

RHODES COLLEGE
DEPARTMENT OF MUSIC

Music Tech Lab (Hassell 210) Internal Access Contract

TO: Students needing internal access privilege to the Music Technology Lab (Hassell 210)
FROM: William Skoog, Chair

As you know, the Music Department maintains valuable equipment in the Music Technology Lab; thus security is a critical issue. Therefore, we ask that you sign the following pledge indicating your understanding and acceptance of the responsibility that accompanies the privilege of being able to enter this room at will.

1. I understand that I may only have access to the Music Tech Lab after I have read and signed the Music Tech Lab Internal Access Contract, and turned it into the Music Office.
2. I understand that I am required to register my attendance on the Music Tech Lab Sign-In Sheet (in Hassell 210) each time I enter the room.
3. I understand that access applies only to myself, and that other persons who are not authorized to use the Music Tech Lab are not allowed access into the room with me at any time.
4. I understand that the lab is to be used only for music technology purposes, and only one student per station is permitted.
5. I understand that food and drink, including water, are not allowed at any time in the Music Tech Lab.
6. I understand that I must report any hardware or software problems to the music office if any problem occurs. (This is the only way to assure that all equipment is maintained properly and is ready for students to use.)
7. I understand that I may not use the Master Station in the Music Tech Lab at any time, as this station is set aside for only approved instructors or faculty.
8. I understand that I am responsible for closing windows, turning out lights and making sure the door is securely CLOSED and LOCKED when I leave the Music Tech Lab.
9. I UNDERSTAND THAT I MAY NOT GIVE THE ACCESS CODE FOR THE MUSIC TECH LAB TO ANY OTHER PERSON FOR ANY REASON AND THAT TO DO SO IS AN INFRACTION OF THE RHODES HONOR CODE.

I pledge to obey the above rules as the condition of my being allowed the privilege of having access to this room, and I understand that disobeying the rules will result in the revoking of this privilege.

Student's Name (printed) _____

Student Signature _____ Date _____

FACULTY APPROVAL (REQUIRED):

The above-named student has my permission to be granted the access code for Room 210.

Faculty (printed name): _____ **DATE:** _____

Faculty Signature: _____