



STUDIO ACCESS REQUEST FORM

BASIC INFO:

The CEMI studios are state-of-the-art facilities for realizing projects in experimental music and intermedia, generally as part of a class or for a project with a private composition teacher. For other projects, excellent audio facilities are available in the general access computer lab, MU 239, including a professional-quality studio and access to an audio/MIDI composition and production workstation in MU 2012.

Access to the CEMI studios is controlled via a card lock system. Access cards are individually programmed for each user. Every CEMI studio user needs to have an access card. For security purposes, the card locks keep a log of studio use. When you enter a studio with your card, the system identifies you as having entered the room.

You are responsible for the studio when you are logged in (based on the card system and computer logs). Do not lend your card to anyone else. Do not prop the doors. Report lost or stolen cards immediately so we can deactivate them. Anything damaged or removed by someone you let into the studio will be your responsibility.

Fill out this form to request access; consult with your teacher(s) and/or CEMI staff to determine which studio(s) you will use. **A \$20 deposit is required** (cash only, please) and will be returned when you return your access card.

By signing this form, you agree to abide by all posted CEMI policies (notably: never remove or repatch any studio equipment; no eating, drinking, smoking, or farm animals; shut down the lights and power sequencer and make sure the door is lock when you leave the room).

HOW TO GET CEMI STUDIO ACCESS:

1. **Determine your studio needs:** look at <http://cemi.music.unt.edu/where.html> and consult with your teacher(s) and CEMI staff to find the right studio for your project(s)
2. **Fill this form completely and get your teacher's signature:** requests without composition faculty approval will not be honored
3. **Submit the completed form, along with a \$20 deposit, and sign up for an orientation session:** at the CEMI office, room MU 2001
4. **Join the CEMI users e-mail list:** send an e-mail saying "subscribe cemi-users" to listserv@unt.edu
5. **Attend the studio orientation meeting:** you will learn your way around the studio, receive your access card and login instructions, and set up your regular studio hours
6. CEMI users may **reserve regular hours** for studio use, up to three three-hour sessions per week (for a total of 9 hours). These will be entered into the regular schedule for the term on a first-come, first-served basis. Unreserved time is available on a walk-in basis. For special projects, CEMI users may request to reserve particular hours by writing to cemi-users@unt.edu.

SIGN ON THE DOTTED LINE...

I have read and understood the CEMI studio access policy (above) and agree to abide by its requirements.

I understand that it is my responsibility to backup my data, and that hard drives may be erased without notice.

Your Signature: _____ Date: _____

PERSONAL INFORMATION

NAME: _____ DEGREE / YEAR LEVEL _____

PHONE: HOME (____) _____ CEL (____) _____

EMAIL: UNT _____ OTHER _____

SEMESTER: _____ COMP TEACHER: _____

PROJECT: _____

STUDIO ACCESS REQUEST

ROOMS

(Check all that apply – if you're not sure what you should ask for, contact your composition teacher and/or the CEMI director to get more information)

2008 8-CHANNEL/INTERACTIVE

2009 8-CHANNEL/AUDIO

2011 8-CHANNEL/VIDEO

2013 2-CHANNEL/AUDIO

- MU 2012 is an audio production studio for general access. **Any student** can check out a key at the front desk of MU 239.
- CEMI labs listed above are normally open to graduate students and advanced undergraduate students in composition.
- Your studio access will be determined by: **projects** under way, as determined by your composition teacher; **courses** that require use of one or more studios; and **experience**, based on your year/level of enrollment and your past work in electroacoustic music.

APPROVALS

TEACHER: _____ SIGNATURE: _____ DATE: _____

CEMI: _____ SIGNATURE: _____ DATE: _____

Have you worked in the CEMI studios before? YES NO

(this section for CEMI staff to fill out only)

KEY ACCESS CARD INFO

KEY CARD No. _____ ISSUE DATE: _____ EXP. DATE: _____ DEPOSIT RECEIVED

CARD RETURNED DEPOSIT REFUNDED DATE: _____ CEMI STAFF: _____