



Music Lab Expectations & Policies

1. I will maintain good academic standing in school while a Music Lab member.
2. I will strive for the best school attendance possible while a Music Lab member.
3. I will maintain a positive attitude and demeanor in school and at the Music Lab.
4. I will attend and be on time for any and all sessions, meetings, classes, workshops, lessons, and other events for which I sign up while a member of the Music Lab.
5. I realize that I represent both the Music Lab and Jefferson Center. As such a representative, I understand that I need to act in a positive and appropriate manner at all times. I also recognize the importance of maintaining appropriate and positive language and behavior while at the Music Lab.
6. I will support the Music Lab's mission of serving a diverse population of students with varied backgrounds and musical tastes. I will treat all members and staff with respect. I will also strive to find value in various music genres other than those I prefer.
7. I will proactively help my peers and staff at the Music Lab.
8. I will be actively involved and engaged in my role and efforts at the Music Lab.
9. I understand that resources allocated to the Music Lab are that of the Music Lab, Jefferson Center, and many public and private donors. As such, I will treat these resources with the utmost respect and care.
10. Items such as microphones, computers, monitors, instruments, and other equipment that are respective to any studio, room, or workstation to which I may be assigned are my responsibility. If said items are damaged or lost while in my possession I will be responsible for the cost of the item. I understand that there may be further consequences, such as suspension or expulsion, as well.
11. I will respect and abide by the Music Lab rules, guidelines, policies, and procedures.

Policies:

1. You must be in 6th through 12th grade and currently enrolled in school or home schooled (certified by parent) to enroll at the Music Lab. (*occasionally members outside these ages may be accepted, please contact Dylan Locke directly to inquire about special memberships)
2. Profanity, racial slurs, or references to sex, drugs and/or violence are strictly prohibited. Clean and appropriate language must be used at all times. This applies to both recordings and member conduct while at the Music Lab.
3. The possession, use, or influence of drugs, alcohol, or tobacco products are strictly prohibited and will result in immediate suspension or expulsion.

4. Violence, vandalism, assault, or any other criminal behavior, including the possession of weapons, is strictly prohibited and will result in immediate suspension or expulsion.
5. Disruptive or disrespectful behavior is not allowed anywhere inside or on the property of Jefferson Center.
6. Members are required to respect all equipment (hardware, electronic, etc.) within the Music Lab. It is a privilege, not a right, to have access to the Music Lab equipment. Therefore any misuse of the Music Lab equipment could result in immediate suspension or expulsion. This includes, but is not limited to viewing or downloading pornography or other inappropriate material on the Music Lab computers or destructive treatment of music/recording equipment.
7. Loitering is strictly prohibited outside or near Jefferson Center or in the surrounding neighborhood.
8. Members are not allowed to access other rooms or offices in Jefferson Center other than restrooms and the rooms/studios in Suite 325, specifically the Music Lab.
9. Food is NOT allowed inside any room or studio within the Music Lab. Drinks may be consumed in the lobby.
10. Members must keep their respective workstation area/room clean and free from clutter.
11. Public or inappropriate displays of affection are strictly prohibited.
12. Friends or guests that are not Music Lab members must be approved in writing by the director at least 48 hours prior to their arrival. Any friend or guest is limited to three total visits per semester before either being required to become a member and/or attend orientation.
13. Maximum occupancy limits for each room will be strictly enforced.
14. Members who do not attend school are not allowed to come to the Music Lab for that day. Staff members may perform random attendance checks.
15. All Music Lab students must have their Music Lab issued ID on hand during all times while at the Music Lab.
16. Music Lab students will not be allowed in the Music Lab without their Music Lab issued ID.
17. All Music Lab students must use the sign-in and sign-out sheets. Failure to do so will result in losing studio time or workstation time privileges.

Failure to abide by Music Lab policies may result in me being excluded from performances and/or recordings, suspension, and/or expulsion. These consequences are determined by the Director per incident. I have read and understand the Music Lab Expectations and Policies. I agree to support the staff of the Music Lab in enforcing these expectations and policies. I understand that I, or my child, may be removed from the program for infractions.

Media Release Policy

I hereby grant Jefferson Center the right to use, reproduce, distribute and/or transmit photographs, videotape and/or recordings of me, in whole and in part, and permit the use of my name in conjunction with these materials. I acknowledge that such photographs, videotape and/or recordings of me and any associated materials, printed, electronic, or other, may become part of copyrighted materials that Jefferson Center may distribute to others in furtherance of its educational mission.