

Booking of Editing Rooms and Sound Studios

Room booking form is accessible from here:

<https://www.tlu.ee/bfm-postproduction>

Rules of Using the Editing and Color Grading Rooms

Each BFM student and lecturer (hereinafter referred to as the User) agrees to the following instructions when working in the Editing Center rooms:

1. A valid and confirmed Project number is required to book any room.
2. Room usage is divided into three shifts:
 - Shift I (08:00 – 14:00)
 - Shift II (14:00 – 20:00)
 - Shift III (20:00 – 08:00)
3. Maximum of 6 shifts can be booked in a row. Only 1 shift and 1 room can be booked per day (unless there is a different agreement).
4. Requests without specifying the shift will be ignored.
5. Before booking, the User must check the room availability from [ASIO](#) schedule.
6. [Room booking form](#) must be completed to receive a key card.
7. The key card can only be collected from room N-512 according to the schedule.
8. The administrator has the right to cancel a booking if the User is more than 30 minutes late (without prior notice).
9. If the User does not show up, all their bookings will be canceled, and they will receive a warning.
10. Three warning system means: after the third warning, the student who violated the rules will lose the right to use any Post Production room for the entire semester.
11. It is forbidden to independently change the setup of the pre-configured system (such as connecting speakers, cabling). In such cases, the administrator has the right to cancel the booking and issue a warning.
12. Booking cancellations must be made at least 30 minutes in advance.
13. After the Room Booking Form is confirmed by the administrator, the User will receive a key card and the right to work in the room.
14. Key cards for the third shift are issued before 16:00.
15. Weekend keycards can be collected on Friday before 16:00.
16. Passing or exchanging the key card to others is strictly prohibited. If the User passes the key card to another student, they will receive a warning.
17. The key card must be returned immediately after the last shift, either directly to the administrator or to the Card Return white mailbox (on the 5th floor).
18. The User must keep the doors locked. After finishing the work, the User checks that the room remains tidy and the door is locked.
19. If material damage is caused to the school, the User is financially responsible up to the procurement value of the equipment. If the damage is covered by insurance, the User's deductible is up to 640 EUR.
20. BFM is not responsible for theft or damage to personal items left unattended in university premises.
21. Storing personal belongings in the rooms is prohibited.
22. Before leaving, the User must clean the room and turn off all monitors. User must not shut down the computer but log out after finishing work.
23. Cleaning of the monitors by User is prohibited.

Rules of Using the Sound Studios

Each BFM student and lecturer (hereinafter referred to as the User) agrees to the following instructions when working in the Editing Center rooms:

1. To book sound studios, write to the responsible person kadalipp@tlu.ee (Tanel Kadalipp) and wait for confirmation. Please let us know as soon as possible if you are not using the pre-booked room.

After receiving the confirmation, fill out the reservation form and pick up the card in room N-512 (Mon-Fri 9:30-16:00)
Contact person: Natalja Larina (5289669)

2. The use of the premises is divided into four shifts:

- I shift (08.00 – 14.00)
- II shift (14.00 – 20.00)
- III shift (20.00 – 02.00)
- IV shift (02.00 – 08.00)

3. Maximum of 6 shifts can be booked in a row. Only 1 shift and 1 room can be booked per day (unless there is a different agreement).

4. Requests without specifying the shift will be ignored.

5. Before booking, the User must check the room availability from [ASIO](#) schedule.

6. [Room booking form](#) must be completed to receive a key card.

7. The key card can only be collected from room N-512 according to the schedule.

8. The administrator has the right to cancel a booking if the User is more than 30 minutes late (without prior notice).

9. If the User does not show up, all their bookings will be canceled, and they will receive a warning.

10. Three warning system means: after the third warning, the student who violated the rules will lose the right to use any Post Production room for the entire semester.

11. It is forbidden to independently change the setup of the pre-configured system (such as connecting speakers, cabling). In such cases, the administrator has the right to cancel the booking and issue a warning. Do not change the position of the speaker volume controls. If necessary change the sound volume from the computer's sound card.

12. Booking cancellations must be made at least 30 minutes in advance.

13. After the Room Booking Form is confirmed by the administrator, the User will receive a key card and the right to work in the room.

14. Key cards for the third shift are issued before 16:00.

15. Weekend keycards can be collected on Friday before 16:00.

16. Passing or exchanging the key card to others is strictly prohibited. If the User passes the key card to another student, they will receive a warning.

17. The key card must be returned immediately after the last shift, either directly to the administrator or to the Card Return white mailbox (on the 5th floor).

18. The User must keep the doors locked. After finishing the work, the User checks that the room remains tidy and the door is locked.

19. If material damage is caused to the school, the User is financially responsible up to the procurement value of the equipment. If the damage is covered by insurance, the User's deductible is up to 640 EUR.

20. BFM is not responsible for theft or damage to personal belongings left unattended in university premises.

21. Storing personal belongings in the rooms is prohibited.

22. Before leaving, the User must clean the room and turn off all monitors. User must not shut down the computer but log out after finishing work.