Audio Lab Policy – Stratford Campus

This Audio Lab is designed for the exploration of sound in its digital form, especially as it relates to commercialization, gamification, and the design of forward thinking user experience.
The lab is for use by students, faculty, and staff. Any person found violating the Audio Lab Policies below or the general Equipment Use Policies is subject to having his or her use privileges revoked.

Policies
- Ensure you have watched the Audio Lab Tutorial before beginning your first project.
- The Audio Lab is to be used for academic work and advancement.
- You may only use the Audio Lab if you've booked a slot online. You may do this at http://audiolab.youcanbook.me
- NO food or drink is allowed in the lab
- The only permissible exception is a *sealed water bottle*. In this case, water bottles may not be placed on the workstation desk at any point
- Never touch the KRK ROKIT reference monitors. They are extremely delicate and can be damaged easily
- Always save your work to external storage at the end of your session. This is a shared computer and your work may be deleted at any time
- Upon the conclusion of your session, leave the lab as you found it, and log off from the Mac. Do not power off any equipment.

Hours and Availability
The lab is open for use from 9 AM - midnight, Monday-Friday, and from noon-8:00pm, Saturday and Sunday. The lab will be closed on statutory holidays.

Help
For audio lab assistance, please contact:
Greg McIntyre or Media Services
Office: 2026
email: greg.mcintyre@uwaterloo.ca