

# Electronic Music Unit - Terms of Use

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The Electronic Music Unit (EMU) facilities, located on Levels 4 and 5 and the Basement of the Schulz Building, are made available for use by students of sonic arts, popular music, sound engineering and music technology courses. The EMU facilities are available on a 24/7 basis, however *this is a privilege and not a right*. Use of the EMU areas and facilities is subject to these Terms of Use. Every student is required to adhere to these Terms of Use to ensure the EMU facilities remain accessible, secure and in good condition for all to use.

## 1. Access to EMU areas

- (a) Students must achieve at least 90% on the EMU Guide Assessment within a maximum of 3 attempts in order for swipe card access to the EMU areas and booking privileges to continue.
- (b) You may only access the EMU areas for activities relating to your University study or educational development purposes, except where you have made a booking in accordance with clause 2(c).
- (c) You must not bring any guests into the EMU areas unless they are essential to the project or recording that you wish to undertake in the EMU. If you bring guests, you must sign them in and out using the Guest Book located outside the EMU store room. You are responsible for your guest's use of the EMU facilities and compliance with these Terms of Use. Security will remove guests who aren't signed in.
- (d) To ensure the security of the area, you must not leave any swipe card access doors open or ajar.

## 2. Bookings

- (a) EMU studios, EMU recording spaces or computers in the EMU computer suites must be booked via the Online Booking system, accessible via the following link: <https://elder.bookedscheduler.com/>. Bookings must be made personally. You will be required to declare the purpose of your booking in the booking comment section.
- (b) Where there are competing bookings for the same timeslot, the Elder Conservatorium will grant priority based on intended use as follows:
  - (i) Activities required as part of a course delivered by the Elder Conservatorium
  - (ii) Professional purposes conducted or authorised by EMU staff
  - (iii) Non-commercial exercises in educational development conducted by students
  - (iv) Activities required as part of a University course not delivered by the Elder Conservatorium
- (c) If you wish to book the EMU studios, EMU recording spaces, or computer suite for making commercial or professional recordings, you must contact the EMU technical officer.
- (d) Any false declarations of the purpose of your booking will constitute a breach of these Terms of Use. This includes making a booking intended for use by an individual other than yourself.
- (e) You may only book a maximum of 4 hours per day, unless otherwise authorised by the EMU technical officer. The Elder Conservatorium reserves the right to impose other restrictions on booking from time to time.
- (f) You must cancel your booking within 15 minutes of the start time if you become aware that you are unable to attend. If you do not arrive within 15 minutes after the commencement of your start time, your booking will be forfeited. If this occurs on a repeated basis and you are unable to provide any justification, your booking rights will be suspended.
- (g) You must vacate the room by the end of your booked timeslot.

### 3. Use of EMU facilities

- (a) It is the responsibility of the user to backup and store any data including project data, recordings, documentation etc. Data must not be stored locally on EMU computers. Data must be stored and backed up to two locations such as a compatible external hard drive, network drive or cloud service.
- (b) You must keep the EMU areas clean and tidy.
- (c) You must not move, unplug or alter any fixed resources, including furniture, fixtures, installations, computers, mixers, rack equipment, wiring and cabling.
- (d) You must not unreasonably alter the set-up of any equipment or software.
- (e) You must comply with any instructions given by EMU staff concerning the maintenance of good order, use of equipment and facilities and safety precautions.
- (f) You must not bring dangerous items into any EMU area. You must not drag heavy items along the floors of any EMU area.
- (g) You must ensure that all equipment (e.g. synthesisers, mixing desks, effects units, etc) is reset or neutralised to its default state after your use.
- (h) You must return any portable equipment to its original location after your use.
- (i) You must remove all your belongings from the area after your use.

### 4. Food and Drink

- (a) Food and drink is not permitted in the EMU areas, except in the kitchen.
- (b) Alcohol and other intoxicants are strictly not permitted in the EMU areas.
- (c) Students may keep a small number of items, such as food and drink, plates and cutlery in the kitchen. All student kitchen items must be labelled. Unlabelled kitchen items (food, drink, cutlery, plates, cups etc) will be removed at the end of each week.

### 5. Behaviour

- (a) You must not interfere with the rights of any authorised users of the EMU areas or facilities. Anti-social behaviour will not be tolerated: this includes, but isn't limited to, bigotry, racism, sexism and intolerance.
- (b) Mobile phones must be turned to silent in all EMU areas and must not be answered in EMU studios, recording spaces and computer suites.
- (c) General standards of behaviour expected of students (including in relation to Occupational Health and Safety) continue to apply at all times during your use of the EMU areas, facilities or equipment.

### 6. Elder Conservatorium rights

- (a) The Elder Conservatorium reserves the right to override any booking without notice.
- (b) The Elder Conservatorium may inspect the EMU areas and carry out urgent or emergency repairs and maintenance to it at any time.
- (c) EMU staff may prohibit or stop any activity that in their opinion is objectionable, dangerous, unlawful, or which is potentially detrimental to the Elder Conservatorium's reputation.
- (d) If you are found to be in breach of these Terms of Use, you may be removed immediately from the EMU areas and/or your booking privileges and access may be suspended for a period to be determined at the Elder Conservatorium's discretion. You may also be subject to action under the University's rules, statutes, bylaws or policies.

### 7. Damage and Repair

- (a) You must promptly report any fault, damage or major technical problems with the facilities or equipment via the EMU Support Email address ([emusupport@adelaide.edu.au](mailto:emusupport@adelaide.edu.au)) or to an EMU staff member if available. You must not attempt any repairs yourself.
- (b) Damaged equipment should be placed in the "Dead Box" located in the store room.
- (c) You will be responsible for the costs of repairing or replacing any facilities or equipment as a result of damage or loss caused or contributed to by you or your guests. The Elder Conservatorium will invoice you for such costs. If you do not pay such invoice, a Negative Service Indicator will be placed on your student record and/or it may be regarded as a breach of these Terms of Use.