

Due to COVID-19 Use of Band Practice is suspended until further notice (3.2020)

Oberlin College & Conservatory

Gear Co-op Band Sign Up Policy

Policy Title: Gear Co-op Band Sign Up Policy

Responsible Position for Policy: Gear Co-op Monitors

Office Department Responsible for Policy: Student Union Office

Division Responsible for Policy: Student Life

Original Issue Date: Spring 2015

Last Revision Date: 05/2020

Log of Previous Revisions:

- I. **Policy Purpose:** In order to become an eligible Gear Co-op member, you must read and sign each current Gear Co-op membership agreement, as they might be subject to change.
- II. **Policy Statement:** respect for the space, equipment, and/or for other members of the co-op or the community at large.
- III. **Policy Scope/Eligibility:** Pre-registered and trained Student Bands. Operated on a first-come first-served basis.
- IV. **Administration:** Tina Zwegat, Wilder Building Manager, Director of Student Activities
- V. **Procedures:**
 - A. **General Operations:** Individuals can collaborate with others to compile time as a band of up to 1.5 hours weekly. The schedule will be divided into half hour blocks: if you would like to sign up for the space as a band, then just sign up for consecutive half-hour periods of up to 1.5 hours (30 mins per member, capped at 1.5) per week.
 - B. **Signing-up and Eligibility**

The Google Document for sign-ups will go live on Sunday night at 9PM. Sign up slots operate on a first-come first-served basis. You must go through a training session in which the ins and outs of how the space are covered, in addition to learning how to treat communal equipment. Once you have passed training and have signed the following agreement to respect and abide by the operating procedures, you will be eligible to sign up for the Google Document.
 - C. **Guest Policy**

You may have guests. All guests must adhere to all the rules outlined in this document, especially those concerning respect and accountability and use of drugs & alcohol. They must read this agreement posted on the wall in 404. The capacity for Wilder 404 is
Guests cannot use the equipment. If they would like to, they can become a Gear Co-op member.

D. Monitors and Staff

This Coop will operate similarly to other Co-ops on campus: individuals must commit time to the Gear Co-op in order to use the space. A weekly schedule will be generated for which a monitor will be responsible for 2 different 1-hour shifts. If you have been a member of the Gear Co-op for more than 1 semester, you are required to go through training to become a monitor- those in their first semester as a member are not required to become monitors. The monitor's duty is to oversee the space during their 1 to 2-hour shift, in order to facilitate the transition between practice periods and be present if issues should arise. They will be responsible for opening and locking up Wilder 404 and making sure that no gear has been stolen/ all is in order in Wilder 404 (conditions accountability). If a monitor does not show up to their shift, then the monitor on duty should stay if it is possible for them to do so. There must be a monitor on duty at any time the space is being used.

E. Storage

The Gear Co-op seeks to stock large and inaccessible equipment in 404 such as a drum kit and a PA system, in addition to miscellaneous equipment such as mics and cables. Priority will be given to items that can be shared with the entire Co-op. If the lockers are crowded and you have items that are relatively mobile, such as guitars or cymbals, please be respectful and take these with you. If ample space does exist in storage, feel free to use it at your leisure, while staying respectful of others' equipment.

F. Respect and Accountability

1. Drugs, Alcohol, & Smoking

In signing this agreement, you will you hereby agree to not use drugs, alcohol, other illegal substances, or smoke or vape or hookah in any Gear Co-op space, specifically Wilder 404. No weapons.

2. Damages:

If you are present when a communal item breaks, the on-duty Wilder 404 monitor will assess the situation, and if necessary, discuss the situation with accessibility coordinators. If the break is a clear accident, that will be the end of the investigative process and the equipment will be replaced if funds are available in the emergency insurance fund. If the act was malicious in some way, as deemed by the monitor and accessibility coordinator, the Co-op staff will meet and discuss how to proceed. If your equipment has become damaged in a Gear Co-op space, it is not the Gear Co-op's responsibility to replace or repair the equipment. This applies to gear that a member has opted to share with the Gear Co-op, as well as personal gear. All members are also to be held accountable for damaging Gear Co-op spaces, particularly Wilder 404.

3. Sexual misconduct:

The Gear Co-op will not tolerate sexual and or gender-based harassment, discrimination and violence, including sexual violence, stalking, and intimate partner violence, and harassment against any individual on the basis of race, color, sex, marital status, religion, creed, national origin, disability, age, genetic information, military or veteran status, sexual orientation, gender identity and expression, or any other protected class in any Gear Co-op space or program.

If you would like to report sexual misconduct, you can contact the accessibility coordinators. Any report of sexual misconduct will be dealt with appropriately and according to the desires of the individual reporting.

As a Gear Co-op member, you must participate in a PRSM training in order to begin your second semester in the Gear Co-op.

4. Membership to the Co-op can be revoked if a member does not demonstrate a respect for the space, equipment, and/or for other members of the co-op or the community at large.