

Media Room: Policies and Procedures

Purpose:

The media room is designed to facilitate the recording of podcasts with up to four speakers, one-to-one interviews/podcasts, and other audio and video recordings for members of the Schulich Startups community.

Who can use this space?

- Schulich Startups Founders (registered with Schulich EIR) and Venture Capital Partners
- Schulich Student Clubs - with a registered 'Schulich Startups' partnership agreement
- Schulich Startups sponsors
- Reach out to info@schulichstartups.com for any special requests

Reservation:

- The media room must be reserved in advance using the Schulich Startups room reservation system using the private link: [Book here](#)
- Reservations can be set from 30 minutes to full-day time slots.
- The minimum notice for reserving the media room is 24 hours, with a look ahead period of two months.
- Repeated last-minute cancellations or no-shows may result in booking privileges being suspended.
- Please let a member of our team know when you have arrived to use the media room and do not overstay your reserved time.

Equipment:

- All equipment in the media room should be used after the approval of one of our team members
- The media room is equipped with podcasting microphones, wireless microphones, cameras, tripods, and lighting equipment.
- Laptops are not provided and may be needed depending on the type of content being recorded.
- Feel free to bring and use your own personal equipment. However, we will not be responsible for ensuring compatibility or for any damages or losses.
- Handle all equipment with care.
- Keep the equipment and furniture in the room. Moving the equipment and furniture will require special approval.

Usage:

- The media room is specifically for media-related activities and not to be used for meetings, group studies, or non-media-related activities.
- Food and beverages, except for water in a sealed container, are not permitted.
- The media room is not 100% soundproof, so please be mindful of others while you utilize this space.
- All recordings made in the media room must adhere to the Schulich School of Business code of conduct and be in line with the school's values.

Check-out:

- Turn off all equipment and return the room to its original state.
- If you used the camera or wireless microphones, please leave them plugged into the charger.
- Remember to grab your files from the camera's SD card before returning it.
- Schulich Startups is not responsible for any items left behind in the media room. Check thoroughly before leaving.

By booking the media room, you acknowledge and agree to abide by these policies and procedures.

Reach out to info@schulichstartups.com if you have any queries or concerns.