Rules and Regulations

**SUBS**

1. Subs are due the first week of the Month

Please note that you will not be entitled to save and take your shows until your subs are paid.

If you don’t pay the sub for the month your show will be replaced the following month.

**GUESTS**

1. Management must be notified of all guests at least 48 hours in advance.

It is no longer acceptable to bring guests that we are unaware of.

1. All people through the studio must fill out a guest form prior to their arrival and on arrival sign our guest book, stating their name and their time in time out.
2. A maximum of 3 guests. No exceptions
3. They must be in the unit at all times, if they need to use the toilet, then they must be escorted by a member of staff.
4. Once the interview is completed all guests must be escorted off the building and sign out returning any guest passes that they have been given.

Please note that if we have to turn away guests because we haven’t been informed it will look bad on you, not us. Please ensure that the appropriate measures have been taken.

1. You are responsible for your guest’s behavior and the following will not be tolerated in our studio or anywhere else in the building.
2. Vandalism
3. Theft
4. Fighting
5. Any disturbance to our Neighbors
6. Guests ‘exploring’ the building

Anyone found in violation of this will face disciplinary action which may result in the removal of your show and potentially criminal charges being brought against you or your guest.

**CONDUCT IN THE STUDIO**

1. A maximum of 4 people in the studio at any time.

If you need to reduce your co-hosts then please do so.

1. You can NOT bring people to the studio without prior consent.

No friends, boyfriends or girlfriends, unauthorized cameras etc. we must be notified and the appropriate forms must me filled out.

1. All uninvited guests will be required to wait OUTSIDE, as the reception area is now off limits to all of us.
2. Music must be played through headphones during business hours. After 6pm music can be played through the speakers but must be kept at a low level. If the music can be heard outside of the unit, it is too loud!
3. After your show you must leave within 30 minutes. This will give you enough time to save your shows, or call a cab etc. anyone who lingers for too long after their show will be asked to leave.
4. No rolling of Tobacco in the studio.

If you need to smoke, please DO NOT congregate outside of the main doors, move to an inconspicuous place outside.

**CONDUCT IN THE BUILDING**

Please be mindful that our presence in the building is under close scrutiny. Meaning that we are being monitored at all times.

Please be respectful of the other business in the building at all times, and when you are going through the corridors

Please dress presentable

If you need to make a phone call, go outside. Do not stand in the corridors having a conversation.

If a member of the building management asks you who you are, you must explain that you work with climax radio and produce the guest slip for them

Please do not wonder the building or visit multiple units.

Please do bear in mind that this is probably our LAST chance to prove to the landlords that we are responsible, educated and serious young people. If we receive even half of a complaint, we are OUT and CLIMAX MEDIA will seek compensation from whoever has violated our rules and regulations and as a result is responsible for us being asked to leave the building.