

Grace Studio Frequently Asked Questions

General & Booking

- **Who can use Grace Studio?**
 - Grace Studio is a resource provided **free of charge** to all members of Grace Presbytery and our authorized community partners.
- **When is the studio open?**
 - The studio is available during Grace Presbytery office hours: **Monday through Thursday, from 9:00 AM to 4:00 PM.**
- **Can I record outside of regular office hours?**
 - We strongly prefer that all recordings take place during our standard office hours to ensure full support. However, we understand that special circumstances arise; in these cases, requests for after-hours use will be considered on a case-by-case basis. Please note that a Grace Presbytery staff member must be on-site for the duration of any approved after-hours session.
- **How do I book a session?**
 - Once your project is approved, all sessions must be scheduled in advance through our **booking link** to ensure the space is available for you.
- **Is there an application process for podcasters?**
 - Yes. To ensure we are supporting projects that align with our mission, a podcast application must be completed and approved before you can book your first recording session.
- **What if I want professional help with my show?**
 - While our studio is designed for DIY use, you can ask us for a recommendation of a professional podcast producer, or bring in your own.

Technical & Equipment

- **Do I need my own Zoom account?**
 - No. While you are welcome to use your own, we have a **dedicated studio Zoom account** already set up and ready for recording use on the studio laptop.
- **Do I need to be a "tech expert" to use the studio?**
 - Not at all! We provide simple "Plug & Play" instruction guides for podcasting and videocasting that walk you through every step from setup to saving your file.
- **Do I need to bring my own laptop?**
 - We provide a studio laptop pre-loaded with the necessary software, but you are welcome to bring your own. We have various adapters and hubs to ensure your device integrates seamlessly with our gear.
- **How do I take my files home?**
 - We recommend bringing your own SD card or USB drive. We provide card readers compatible with iPhones, Androids, and laptops so you can transfer your files as soon as you finish.

Coworking & Amenities

- **Can I use the studio just for a Zoom call?**
 - Absolutely. The studio is professionally soundproofed, making it the quietest spot in the building for important virtual meetings where you need a professional backdrop and zero background noise.
- **What amenities are included?**
 - Guests have access to high-speed Wi-Fi, a dedicated desk with supportive seating, and a distraction-free, sound-conditioned environment.

Studio Stewardship

- **How should I leave the studio when I'm done?**
 - Please return all microphones, headphones, and cables to their specifically labeled spots. We ask that you leave the desk clean and the room ready for the next creator. Once you have packed up, please **check out with a staff member** to let them know you have finished your session.
- **What if I notice something is broken or missing?**
 - Please report any damaged or missing equipment immediately during your checkout. This helps us ensure the studio remains fully functional for everyone!
- **Are liquids allowed in the studio?**
 - To protect the professional electronics and soundboard, we strictly ask that **no liquids** be placed on the desk or near the equipment at any time.