

Kimball Practice Room Rules and Etiquette

- 1. Always place equipment back from where you got it – that also means do not leave equipment out after a session.** The only way for everyone to enjoy continued use of equipment without it getting lost is to be consistent about organization.
- 2. Leave the space cleaner than you found it.** Messes left in the practice room after your session will not be tolerated. It's your responsibility to clean up so the space may be used effectively after your session.
- 3. Lock up when you're done.** Don't leave the practice room propped open unless you are loading in or loading out gear. **Do not leave the windows open after your session.** The equipment is valuable and prone to being stolen. If any equipment is stolen due to the door being propped open or windows open, you are responsible for finding or replacing it.
- 4. No food or drinks are allowed in the studio.** This rule is simple and there are no exceptions. Don't bring food or liquids into the studio.
- 5. Properly roll cables!** Improperly rolled cables cause damage to the cables and make them harder to unroll when it comes time to use them again. This applies to all cable types except power cables.
How to properly roll cable:
<https://www.youtube.com/watch?v=0yPcJD7RVuY>
- 6. Treat the equipment as if it was your own.** Damaging the equipment is due to misuse or negligence is unacceptable, and if you break it, you buy it. You're not the only one that has to use the equipment - it belongs to all Kimball residents, present and future.

- 7. Sign in / out for studio use is mandatory.** The signup is a form posted on the wall in the studio. You must also book the studio with Kimball's reservation system in addition to filling out the signup form.

- 8. Violation of any of these rules, particularly if you damage equipment or cables (which aren't cheap), may result in you being required to replace broken equipment and being banned from using Kimball's equipment and practice room in the future.** Be nice and responsible and you can enjoy the incredible resources that Kimball has to offer!