

Booking of Editing Rooms and Sound Studios

Room booking Google Form is accessible from here:

<https://www.tlu.ee/bfm-postproduction>

Rules of Using the Facilities of BFM Post Production Center

Each BFM Student and Faculty Member (hereinafter named the User) agrees to follow these prescriptions when using the facilities of BFM Post Production Center:

- **For bookings student must have a signed Project Approval Form**
- **Usage of the rooms is divided into three shifts:**
 - **1) Morning shift 8:00 – 14:00**
 - **2) Day shift – 14:00-20:00**
 - **2) Evening shift 20:00 – 8:00 morning**
- **At once it is allowed to book up to 6 shifts**
- *After every booking the booked shifts are registered and calculated for total available shifts for the project. The total shifts for the project are limited based on the project length and requirements.*
- The User must book the time for the usage of the Rooms in advance.
- The booking schedule can be checked from ASIO system.
- **Cancelling the Room Reservation**
- Cancellations of booking must be done **at least 24 hours in advance.**
- **Sign IN for the KEY CARD**
- The User must arrive not later than the booked timeslot.
- **There is a 30 minute grace period from the beginning of the time slot until the reservation will be cancelled and the Room will be given out to other students waiting.**
- **There are three warning for violating the room usage rules before student loses the access to the rooms for the whole semester.**
- If you will be late for a reservation, call the Post Production Center Office – phone (+372) 6199925.
- After completing the *Room Booking Form* User receives the KEY CARD and access to the Room.
- **Keep the doors CLOSED**
- While working User must keep the door of the Room CLOSED and LOCK THE DOOR after finishing the work.
- **Responsibility for the Security**
- By working in the Room under the permission the User accepts responsibility for the security of the Room and its equipment during working period and any loss or damage, which occurs due to his/her negligence.
- He/she is liable for any claim up to the purchase value of the lost, stolen or broken equipment. In case the loss or damage is covered by the insurance there is an access up to 640.- EUR on any claim for which the User is liable.
- **Clean up before leaving**
- After finishing the work the User makes sure that the Room will be in the same condition as in the beginning of the work.
- Do NOT store any production or post-production materials (DVD-s, Harddrives etc.) or any personal belongings anywhere in the Rooms.
- Anything left behind at the end of the day WILL be removed to the LOST AND FOUND

- box in the Post Production Center Office (N512).
- *BFM is not responsible for theft or damage done to personal property left unattended in any of the rooms.*
 - **Sign OUT and return the KEY CARD**
 - **User must personally return the key card to the Post Production Center Assistant (in room N512) as soon as the User has finished his/her work for that day.**
 - When working in the Room over night (Monday to Friday 21.30 – 9:30) or during the weekend (Saturday and Sunday 24h) User must return the KEY CARD on the first following workday **not later than 13 o'clock afternoon.**
 - **There is a FINE of 5.- EUR for late returning of the keys (warning for the first occurrence).**
 - **For loosing the key card the User must refund the replacement of the card.**

 - **Other Guidelines**
 - Do not take out any equipment from their rooms without asking the Post Production Center Assistant.
 - The sound monitors in the Sound Studios are carefully calibrated for proper balance. Do not touch the volume knobs on the monitors but rather adjust your output level from the computer or mixer.
 - Classes have priority in Computer Lab, Editing Rooms and Sound Studios. Always check the availability of the room before planning to use these rooms for your Project.