzer Str. 11)
Free Studios (open for all programs)	US 3, SEM 2

The so called 'free' Studios are for Students of all programs, if nothing different is written in its calendar.

These free studios can be booked by any HZT student, except for weeks where they are marked as Priority Studio for only one of the 3 study programs (for example; the MA programs get on top of their Home Studios additional Priority Studios before their final MA presentations or the BA program has extra priority studios before/ during their festival in April).

These are the Studio Booking Rules. You can book:

- Your own programs Home Studios: Always
- Your own programs Priority Studios (when marked in the calendar): Always
- 'Free' Studios (HZT studios that are neither Home nor Priority Studios): Always
- Another programs Home or Priority Studio: only 7 days in advance
- Alumni can book any left over studio time only 3 days in advance
- Alumni can ONLY book US 3, US 8, US 9, US 10, US 11 and Seminarraum 2

For the weeks that a studio is marked as Priority Studio for one particular study program, the booking rules are the same as if it was a Home Studio of that program.

Every studio booking that is not booked within these rules will be deleted from the calendar

Please remember to write down your first and surname and the year you are in (or Alumni) when you make a booking in the Google calendar. If you have questions about studio booking, please send an email to:

studio_booking@hzt-berlin.de

General Rules:

1. Don't eat in the studio
2. Take only bottles that you can close into the studio. No cups, or glasses
3. Leave the studio clean. Take out your trash before you leave.
4. Take care of the floor
5. Turn off the lights before you leave
6. Turn off the speaker, sound system before you leave
7. Take care that the emergency route is free
8. The heater shouldn't be covered by curtains
9. If you use the ceiling spotlights, please close the curtains always!

Cancellation/Delay:

If you need to cancel a booking less than 7 days in advance please write an email to all students and all alumni

Delete the booking from the calendar always when you have the opportunity

If you need to cancel a booking up to 7 days in advance it is not necessary to write an email to all students and all alumni. Please delete it from the calendar.

Please be aware: when you are delayed more than 15 minutes other students are allowed to take over your booking

If you made a booking during the lunch break please be aware that teachers of an afternoon workshop might use this time to prepare themselves for the class.

Technical maintenance:

In every studio technical maintenance can take place during the lunch