



PODCAST ROOM USAGE AGREEMENT

The HUB Voices Podcast Studio

This Podcast Room Usage Agreement ("Agreement") is entered into as of ____ / ____ / 20____ ("Effective Date") by and between **The HUB Voices Podcast Studio**, a program/operation of Office Logic, LLC, located at **1501 Biscayne Blvd., Suite 501, Miami, FL 33132** ("Studio," "The HUB," "we," "us"), and _____ ("User," "you").

1. PURPOSE

This Agreement sets forth the terms and conditions under which User may access and utilize the Studio's podcast recording room and related facilities ("Podcast Room").

2. STUDIO ROLE; NO THIRD-PARTY RESPONSIBILITY

2.1 Venue-Only Role. The Studio provides access to physical space and studio equipment only, unless the Studio is separately contracted in writing to provide specific services.

2.2 Third-Party Engineers, Editors, Talent, and Contractors. Any audio engineer, videographer, editor, producer, stylist, host, guest, personality, "talent," or other service provider (collectively "Third-Party Providers") used during User's session may be hired, directed, and paid by User directly **unless** the Studio expressly provides such personnel under a separate written scope of work.

2.3 Disputes Are Not The HUB's Responsibility. User acknowledges and agrees that any dispute, dissatisfaction, non-performance, non-delivery of files, missed deadlines, communications issues, payment disputes, or interpersonal conflict between User and any Third-Party Provider is **strictly between User and that Third-Party Provider**. The Studio is not a party to those relationships and has no obligation to mediate, arbitrate, adjudicate, enforce delivery, or provide refunds relating to Third-Party Provider performance.

2.4 No Agency / Employment. Third-Party Providers are not employees, agents, partners, or representatives of the Studio unless explicitly stated in a separate written agreement signed by the Studio.

3. SERVICES PROVIDED



3.1 Room Access and Equipment. The Studio provides access to the Podcast Room and the equipment/furnishings available at the time of booking, which may include microphones, audio interface(s), lighting, and studio furniture.

3.2 Basic Assistance. If requested and available, Studio staff may provide limited assistance with basic setup and equipment orientation. User remains responsible for the quality of recordings.

3.3 Optional Add-Ons. Optional add-ons (engineering, editing, production support, etc.) are available **only if** confirmed in writing by the Studio as part of the booking.

4. BOOKING, PAYMENT, CANCELLATIONS, AND TIME

4.1 Payment. Bookings must be confirmed and paid in full prior to use unless otherwise agreed in writing.

4.2 Cancellations. Cancellations within **24 hours** of the session start time forfeit the full session fee. (Studio may reschedule at its discretion.)

4.3 Session Time. Session time begins at the scheduled start time, not arrival time. Additional time is subject to availability and additional charges.

5. RECORDING FILES; STORAGE; DELIVERY; RELEASE

5.1 User Responsibility for Capture and Delivery. Unless the Studio is separately contracted in writing to record, engineer, edit, export, or deliver files, User is solely responsible for:

- (a) recording and monitoring;
- (b) ensuring backups;
- (c) exporting files; and
- (d) delivering recordings to any client, guest, or other recipient.

5.2 No Duty to Store or Provide Copies. The Studio is not obligated to store recordings, maintain archives, provide copies, or release any recording to any party (including User's client/guest) unless required by law or a court order, or unless the Studio has agreed in writing.

5.3 No Uploads to Studio Channels. The Studio will not upload, publish, or distribute User's content (including to YouTube or social media) except as expressly permitted under Section 6 and only with written approvals as required.

6. RIGHTS TO CAPTURE AND USE FOOTAGE (PROMOTIONAL)



6.1 Behind-the-Scenes Promotional Content. User grants the Studio a non-exclusive, royalty-free, worldwide right to capture behind-the-scenes images or short clips for marketing and promotional purposes **only if:**

- (a) the Studio notifies User prior to capture; and
- (b) **User approves usage in writing before public release.**

6.2 No Confidential Material. The Studio agrees not to publish sensitive or confidential material without written consent.

6.3 Ownership. User retains intellectual property rights to User's creative content recorded in the session. The Studio retains ownership of any promotional footage it captures.

7. USER REPRESENTATIONS; CONSENTS; CONTENT COMPLIANCE

7.1 Permissions and Releases. User represents that User has obtained all necessary permissions, licenses, and releases from all participants (including guests and talent) to be recorded and to use/distribute the content as User intends.

7.2 Legal Compliance. User agrees that User will not use the Studio for any illegal purpose or to record content in violation of applicable law. User is solely responsible for compliance with all recording, consent, privacy, copyright, trademark, and publicity laws.

7.3 No Illegal/Prohibited Conduct. No illegal substances, harassment, threats, or unlawful activity. The Studio may terminate the session immediately for violations, without refund.

8. CONDUCT AND ROOM RULES

User and all participants agree to behave respectfully and professionally. Rules include:

- No food or open drinks near equipment.
- No smoking or vaping.
- No loud or disruptive behavior in common areas.
- All guests must be listed prior to entry and comply with Studio policies.
Violation may result in immediate termination without refund.

9. EQUIPMENT; DAMAGE; SECURITY DEPOSIT (IF APPLICABLE)



9.1 **No Alterations.** User may not alter, disconnect, or reconfigure equipment, wiring, lighting, or furniture layout without Studio approval. Only authorized personnel may adjust technical settings.

9.2 **Damage.** User is financially responsible for damage caused by User or guests. The Studio may charge the payment method on file for repair/replacement costs.

10. LIMITATION OF LIABILITY

To the fullest extent permitted by law:

10.1 **No Consequential Damages.** The Studio is not liable for any indirect, incidental, consequential, special, exemplary, or punitive damages, including lost profits, lost revenue, reputational harm, or loss of content.

10.2 **No Guarantee of Results.** The Studio does not guarantee recording quality, compatibility, file integrity, or that any recording will be captured without interruption.

10.3 **Maximum Liability.** If the Studio is found liable for any claim arising from this Agreement, the Studio's total liability shall not exceed the amount paid by User to the Studio for the session giving rise to the claim.

11. INDEMNIFICATION; HOLD HARMLESS

User agrees to **indemnify, defend, and hold harmless** the Studio, Office Logic, LLC, and each of their owners, members, managers, employees, contractors, agents, affiliates, successors, and assigns (collectively, "Studio Parties") from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses (including reasonable attorneys' fees) arising out of or related to:

- (a) User's session, recordings, or content;
- (b) acts/omissions of User or User's guests;
- (c) any dispute between User and any Third-Party Provider;
- (d) alleged failure to deliver recordings by User or Third-Party Providers;
- (e) alleged violations of law (including recording consent/privacy/IP claims); or
- (f) User's breach of this Agreement.

12. CONFIDENTIALITY

The Studio will not access or share User's recordings without explicit written consent, except as permitted under Section 6, required by law, or compelled by court order. User is responsible for maintaining confidentiality between User and User's participants/clients.



13. SAFETY; HARASSMENT; THREATS; NO INVOLVEMENT IN DISPUTES

If any person threatens, harasses, or behaves aggressively toward Studio staff or community members, the Studio may:

- (a) end the session immediately;
- (b) revoke access;
- (c) contact building security or law enforcement as appropriate; and/or
- (d) require all further communication in writing.

User agrees the Studio has no obligation to participate in disputes or communications between User and any third party.

14. TERM; TERMINATION; ACCESS REVOCATION

This Agreement applies to all sessions booked after the Effective Date. The Studio may revoke access immediately for violations of Studio policies, safety issues, nonpayment, or unlawful conduct.

15. GOVERNING LAW; VENUE

This Agreement is governed by Florida law. Venue for any dispute shall be **Miami-Dade County, Florida**.

16. ENTIRE AGREEMENT; MODIFICATIONS

This Agreement is the entire agreement and supersedes prior oral/written understandings about Podcast Room use. Any modification must be in writing and signed by both parties.

17. SIGNATURES

User

Name: _____

Company (if applicable): _____

Phone: _____

Email: _____

Signature: _____

Date: _____



The HUB Voices Podcast Studio (Office Logic, LLC)

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____



EXHIBIT A

THIRD-PARTY PROVIDER ACKNOWLEDGMENT & DISPUTE SEPARATION

(To be attached to and incorporated into the Podcast Room Usage Agreement)

This Exhibit A (“Third-Party Provider Acknowledgment”) is incorporated into the Podcast Room Usage Agreement (“Agreement”) between **The HUB Voices Podcast Studio / Office Logic, LLC** (“Studio” or “The HUB”) and _____ (“User”).

1) Acknowledgment of Independent Third Parties

User acknowledges and agrees that any audio engineer, videographer, editor, producer, photographer, stylist, host, guest, personality, “talent,” or other contractor/service provider engaged for User’s session (collectively “Third-Party Providers”) are **independent third parties hired directly by User**, and are **not** hired, paid, supervised, or controlled by the Studio.

2) No Agency / Employment / Partnership

User understands and agrees that no Third-Party Provider is an employee, agent, partner, joint venturer, representative, or subcontractor of the Studio, and the Studio has **no responsibility** for any Third-Party Provider’s performance, conduct, communications, or deliverables.

3) Disputes Are Between User and Third-Party Providers Only

User agrees that any dispute, claim, complaint, dissatisfaction, non-performance, interpersonal conflict, misconduct, missed deadlines, non-delivery of files, payment disagreement, or quality issue involving a Third-Party Provider is **strictly between User and that Third-Party Provider**, and does not involve the Studio.

User further agrees that the Studio:

- has **no duty** to mediate, arbitrate, negotiate, or otherwise participate in any Third-Party Provider dispute;
- has **no duty** to compel delivery of recordings or deliverables; and
- will not be named, threatened, or involved as leverage in disputes between User and Third-Party Providers.



4) No Refunds / Credits Based on Third-Party Provider Issues

User understands and agrees that Studio fees are for **space/equipment access** and are not contingent on Third-Party Provider performance. The Studio will not issue refunds or credits due to Third-Party Provider issues, except as the Studio may choose to provide at its sole discretion in writing.

5) User Responsibility for Due Diligence & Agreements

User is solely responsible for selecting, vetting, contracting with, and paying Third-Party Providers, including confirming:

- scope of services and deliverables;
- delivery timelines;
- ownership/rights to footage/audio;
- consent/releases; and
- dispute terms.

6) Indemnification for Third-Party Provider Claims

User agrees to indemnify, defend, and hold harmless the Studio Parties (as defined in the Agreement) from any claims, demands, damages, losses, liabilities, or expenses (including reasonable attorneys' fees) arising out of or related to any Third-Party Provider, including any dispute or claim that the Studio failed to compel delivery or release recordings.

User Initials: _____

Date: ____ / ____ / 20____



EXHIBIT B

FILE DELIVERY PROTOCOL & CONTENT RELEASE RULES

(To be attached to and incorporated into the Podcast Room Usage Agreement)

This Exhibit B (“File Delivery Protocol”) is incorporated into the Podcast Room Usage Agreement (“Agreement”) between **The HUB Voices Podcast Studio / Office Logic, LLC** (“Studio” or “The HUB”) and _____ (“User”).

1) Purpose

This protocol clarifies who is responsible for recording, file handling, delivery, and releases. It is intended to prevent misunderstandings and protect all parties.

2) Designation of Responsible Party

User designates the following person/entity as the **Recording Responsible Party** (“RRP”) for this session:

- RRP Name: _____
- Role: ☐ User ☐ User’s Engineer ☐ Other: _____
- Phone/Email: _____
- RRP is hired/managed by: ☐ User (acknowledged)

User acknowledges the Studio is not the RRP and is not responsible for file delivery unless separately contracted in writing.

3) Recording Method & Storage Location (Choose One)

Primary Capture System: ☐ Studio equipment ☐ User equipment ☐ Third-Party Provider equipment

Primary Storage Location:

- ☐ External drive (RRP)
- ☐ RRP laptop/computer



- ☐ Cloud folder owned by RRP/User
- ☐ Other: _____

Backup Plan (Required):

- ☐ Second drive backup created during session
- ☐ Cloud upload within 24 hours
- ☐ Other: _____

4) Delivery Instructions (Who Receives the Files)

Final files must be delivered to:

- Recipient Name/Company: _____
- Email: _____
- Delivery Method: ☐ Google Drive ☐ Dropbox ☐ WeTransfer ☐ Hard Drive ☐ Other: _____
- File Format(s): ☐ WAV ☐ MP3 ☐ MP4 ☐ Project Files ☐ Other: _____
- Delivery Deadline: ____ / ____ / 20____ at : ☐ AM ☐ PM

User and/or RRP are solely responsible for meeting the delivery deadline.

5) Studio Storage and Copies — No Obligation

Unless separately agreed in writing, the Studio:

- does **not** store session files;
- does **not** guarantee file retention;
- does **not** provide copies; and
- is not responsible for lost, corrupted, or incomplete files.

If the Studio staff assists with export as a courtesy, it does not create responsibility or liability for delivery, quality, completeness, or retention.



6) Release of Files to Third Parties

User understands and agrees:

- The Studio will release files **only** to the User or the User's designated RRP listed above, unless required by law/court order or separate written agreement.
- The Studio will **not** release files to User's client/guest/participants without written authorization from User.

7) No Uploads to Studio Channels

User acknowledges and agrees the Studio will not upload, publish, distribute, or post any session content to the Studio's YouTube channel or social platforms, except under the Agreement's promotional clause and only with written approvals required in the Agreement.

8) Participant Releases & Consent

User confirms that all participants have consented to recording and that User is responsible for obtaining any necessary releases for intended distribution.

User Initials: _____

Date: ____ / ____ / 20____