

Personal Recording, Live Streaming, and Web Posting Policies

This policy applies to all recording activities that take place on MSM's campus for students, faculty, staff, alumni, and outside community members.

MSM AUDIO ENGINEERING POLICY

Audio engineering for all Manhattan School of Music performances, events, student recitals, and recording sessions must be done by the engineering staff of The Orto Center for Distance Learning and Recording Arts only. Outside audio engineers are not permitted to record on campus. The use of personal audio recording equipment by students, faculty, staff, alumni, or outside community members such as microphones on stands, XLR cable(s), audio mixers, audio interfaces, and laptop computers for the purpose of audio recording is strictly prohibited in any MSM performance venue.

MSM PERSONAL RECORDING POLICIES

The Orto Center offers professional audio and video recording services to the MSM community for MSM student recitals, MSM institutional performances and events, and private recording sessions. Personal video recording is permitted on campus only as outlined below for each category of event:

For all Student and Studio Recitals:

- In lieu of using the professional recording services of The Orto Center, students may elect to video record a student recital in any venue using a single camera on a tripod or a smartphone/tablet.
- Personal video recording equipment must be contained to one tripod or hand-held device at maximum. The use of personal audio recording equipment such as microphones on stands, XLR cable(s), audio mixers, audio interfaces, and laptop computers for the purposes of audio recording is strictly prohibited in any MSM performance venue.
- No advanced approval or request form is required. However, personal video recording must be done in accordance with the **Equipment & Venue Policies** listed on page 2.

For all MSM Institutional Performances and Events:

- Personal recording of any kind of MSM institutional performances and events (i.e., any non-student recital) is strictly prohibited. This includes recording with a smartphone or tablet.
- Occasional exceptions may be made only after a student receives advanced written permission from The Orto Center via the *Video Recording Agreement Form for MSM Performances and Events*. This form is administered by The Orto Center in Room 312 or by emailing ortocenter@msmnyc.edu.
- If advance approval is granted, personal video recording must be done following the **Equipment & Venue Policies** listed on page 2.

For Other Personal Recording on Campus:

- Personal recording of individual practice/rehearsal is permitted using a single camera on a tripod or a smartphone/tablet/handheld recorder. Personal recording equipment must be contained to one tripod or hand-held device at maximum. The use of personal audio recording equipment such as microphones

on stands, XLR cable(s), audio mixers, audio interfaces, and laptop computers for the purposes of audio recording is strictly prohibited in any MSM performance venue.

- Personal recording must be done in accordance with the **Equipment & Venue Policies** and **Personal Use Terms of Agreement** listed on page 2 and students must adhere to Scheduling Department policy regarding room booking.

MSM EQUIPMENT & VENUE POLICIES FOR APPROVED PERSONAL RECORDING

- Personal video recording equipment must be contained to one tripod or hand-held device at maximum.
- The use of personal audio recording equipment such as microphones on stands, XLR cable(s), audio mixers, audio interfaces, and laptop computers for the purposes of audio recording is strictly prohibited in any MSM performance venue.
- Real-time personal live streaming or broadcast of any MSM student recital, concert, or event is strictly prohibited.
- Flash photography is strictly prohibited.
- All requests for personal video recording of MSM Institutional Performances and Events must be made in advance. There are no “on the spot” approvals of video recording for students, faculty, or patrons.
- All Patrons recording with approved devices will be asked to move behind the final row of patrons in attendance. MSM reserves the right to deny videography positioning if space is not available, or, if in the sole determination of MSM, the proposed positioning may in any way be disruptive to the recital or other MSM activity or present a safety risk. Failure to comply with Production or House Staff policy will result in expulsion from the venue.

MSM PERSONAL LIVE STREAMING POLICY

Real-time personal live streaming or broadcast of any MSM student recital, concert, or event is strictly prohibited.

MSM PERSONAL USE TERMS OF AGREEMENT FOR APPROVED PERSONAL RECORDING

The applicant agrees not to duplicate, sell, or distribute said video recording for premium or commercial purposes now or at any future date, on any form now or later known or developed, collectively termed “Media” (i.e. photography, print media/advertisement, video media, DVD, Blu-ray, film, television, video game, cell phone, computer storage/memory, the World Wide Web, or otherwise on the Internet, Extranet or Intranet). The applicant further agrees that the video recording will not be used for any litigation purpose.

The personal use of recorded video material is limited to the reproduction by the applicant for use as submission material when applying for educational grants and/or programs of study. Recordings may not be shared publicly via any online service, website, or mobile application unless you have written permission from Manhattan School of Music. In such cases, the applicant must:

- Confirm that he or she is authorized by the proper U.S. Copyright and/or performing rights organization (ASCAP, BMI, SESAC) to publicly distribute the recorded material.
- Agree to secure performance release agreement(s) from all musicians performing in the recorded student recital or event prior to any form of distribution.

The applicant releases Manhattan School of Music and its affiliated entities, and the employees and agents of each institution from any and all claims that the applicant has or that the applicant may have in the future that in any way arise from or have any connection with the recording, broadcast, taping, or other exhibition of the contents of the video recording including, without limitation, any claim for defamation or invasion of privacy. Manhattan School of Music assumes no responsibility for infringement of property rights or copyright.