Clonick Hall Scheduling Procedures
(Kohl Recording Studio)

Conservatory Self-Serve Recording Projects
(No audio staff required)

- Recording projects utilizing the self-serve recording rack inside the studio may be scheduled up to two weeks in advance. A maximum of two hours per day may be scheduled through the Conservatory Audio Department (Central 33). Additional time may be requested on consecutive days.

- Conservatory students will be required to submit a Clonick Self-Serve Recording Request form to the Conservatory Audio department that is signed to indicate compliance with the policies. Faculty may reserve the studio by submitting an email request to Conservatory Audio (conaudio@oberlin.edu) or by walk-in request to Central 33.

- Piano availability in Clonick Hall:
  - The Steinway B will be available to all students and faculty for self-serve recording projects.
  - For use of a Steinway D by a faculty member, please contact the Director of Keyboard Technology at 440-775-8275.
  - For inquiries regarding the use of a prepared piano, please contact the Director of Keyboard Technology at 440-775-8275.

- There is no fee for self-serve recording projects. However, it is strongly recommended that first-time studio users receive training on the self-serve recording equipment by a con-audio staff member for a fee of $20/hour. Students must receive training prior to booking the hall. Training sessions may be booked through Conservatory Audio.

Authorized Non-Recording Events

- Student Degree Recitals: A Clonick Hall degree recital lottery will take place at the beginning of fall and spring semester to randomly select and schedule a maximum of 5 degree recitals per semester. Eligible students will be contacted by Concert Production at the beginning of each semester announcing the lottery and given instructions on how to enter. The Clonick Hall lottery will be for students performing their final degree recital at the Conservatory. Eligible students who previously confirmed a recital date in another venue may also enter the lottery. If selected, their recital will be rescheduled in Clonick Hall. Students selected through the lottery will be contacted by Concert Production to confirm the recital date by appointment and must have the written approval of the studio teacher at the time of confirmation. Degree recitals will be scheduled on designated available dates throughout the academic year. Each recital will be allotted 90 minutes for the performance (with an additional 30 minutes for setup) and up to two hours for a dress rehearsal. If a recital is cancelled, the student will forfeit his/her use of Clonick Hall and will be required to reschedule the degree recital in another Conservatory venue.

- Faculty/Guest Recitals: A maximum of 5 faculty and/or guest recitals per semester will be scheduled by lottery through the Concert Production Department. To apply for the lottery, faculty members may submit an Application for Conservatory Event form or send an email request to conpro@oberlin.edu for a two-week period beginning the first day of fall semester. At the conclusion of the two-week period, applications will be selected randomly and then scheduled with the Concert Production Department by appointment. Faculty members who previously scheduled a faculty and/or guest recital prior to the start of fall semester may also apply for the lottery. If selected, the recital will be rescheduled in Clonick
Hall. Recitals will be allotted two hours for the performance (with an additional 30 minutes for setup) and up to two hours for a dress rehearsal. Faculty members expecting an audience larger than 90 are not advised to apply for the Clonick Hall recital lottery.

- **Guest Master Classes**: Faculty members may request a date in Clonick Hall for a guest master class by submitting an *Application for Conservatory Event* form to the Concert Production Department or sending an email request to conpro@oberlin.edu. Applications and email requests will be accepted beginning May 1st for the following academic year. Guest master classes will be scheduled in Clonick Hall based on availability throughout the academic year and are required to have an audience size between 30 and 90 people.

- **Lectures**: will be scheduled on a case-by-case basis at the discretion of the Conservatory Administration and Audio Department. Requests may be made by submitting an *Application for Conservatory Event* form to the Concert Production Department or sending an email request to conpro@oberlin.edu.

- **Non-Conservatory events** (concerts/lectures/meetings, etc.) will be scheduled on a case-by-case basis at the discretion of the Conservatory Administration and Audio Department. Requests can be made by email to conpro@oberlin.edu or by submitting a *Application for Conservatory Event* form to the Concert Production office (Conservatory Bibbins 234).

**Recordings**
(Requiring audio staff)

- Audio recordings requiring staffing may be scheduled up to one year in advance and a minimum of 4 weeks prior to the recording date. Inquiries to reserve the studio may be made by contacting the Conservatory Audio Department (conaudio@oberlin.edu or 440-775-8272).

- A deposit of 20% of the studio-recording rate (day, half-day, or hourly) is required to confirm a reservation. The deposit may be submitted or mailed to:
  
  Conservatory Audio Department  
  77 West College St., Central 33  
  Oberlin, OH  44074  

- The deposit is non-refundable except in the event of a cancellation initiated by the Conservatory.

- The Conservatory Audio Department will promptly send an email confirmation to the client upon receipt of the deposit.
## Recording Rates

<table>
<thead>
<tr>
<th>Service</th>
<th>General Recording Rates</th>
<th>Conservatory Faculty/Student Recording Rates</th>
<th>Conservatory Alumni Recording Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recording rate per day</strong> (10 hour maximum)</td>
<td>$500</td>
<td>$250</td>
<td>$375</td>
</tr>
<tr>
<td><strong>Recording rate/half day</strong> (5 hour maximum)</td>
<td>$250</td>
<td>$125</td>
<td>$187.50</td>
</tr>
<tr>
<td><strong>Hourly recording rate</strong></td>
<td>$50</td>
<td>$25</td>
<td>$37.50</td>
</tr>
<tr>
<td><strong>Engineering fee</strong></td>
<td>$80/hour</td>
<td>$65/hour</td>
<td>$80/hour</td>
</tr>
<tr>
<td><strong>Post production editing/mixing fee</strong></td>
<td>As determined per project with engineer</td>
<td>As determined per project with engineer</td>
<td>As determined per project with engineer</td>
</tr>
<tr>
<td><strong>Piano preparation fee</strong></td>
<td>$200 per day (includes tuning and one touch-up)</td>
<td>$150 per day (includes tuning and one touch-up)</td>
<td>$200 per day (includes tuning and one touch-up)</td>
</tr>
<tr>
<td><strong>On-call piano tuning fee</strong></td>
<td>As determined by piano technician</td>
<td>As determined by piano technician</td>
<td>As determined by piano technician</td>
</tr>
</tbody>
</table>