



## **Music Lab Recording Studio Policies and Contract**

The Music Lab is a non-profit recording studio that offers students grades 6-12 experiential learning through songwriting and recording classes, and projects involving music, technology, and performance. Outside of Music Lab hours, the studio operates as a recording and mixing facility for the general public.

All clients and their associates must abide by the following rules. Violation of the Music Lab rules may result in an abrupt end of the recording and/ or mixing project, finished or not.

1. All clients and associates must be respectful of the premise and adhere to proper use of our equipment. Clients and associates will be responsible for damaged studio property.
2. No guests are allowed unless they are active in or critical to the session.
3. No drugs or alcoholic beverages may be brought in the facility.
4. No weapons of any kind are allowed on the facility.
5. Jefferson Center and the Music Lab are tobacco free facilities.

The Music Lab Studio reserves the right to decline service. Situations that may result in declining service include, but are not limited to, cases where the recording or mixing would require large investments of capital for the acquisition of specialized equipment; projects that the studio and/ or engineer find offensive or feel unqualified to handle; or a lack of confidence that all participants would adhere to the rules of the premise.

## **Copyright**

If you did not write the material yourself, and it was written after 1923, then you may be responsible for copyright licensing fees on each copy of the song you distribute. It is the artist's responsibility to comply with applicable copyright laws in regards to any "cover" songs that are included in the project. Accordingly, the client(s) agrees to secure any and all appropriate licenses, and further agrees to indemnify and hold the Music Lab, and its owners and employees, harmless of any and all liability that may arise from the violation of any copyright laws.

It is suggested that the artist(s) files their original works with the United States Copyright Office (<http://www.copyright.gov/>) so that their rights to copyright protection are established. It is also recommended to have a qualified copyright law attorney review your entire product before mass production.

## **Payment**

Music Lab charges \$50 (fifty dollars) an hour for studio time. There is a three-hour minimum for each recording session, with the exception of voice-overs. The fee includes both recording and setup time. Please keep in mind that a larger band will require a longer setup time. Editing and mixing prices also depend on the recorded material (\$50/hr). These rates do not include mastering, distribution, or any required session musician fees.

It is not necessary to be present for setup; the staff will make sure that everything is ready to go by our agreed start time. However, it is important to be on time and prepared to start recording at the agreed upon time to ensure you get the most out of your studio time.

The Music Lab requires at least 50% of the total payment to be paid before the first session. You will not receive the final product until all payments have been made. Payments can be made by cash, check, or credit card.

## **Cancellation**

If you need to cancel a session, Music Lab will require 15% of the original session fee to be paid to Jefferson Center if the cancellation occurs within 48 hours of the session's start time.

## **Product**

The final product of the recording session(s) will be delivered through CRD or digital file (you must bring your own storage device).

We will hold on to your final project for up to twelve months after completion. If you need us to give you an additional copy of the completed project, we can do so at the client's expense.

## **Logo and Credits**

If your completed project is mass produced on CDR, Music Lab requires that the names of the audio engineer and participating Music Lab staff be mentioned in the credits of the CD for their work, as well as recognition that the project was recorded at the Music Lab. If the Music Lab logo is displayed on the CD or case of the project, the client will receive a 10% discount on their studio time.

## **Promotion**

The Music Lab relies on the media we produce to promote ourselves and what we do, please check if you agree to the following:

- I give Music Lab permission to use my work only for advertisement purposes.
- I will display the Music Lab Logo on the CD or case of my project.

I agree to the above rules, regulations, and rates presented by this contract. This agreement between client and studio may not be modified or terminated unless there is a written agreement between both parties.

# hours recording: \_\_\_\_\_

# hours mixing: \_\_\_\_\_

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

Payment:

\_\_\_\_ CASH

\_\_\_\_ CHECK (payable to JEFFERSON CENTER FOUNDATION, Memo: Music Lab Studio Time)

\_\_\_\_ CREDIT CARD (check one)      \_\_\_\_ MasterCard    \_\_\_\_ Visa    \_\_\_\_ Disc    \_\_\_\_ Amex

Credit Card Number:

\_\_\_\_\_

Expiration Date:

\_\_\_\_\_

Billing Zip Code:

\_\_\_\_\_

PLEASE DO NOT WRITE IN THIS AREA

\_\_\_\_\_  
Studio Engineer (print name & signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Maroun - Music Lab Director

\_\_\_\_\_  
Date