

**Werkstattordnung Audio für Nutzer:innen (english version)**

(Please note that the English text does not claim to be complete or correctly translated.)

**Name**

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**Adresse:**

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**E-Mail:**

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## **1. Workshop introduction**

- 1.1. The prerequisite for using the workshop is participation in a general instruction session and prior instruction in the use of the electronic devices and equipment. The workshop management will determine the user's ability to do so. The date for the workshop introduction is agreed individually with the workshop management.

## **2. Use**

- 2.1. In addition to the instruction/introduction, independent use requires membership of Künstlerhaus Stuttgart. This must be taken out before the workshop is used independently for the first time. The annual membership fee is decided by the membership. The current membership fee can be found on the website.
- 2.2. Commercial use of the workshop is excluded.
- 2.3. The workshop can be booked via the office or the workshop management on a first-come, first-served basis. Use over several days requires consultation with the workshop management. There is no entitlement to use of the workshop.
- 2.4. The machines and tools must be handled and maintained with care and any wear, defects, damage or loss must be reported to the workshop management immediately. Infringements may lead to exclusion from the workshop. Negligent damage or theft of materials/equipment etc. must be financially compensated by the user or equivalent compensation must be provided.
- 2.5. Cancellation of a booked workshop must be notified to the management or workshop manager at least one day before the start of use. Otherwise the full workshop fee will be charged.
- 2.6. Working materials and consumables must be brought by the user. (except for the course)
- 2.7. Objects, hardware and software are the property of the Künstlerhaus and may not be borrowed.

### 3. Course Offer / Usage Fee

- 3.1. A usage fee is charged for the use of the workshop. Payment of the workshop fee is subject to invoicing by the Künstlerhaus. Failure to pay the workshop fee will result in exclusion from the workshop; the usage fee applies per person. Non-members may be present in the workshop, but may not use it without instruction.
- 3.2. Studio holders are exempt from this regulation and can use the workshop free of charge.
- 3.3. The workshop fee for the audio workshop per day of use can be found on the website.
- 3.4. The course fee is determined individually by the workshop management and is to be paid to the workshop management against receipt or invoice before the start of the course.

### 4. Devices / Materials

- 4.1. The equipment of the audio workshop are listed in **Annex 1: Inventory List**.

### 5. Special features of the workshop / safety regulations

- 5.1. The main power distributor (Furman in the studio rack) must be switched off before leaving the workshop.
- 5.2. The speakers are controlled via the monitor controller (Behringer) and should be set to a moderate volume to protect people and equipment, as should the headphone preamplifier (Icon) in the recording room.
- 5.3. The projects can be saved locally on the work computer. However, a backup on a private data carrier is recommended, as the local memory is deleted in the event of bottlenecks.
- 5.4. Food and drinks are strictly prohibited in the audio workshop.
- 5.5. All users are instructed to complete the checklist displayed in the workshop after using the workshop. (**Annex 2: Check-out**)

☐ I hereby declare that I have read and understood the above workshop rules, and I agree to abide by the rules and obligations associated with the use of the workshop. I use the workshop at my own risk.

☐ I took part in a workshop introduction on \_\_\_\_\_ with the workshop manager \_\_\_\_\_. In this course, I was taught how to use all the equipment in the workshop. The technology of the \_\_\_\_\_ was taught to me in detail, I can operate all the equipment independently so that I can work independently in the workshop.

☐ I have already learned the technique elsewhere and have acquired the necessary knowledge and skills to work in the \_\_\_\_\_ to work independently.

\_\_\_\_\_  
place, date

\_\_\_\_\_  
place, date

\_\_\_\_\_  
Signature User

\_\_\_\_\_  
Signature workshop manager

**Annex 1: Inventory list**

- Mac Pro 6.1 (late 2013) 2.7 GHz 12-core Intel Xeon E5
- 2x BenQ 23" monitors + HDMI cables
- Acer 27" LED monitor + HDMI cable
- Monitor mount
- Software: Pro Tools Standard/Reaper
- USB hub
- Apple Magic Keyboard + Apple Magic Mouse
- Icon Platform M+ DAW Controller + Icon Platform D2
- Novation Launchkey 49 MK3 Midi Keyboard
- Focusrite Clarett 8pre Audio Interface
- Focusrite Clarett Octopre Microphone Preamp (Extension)
- Furman M-10x E Power Distribution Unit, Power Supply
- Behringer PX3000 Patchbay
- Behringer Control2USB Monitor Controller
- 2x Neumann KH 120 A Speakers
- 2x Millenium Desktop Monitor Stand DM3
- Studio rack
- Microphones: Studio Projects C1/Shure SM58/Shure SM57/Superlux DRK K5C2  
Drum Microphone Set/ AKG C3000 Microphone
- the t.bone Micscreen Absorber/Diffuser
- Icon Headphone Preamplifier
- Behringer HPM1000 Studio Headphones/ 2 x Beyerdynamic DT770 Pro  
Headphones
- 16x4 Multicore Stagebox
- Miscellaneous: XLR cables, microphone stands, clamps, mounts, adapters,  
microphone cases
- BOSS Katana MKII Gen3 100w Guitar Amp
- Software: Pro Tools Standard/ Reaper + Fabfilter Plug

**Annex 2: Check-out****Backup copy**

Create a backup copy on a private data carrier before switching off the work computer

**Work computer**

Shut down the work computer properly

**Power**

Switch off the main power distribution board and the recording room and lights on the ceilings

**Private items / own equipment**

Take back private items and your own equipment (must not be stored in the workshop)

**Recording room**

Tidy up cables and other accessories