

# Studio Regulations WiSe 2019/2020

21. Dezember til 4 January & 15. Februar til 14. April all Studios = **FREE studios.**

Important Notes

**Studio 8 is for SODA ONLY**

During the Semester:

<b>BA Home Studio</b>	<b>US 11 &amp; US 10</b>
<b>SODA Home Studio</b>	<b>US 8 &amp; US 9</b>
<b>SODA 2 Priority Studio</b>	28. Oktober- 13. Dezember <b>US 3</b>
<b>maC Home Studio</b>	<b>US 12 &amp; ZIN (Zinnowitzer Str. 11)</b>
<b>Free Studios</b> (open for all programs- see exception US 3)	<b>US 3 &amp; SEM 2</b>

The so called free Studios are for HZT students of all programs, if no other notice 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 one particular study program (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 (HZZ 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 (except Studio 12 !) only 3 days in advance

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](mailto:studio_booking@hzt-berlin.de)

### **General Rules**

1. Do not 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 heaters/ radiators shouldn't be covered by curtains
9. Take care of the sound volume ! -> see "sound volume regulations"

### **Maximal booking capacity**

BA-students may book studios up to 8 hours/week (unless otherwise communicated for specific periods and year-groups).

SODA-students may book studios up to 10 hours/week.

### **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 lunch.