



## **Podcast Studio Rental Guidelines**

- 1) You must have a recording time slot reserved prior to using the studio**
- 2) Payments must be made upon arrival at the front desk**
- 3) A studio tech will be present in the studio throughout your recording session to monitor audio and support with the production**
- 4) No food or drinks are allowed in the studio except closed water bottles**
- 5) Please bring a USB or external hard drive to save your audio files after the recording session (If you forget, it is possible to send them through Google Drive, but this may take longer to receive your files)**
- 6) Please be considerate of the time and do not go over your allotted time**
- 7) The studio currently accommodates TWO podcasters**