



Bolney Meadow Music Box Project

Booking Form

1. Name _____

2. Address _____

Postcode _____ Tel No _____

3. Email address _____

4. Age

11-15 16-19 19-24 25 and over (Tick relevant box)

5. Name of School / College / University (if applicable):

6. Music Technology experience

Beginner Intermediate Experienced

7. Tell us what hope to gain from using the Music Box:

(by signing this form I agree to the terms & conditions of use and to attend an induction session)

Signature _____

Date _____

London
**Evening
Standard**
standard.co.uk

THE DISPOSSESSED

**The London
Community
Foundation**

Terms and conditions of use

The Music Box Project in the Bolney Meadow Community Centre has been created to teach young residents from the Bolney Meadow Estate and surrounding areas within Lambeth music technology. As it is maintained with grant funding from the Evening Standard Dispossessed Fund, it **may not be used for commercial projects**. London Community Foundation manage the grant.

Access

Requests for access by individuals must be made via e-mail to themusicboxproject@icloud.com

In order to ensure that users have the skills to properly operate the equipment, they are required to fill in a booking form and complete an induction session before using the facility. Priority is given to users in the following order.

1. Users currently enrolled on the Music Box Project course (for whom the project was created).
2. Students currently studying Music Technology in secondary school / college.
3. Other young users who are interested in developing their Music technology skills

Booking a slot

- Studio hours are:

Week days 10am – 2pm

Mondays and Tuesdays 5pm – 7pm

- Music Box facilities are on a first-come first-served basis unless reservations are made. If the room is reserved but not being used, others may use the space on a first-come first-served basis but must be prepared to pack up and leave within five minutes if the person who reserved the room arrives.

Make reservation requests via e-mail to themusicboxproject@icloud.com

- The default reservation duration is two hours. Your reservation is not official until you receive a confirmation e-mail. Requests are usually processed within one working day.
- **You will be held responsible** for all guests you bring to the studio and the state of the equipment once you sign in. Report any damaged or missing equipment immediately to the Bolney Meadow staff on duty in the centre.
- Excessive requests may be reduced or denied if needed to ensure the facility can be used by all students needing it, honouring the order of priority listed above, at the discretion of the centre manager

Studio Use

- Sign out when you leave the studio, even if you are stepping out momentarily.
- At the end of a recording session, return the studio to its original condition.
- Do not reconfigure any of the studio hardware or software without staff supervision.
- Treat the studio and equipment with care and consideration for others.
- No drinks may be used in the studio facilities with the exception of sealable or spill-proof containers.
- No food, alcohol, or tobacco may be used in the studio facilities.
- Occasionally the centre may take photographs of participants during session to demonstrate the popularity of the project to the funders.