

Please read the FAQ below before contacting us or scheduling a practice time!

Saybrook Studio GUIDE/FAQ

What is the Saybrook Studio?

A recording studio composed of 2 rooms for recording (Rooms A and B) and a third room for practice/not connected to the recording booth (Room C). Studio A is the control center equipped with the software and hardware necessary to conduct recording sessions using both rooms A and B. Room B hosts a drum set and an upright piano. Room C contains a grand piano and plenty of space for practice sessions whether they be viola, trumpet, cello, oboe, voice, or anything else musical.

Where is it?

Next to the Saybrook Kitchen, closest to Entryway K.

How can I get access?

Easy! Go to the Saybrook College Office and request access to the Studio Area (Yale ID access). There is a once-per-year \$5 fee for this access.

Studio Rooms B and C

These two rooms will always be open. They are first-come, first-serve rooms and are open on a walk-in-basis. Please respect those who are using the space, and please do not plan to use the space longer than is necessary or for reasons other than rehearsals/recordings.

Studio Room A

This room will always be locked. To gain access, the following protocol must be followed:

1. Take a Training Session:

- a. Contact the current Saybrook Studio Manager by sending an email to the [Saybrook Studio Manager](#) to schedule a training session. Training sessions are essential. Once the trainee passes, they will be authorized to use Studio A with Tier 1 Access. Additional training sessions can be scheduled to gain Tier 2 access.

2. Sign the Policy and Rules Agreement:

- a. After you have been authorized, you must sign the Saybrook College Recording Studio Application [found on this page](#) in which you agree to abide by the studio rules. These rules cannot be broken. Breaking of these rules may result in penalties such as fines, loss of privileges, or disciplinary action by the Head of College.

3. Inquire about Studio A and or B schedule availabilities:

- a. After signing the Policies, you ask a Saybrook College Aide or Ann Marie Gilmore about scheduling. Together you will look at the available times and book your studio time (for either Room A, Room B, or both). A max of 6 straight hours is allowed with at least 4-hour blocks of separation. If you want to schedule more time, you will have to speak further with Ann Marie Gilmore and/or the Saybrook Studio Manager to get approval. Longer periods of time might infringe on others' time and the season may be a busy one. If you want to schedule both A and B, find a time with Ann-Marie Gilmore when both are available and make sure the google calendar is updated.

4. Pick up the keys:

- a. Come to the Saybrook College Office during business hours (M-F, 8.30am-12.30pm, 1.30pm-5pm) on the day of your scheduled time to pick up the key to Studio A. If you are using the studio in the weekend, you can pick it up by 5pm on the Friday before that weekend. You must return the key the next day (or, if over the weekends, on Monday). Every day late incurs a \$10 fine, and if someone cannot get into the studio because the key was not returned you will have to pay a \$30 fine. This is to insure keys are not lost, stolen, or inappropriately handled. Important to remember: keys *cannot* be passed on to other students.

How can I use the additional microphones?

After getting acquainted with the studio and consulting with the Saybrook Studio Manager with an additional training session for use of the mics, you will be authorized access to a key to the closet with the additional mics (Tier 2 access). Once you have this access, you schedule as you normally would by going to the Saybrook College Office and requesting for the additional mics key. Your name will be on a list of authorized users. If you have not returned the key the day after your scheduled time slot, you will have to pay a \$100 fine. The fine here is higher because there are fewer of these keys and they should be taken care of at a high priority.

Additional Notices, Policies and Rules:

For maintenance, upkeep, and new equipment, some fines (depending on circumstance) may be charged.

- If any of the following is true, you need to pay the \$20/hour room rental fee and a Saybrook Student Engineer with Tier 2 Access:
 1. You are an officially registered acapella group
 2. Your organization has income/funding more than \$1000 per school year
- All payments must be cash or credit card at the Saybrook College Office at time of reservation.

Additional rules and notices:

- The earliest you can reserve a time slot is a week in advance.
- Up to 6 hours can be scheduled consecutively with at least 4-hour blocks of separation.
- In a week, you can schedule a max of four, 6-hour slots with a max of 2 slots in one day, with no consecutive days.
- If you are going to schedule a weekend spot, you can only reserve one weekend day.
- If planning on recording, it is recommended to schedule Studio A and B together to avoid overlapping with someone else using the adjacent room.
- All engineers must be pre-approved and must go through a training session with the current Saybrook Studio Manager for Tier 1 and Tier 2 access.
- If you need an engineer, you can contact the Saybrook Studio Manager for a list of approved engineers.
- A schedule of studio time availabilities are on the [Google Calendar](#).
- For now, this studio is for students of Saybrook only. If you invite other students from other colleges you become fully responsible for the rooms and the actions of the students. You must be present in the rooms with them always. *Expect* occasional visits by the Saybrook Studio Manager to verify everything is in order.
- Clean sticks policy: use clean drumsticks when using the drums. Saybrook provides two pairs available in the Studio B room. Any damages noticed, accidental or purposeful, should be reported to the Manager.
- Under no circumstance should any part of the drum set, whether drums, stands or cymbals be transferred to another location outside of Studio A or B.
- It is absolutely required to clean and organize the studio after use. Contact the Studio Manager if a slot before you left the studio unclean and unorganized.
- Under no circumstance will drinks or food be allowed in the studio rooms. If you are caught with food or drinks you will be reported and fined up to \$25
- It is necessary to read the *Saybrook Studio Guide/FAQ* (available in the Saybrook College Studio webpage)