

## COVID-19 Measures

1. Every student must wear their protective masks while using BİLGİ Music facilities.
2. For every facility there are limitations on number of person who are going to use our facilities at the same time. Please check below for details;
  - E1-124a Main Studio: 6 people in control room, 8 people in live room.
  - E1-124b Mix Studio: 2 person in control room, 2 person in booth.
  - E4-102a Rehearsal Room: 10 people
  - E4-102b Piano Room: 6 people
  - E2-216 MidiLab: 15 people

For further information on Coronavirus Measures please check:

<https://www.bilgi.edu.tr/en/covid/>

## BİLGİ Music Studio Rules

1. Our facilities are sealed with an entry card system. Every student or personnel who is permitted to enter our facilities needs an individual magnetic card that can be issued by Erkan Çelik. The ones who are going request their magnetic cards for the first time needs to see Erkan Çelik at room E2-204. The card owners who want to activate their cards should send an e-mail to [erkan.celik@bilgi.edu.tr](mailto:erkan.celik@bilgi.edu.tr) with their card number, student ID and mobile phone numbers.
2. Only the users who booked sessions on BİLGİ Music Studios Booking Calendar are permitted to use the facilities. If there is no reservation on the calendar, the use of the facilities is not allowed regardless of the availability of the facility.
3. Every time slot on the calendar is a separate reservation. You must clearly indicate the people you are working with. Additionally, no one else is allowed in these spaces on a reserved time slot even if there are less than maximum number of people.
4. The reservations can be made 14 days before the actual booking time at most.
5. Booking cancellations can be made 24 hours prior to reservations.
6. If there are any damages, errors or faults about software or hardware of the studios, please contact Erkan Çelik via [bilgimusic@googlegroups.com](mailto:bilgimusic@googlegroups.com) or [erkan.celik@bilgi.edu.tr](mailto:erkan.celik@bilgi.edu.tr) urgently.
7. Please follow the rules which have been shared in studio orientations. For technical support please contact with Erkan Çelik via [erkan.celik@bilgi.edu.tr](mailto:erkan.celik@bilgi.edu.tr). For urgent matters you can contact out of working hours.

## Time Quotas for Studios

<b>E4-102a – Rehearsal Studio</b>			
<b>Student Spec.</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
All	4 Hours	8 Hours	Unlimited

<b>E4-102b – Piano Room</b>	
<b>Student Spec.</b>	<b>Daily</b>
All	2 Hours

<b>E1-124 - Studio A</b>			
<b>Student Spec.</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
MUS 441 - Composition Students	5 Hours	10 Hours	5 Hours
MUS 442 - Composition Students	5 Hours	10 Hours	10 Hours
MUS 441 – Production & Songwriting Students	5 Hours	10 Hours	15 Hours
MUS 442 – Production & Songwriting Students	5 Hours	10 Hours	20 Hours
Students with 1 studio course	2 Hours	4 Hours	Unlimited
Students with 2 studio courses	3 Hours	6 Hours	Unlimited

<b>E1-124 b – Mixing Studio</b>			
<b>Student Spec.</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
MUS 441 - Composition Students	5 Hours	10 Hours	5 Hours
MUS 442 - Composition Students	5 Hours	10 Hours	10 Hours
MUS 441 – Production & Songwriting Students	5 Hours	10 Hours	15 Hours
MUS 442 – Production & Songwriting Students	5 Hours	10 Hours	20 Hours
Students with 1 studio course	2 Hours	4 Hours	Unlimited
Students with 2 studio courses	3 Hours	6 Hours	Unlimited