

JAM ROOM RULES

MANAGERS: DORI BEJLERI AND CHRISTOPHER PEREZ

INTRODUCTION

All other documents referred to in this document can be found at <http://www.its.caltech.edu/~jamroom/>. The Jam Room managers can be contacted by email at jamroom@caltech.edu or by visiting their office located right next to the Jam Room if they are in.

1. 2011-2012 RULES AMENDMENT POLICIES

All members are expected to follow the rules detailed in this document effective immediately. Beginning first term, new members and continuing members who renew their memberships before the end of second term will sign the membership contract and pay the new dues. At the end of second term all Jam Room access privileges will be temporarily revoked in order to thoroughly clean the Jam Room. During this time all equipment will be cataloged. Any equipment not labeled as belonging to someone else will be considered abandoned and will be automatically donated to the Jam Room. At the beginning of third term all new members and continuing members who renew their memberships before the end of second term will regain access for the remainder of their membership year. All other continuing members who last paid dues after the beginning of the third term of 2010-2011 will be able to regain access to the Jam Room for the remainder of their membership year by signing the membership contract. They will not be required to pay any dues at this time, but if they choose to renew their memberships they will pay the new dues.

2. CALTECH HONOR CODE

All members are expected to follow the Caltech Honor Code: “No member of the Caltech community shall take unfair advantage of any other member of the Caltech community.” As such, you are expected to follow all of the Jam Room rules honestly and responsibly. For full rules, see <http://deans.caltech.edu/PDF/hch2011.pdf>.

3. MEMBERSHIP

3.1. Joining the Jam Room. To join the Jam Room, you must submit a signed a membership contract to the managers and pay the dues. Beginning the first term of 2011-2012, dues will be \$30 for anyone with a Caltech ID and \$40 for anyone with a JPL ID or without a Caltech ID. Getting card access to work can take up to two weeks in some cases. Membership lasts for one year beginning when your card access first starts working.

3.2. Renewing membership. To renew membership, you must pay dues to a manager and sign a membership contract if you have not done so before. Membership lasts for one year beginning when your card access first starts working.

3.3. Mailing lists and calendars. All members are subscribed to the Jam Room mailing list and given editing privileges on the Jam Room Google calendar.

4. USE OF THE JAM ROOM

4.1. Maintaining the Jam Room. All members are required to clean up after themselves and leave the Jam Room as they found it.

4.2. **Reserving time.** In order to reserve time, simply add an event to the Google calendar named after you or your group using the Jam Room. Reservations are limited to four hours in length. As long as the Jam Room is free, you may make reservations at most two weeks in advance. In order to better keep track of equipment, you may not use the Jam Room without a reservation. You may not change other members' reservations without notifying them first, but managers reserve the right to edit or cancel any reservations when necessary and will notify you if your reservation has changed in any way. You may change the calendar if a reservation has been abandoned.

4.3. **Bringing guests.** Non-member guests are welcome in the Jam Room, but their actions are the responsibility of the member they are with. Members may not allow non-members to be in the Jam Room on their own.

5. USE OF EQUIPMENT

5.1. **Equipment setup.** If you do not know how to properly set up audio equipment, please do not change around any speaker configuration. A general rule of thumb is that if you do not know the difference between a speaker cable and an instrument cable and their uses, then you don't know how to properly set up audio equipment. If you do change anything, please return it to its original configuration when you are finished.

5.2. **Broken equipment.** If you break equipment or find any broken equipment, you must report it to the Jam Room managers immediately. Broken equipment will be dealt with on a case-by-case basis.

5.3. **Borrowing of equipment.** You may request to borrow equipment for at most twenty-four hours. You must put down a deposit for every piece of equipment you borrow. Deposits are as follows:

Equipment Type	Deposit (\$)
Guitar or bass	5
Guitar or bass amplifier and cabinet	10
Drum kit	10
PA system, amplifier, and speakers	20
Microphone	5
Keyboard	5

Any necessary cables will come free. To request to borrow equipment you must contact the managers at least one day in advance for single instruments and at least three days for any other requests. If you are borrowing any amplifiers or sound systems and do not know yourself how to set it up, for a \$20 fee the managers will set up your event. When the equipment is returned the managers will look over it and if there is any damage you forfeit your deposit and then we will have to deal with the broken equipment as above.

5.4. **Storage of equipment.** You are welcome to use the space behind the curtains in the back of the Jam Room to store your own equipment. The Jam Room managers are not responsible for any missing or damaged equipment stored there. All stored equipment must be clearly labeled. A strip of masking tape with your name on it will suffice if you do not wish to damage the equipment. You may not use other members' stored equipment. At the end of every term, unlabeled equipment in this area will be considered abandoned and will be automatically donated to the Jam Room.