

## **Rules of conduct in BeSoS at Acud**

**We are pleased to welcome you to the Berlin School of Sound rehearsal space for registered groups.**

**There are a few rules that we ask you to respect while rehearsing in our facility:**

There is no parking for rehearsal room users on the Acud premises. The parking driveway of Acud may only be used for temporary loading and unloading (up to 10 minutes). It is strictly forbidden to drive directly up to the red courtyard door or into the courtyard. The vehicle must come to a stop at the level of the overhang in the entrance area due to ground instability.

The doors and windows must remain closed during rehearsals. It is essential that all open doors and windows are closed and locked after the rehearsal. Keeping doors open by wedging them with objects is strictly prohibited.

No fog or smoke machines may be used, as the fire alarm in the room is directly connected with the fire department.

Smoking in the room (cigarettes or any other things) is prohibited.

All users must remove their rubbish (including all (deposit) bottles) and leave the room cleanly swept of debris when they depart.

It is also forbidden to leave rubbish and bottles in the courtyard. There is a garbage room with trash dumpsters on the right-hand side in front of the entrance to the courtyard.

The sink and bar area, if used, should be left clean. Used dishes, if there are any, will be washed, dried and put back.

When leaving the room, all chairs and music stands should be neatly returned to the designated corner of the room (see floor markings/sign).

The piano should generally remain in the area where it is located (see floor marking/sign). Only after prior consultation with BeSoS may it be moved in the room.

It is forbidden to play inside the piano or to prepare the piano with foreign objects. For exceptional cases, contact the Berlin School of Sound before the rehearsal for clarification.

After the rehearsal, all objects/instruments brought in from outside should be removed from the hall.

The person listed in the booking system is responsible for all other persons involved in the rehearsal for the entire duration of the rehearsal. He/she controls access to the rehearsal room for all persons (also for toilet breaks). Users who are locked out should contact the rehearsal leader, only.

The tone of communication with all other users/tenants should be polite and respectful.

The rooms will only be used by the persons for whom they have been booked. The use of the rooms without a corresponding booking - even when empty - is prohibited without exception.

It is essential that the key is returned on time. If a key is lost, the lock system of the entire building in Acud must be replaced. In case of a lost key, the signatory must pay for the costs incurred.

**Excluded is the use for any of the following activities**

- Professional recording sessions without hiring recording equipment, microphones or studio facilities on site (recording with a mobile phone or with a zoom or similar device without external microphones is allowed).
- Teaching,
- non-music activities,
- duo and solo rehearsals, (only trios or larger groups)
- regular rehearsals,
- events with an audience.
- Rehearsals after 10 pm

Exceptions can only be decided by the INM board (vorstand@inm-berlin.de) (e.g. entry support for graduates who want to rehearse ambitious programmes).

**DECLARATION OF ACKNOWLEDGEMENT OF THE TERMS OF USE AND RULES OF CONDUCT FOR BeSoS.**

I hereby declare that I am aware of the above Terms of Use and Rules of Conduct for BeSoS and that I will abide by them. I also inform other musicians who are involved in my booking as users of BeSoS about these conditions. I am responsible for the behaviour of the musicians involved in my rehearsal and for the condition of all premises at the time of my use. I am aware that I will be banned as a user if I violate the terms of use.

Date

Name, Signature