



## PRODUCERS POLICIES & PROCEDURES

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Community Media Network  
1230 Souter Dr.  
Troy, MI 48083  
Phone: 248-589-7778  
Fax: 248-589-7779

Mon-Wed 12:00pm to 9:00pm  
Thurs-Sat 12:00pm to 10:00pm  
Sun Closed

### **MAIL**

[info@cmntv.org](mailto:info@cmntv.org)

### **WEBSITE**

[www.cmntv.org](http://www.cmntv.org)

## **Mission Statement**

Community Media Network, a Michigan nonprofit corporation, provides for the management and operation of Public Access television channels, production training, facilities and equipment in the eleven-city consortium represented by the Intergovernmental Cable Communications Authority (I.C.C.A.). The eleven cities are: Ferndale, Pleasant Ridge, Huntington Woods, Berkley, Royal Oak, Clawson, Troy, Rochester, Rochester Hills, Auburn Hills and Oakland Township.

The purpose of Public Access is to protect and increase freedom of expression, the diversity of ideas, and community communication through the use of media resources made available at CMNtv. Since its inception in 1983, CMNtv has supported Public Access and residents, organizations, schools and agencies of the consortium with free or low-cost access to television production, training and cablecast on a non-discriminatory basis.

## **PEG Access Membership & User Fees**

Any person wishing to use CMNtv equipment, facilities, or requesting a video be played on the Public Access channel, must first become a member of CMNtv. Members are defined as follows:

### **Full Membership - Resident: \$25/yr.**

Person residing in a community where the municipality contributes at least 1/12<sup>th</sup> of its annual franchise fees to CMNtv. The member must be able to verify his/her residency or, if a nonprofit organization, the headquarter business address (not P.O. Box), and maintain such verification on file with CMNtv.

### **Full Membership – Non-Resident: \$75/yr.**

Person residing in a community where the municipality does **NOT** contribute at least 1/12<sup>th</sup> of its annual franchise fees to CMNtv.

### **Acceptable forms of Identification**

- a Michigan photo driver's license
- a Michigan photo non-driver ID Card
- out-of-state driver's license (USA only)

### **Membership Terms**

Memberships expire one year after payment. Members whose memberships have lapsed may not reserve or use CMNtv facilities or submit programs for playback until their membership is renewed. Memberships may be paid in advance of the renewal date. All members must show proof of residence annually. Only CMNtv staff and State of Michigan governmental departments and schools or municipalities within a contributing community are exempt from membership fees.

### **Member Benefits**

#### **Resident Full Membership includes (certification may be required):**

1. Opportunity to use video production equipment and facilities at no cost.
2. Opportunity to have two pending reservations at any given time for equipment or facilities.
3. Opportunity to register for certification classes and advanced production training classes.
4. Opportunity to use of CMNtv's music library, moving backgrounds, and animations at no cost.
5. Opportunity to cablecast a video program on CMNtv's Public Access channel.
6. Opportunity to promote your program or nonprofit group on CMNtv's Media board.
7. Opportunity to participate in CMNtv-sponsored member functions and user group meetings.
8. Opportunity to volunteer as a crewmember on productions.

**Non-Resident membership includes:<sup>1</sup>**

1. Opportunity to request cablecast of a program on CMNtv's Public Access channel.
2. Opportunity to register for certification classes and advanced production training classes.
3. Opportunity to participate in CMNtv-sponsored functions.
4. Opportunity to volunteer as a crewmember on productions (certification required).
5. Opportunity to rent CMNtv facilities or equipment for Public Access productions.

## **Training and Certification**

### **Minimum Age Requirements**

Adult members must be at least 18 years old. Youth members between the ages of 15 and 18 must have a completed Statement of Compliance form signed by a parent or guardian on file with CMNtv. The parent or guardian must provide proof of residency, and will assume full responsibility for the minor and the minor's use of CMNtv equipment and facilities.

### **Attendance Requirements**

Perfect class attendance and demonstrated knowledge of the equipment are required to successfully complete CMN training and obtain equipment or facility use certification. *A registrant who fails to attend any session may delay or prevent certification.*

### **Certification Renewal**

Certification will be renewed on an annual basis concurrent with membership, provided the member has participated in at least three productions as a crew member, or one as a producer.

### **CMNtv Training – First Steps**

Membership as a television producer at CMNtv begins here.

- **Orientation**

Orientation: Free

The first step toward using the facilities is to participate in an Orientation. During Orientation we define public access as managed by CMNtv, and offer a brief overview of our policies and procedures. Members must attend an Orientation within the first year of their Full Membership if they desire to use CMNtv equipment and facilities.

Orientation covers policies only, not technical training. Because of this, everyone interested in becoming certified to use the production facilities must participate in Orientation regardless of any prior production experience. The Orientation is not a pre-requisite for scheduling a program on CMNtv.

Register for the Orientation online (cmntv.org), by calling CMNtv, or emailing a request to: info@cmntv.org. Participants must bring proof of identification and proof of residency. Should one wish to enroll in CMNtv Training at the end of Orientation, the applicable registration fee is required at that time.

- **Registration and Payment**

Registration and full payment for CMNtv Training may be completed prior to attending Orientation, either in person, or online (cmntv.org), or after participating in the Orientation, subject to availability. After prepaid students, courses will be filled on a first-come, first-served basis, with Resident members given highest priority. Registrants will receive confirmation at the time of payment. Course fees must be paid before attending any Workshop or Classes.

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<sup>1</sup> Usage of facility or equipment requires completion of appropriate CMNtv Training courses; not required for Playback only.

**Workshop Refunds:** Refunds for enrollment may be requested up to two days after the Workshop and will incur a \$7 cancellation fee; no refunds will be issued after that point.

**In Depth Class Refunds:** Refunds for enrollment may be requested up to five days after the first session of an In-Depth Class, and will incur a \$15 cancellation fee; no refunds will be issued after that point.

### **CMNtv Workshops**

CMNtv Workshops are short, two-hour training sessions focused on specialized media skills and tools. The concepts presented in these workshops build on and support the topics from our longer classes. Workshops are offered on Saturday afternoons and during evening hours throughout the year.

- **Workshop: Vixia Camera \$15 (Resident) / \$50 (Non-Resident)**

Learn the basics of shooting video. The Vixia Camera Workshop introduces you to the features and controls of the Canon Vixia Camera Kit. During this one day, two hour workshop, students will learn how to operate the camera, set up a tripod, attach and use a microphone. You'll also receive an introduction to the language of shooting video.

- **Workshop: Sony NXCam \$15 (Resident) / \$50 (Non-Resident)**

Take your production to another level. The Sony NXCam Workshop introduces you to the features, controls and benefits of the Sony NX5U Camera. During this one night, two hour workshop, students will discover the superior lens and imaging capabilities available on the Sony NXCam.

- **Workshop: Studio Basics \$15 (Resident) / \$50 (Non-Resident)**

Learn the basics of live studio production. During this one-day, two-hour workshop, you'll get oriented to the studio facility, learn basic camera and audio setup, and practice switching between cameras using the TriCaster 850.

- **Workshop: Intro to Final Cut Pro X \$15 (Resident) / \$50 (Non-Resident)**

Learn the basics of Final Cut Pro X, Apple's latest editing software. This one-day, two-hour workshop will cover importing, exporting, organizing and the basics of editing your footage.

### **CMNtv In Depth Classes**

In Depth classes explore the four primary areas of video production in greater detail for those looking to sharpen their skills and improve their projects. In Depth Classes run 2 hours/night for 5 weeks.

- **In Depth: Field Production \$25 (Resident) / \$200 (Non-Resident)**

Step up your field production skills by attending this five-week In Depth Class dedicated to field production setup and technique. Learn about proper lighting, incorporating multiple audio sources, setting up camera supports, and shooting new briefs and PSAs.

- **In Depth: DSLR Video \$25 (Resident) / \$200 (Non-Resident)**

Expand your camera knowledge by taking this five-week In Depth class on Panasonic's GH3 DSLR camera. Learn about the camera's lenses and attachments, as well as lighting and audio, and then learn handheld techniques and camera positioning for scene setups.

- **In Depth: Studio Production \$25 (Resident) / \$200 (Non-Resident)**

This five-week In Depth studio class covers the many facets of studio production: crew organization, camera positioning and movement, audio setup, incorporating transitions and graphics, and using the Tricaster 850 to switch live between cameras — all in the context of filming interview, music, and live call-in segments.

- **In Depth: Post Production \$25 (Resident) / \$200 (Non-Resident)**

The five-week post-production class will explore the capabilities of Apple's Final Cut Pro X editing software. Familiarize yourself with the Final Cut interface and learn how to organize your footage — then get experience creating, trimming, and syncing clips, structuring rough cuts, adjusting audio, adding transitions and effects, and exporting your final product to DVDs or the web.

## **Other Member Opportunities & Benefits**

### **Volunteer Production Crew**

CMNtv may solicit the assistance of volunteers deemed necessary to facilitate production of a 'CMNtv-Produced' program, where CMNtv alone assumes responsibility for the content and delivery. Participation is not obligatory and has no bearing upon the volunteer's membership status or dues, existing programming submitted to CMNtv, or facility usage. Within the scope of a CMNtv-produced program, a volunteer may be assigned to any production role mutually agreed upon by both CMNtv and the participant. CMNtv may at any time and for any reason reassign the volunteer to an alternate crew position, or remove the volunteer entirely from the production.

The intent of volunteer participation is to offer opportunities to individuals for the enhancement of their production skills and experience under the guidance of CMNtv staff, however a 'CMNtv-Production' also maintains the goal of achieving the highest quality product possible. Only producers who are willing to participate under these terms will be placed in crew positions on CMNtv-produced programs.

### **Media: DVD / Flash Memory Cards**

DVDs and flash memory cards are available to producers at prices posted in the office.

### **Video Dubs (copies)**

DVD copies made by CMNtv staff incur a charge. Members may make dubs of their own Public Access programs during an edit suite reservation (in reasonable quantities acceptable to CMNtv management) at no additional cost other than for media. Multiple DVD copies of programs produced for CMNtv may be duplicated quickly using CMNtv's duplication tower at \$5 per run of up to 11 DVDs per run, and does not include DVD media (available for purchase at CMNtv), or label printing.

### **Conference Room/Studio**

CMNtv's forty-person capacity conference room is available to Resident members free of charge for production-related purposes. CMNtv's Executive Director must approve reservations not related program recording before any use of the room is permitted, and such use may incur a fee. Snacks, beverages and food are permitted; audio/visual items (i.e., overhead projector, flip chart, video player with screen, stereo, teleconferencing, video recording) can be provided by CMNtv for nominal fees.

## **Programs and Playback**

### **Technical Requirements**

All programs submitted for playback will be screened for technical integrity and must adhere to the following restrictions:

Programs produced at Community Media Network must be preceded by at least one second of black and submitted on finalized DVD-R media or compatible file usable by CMNtv. CMNtv accepts submissions of one program per DVD. CMNtv accepts no more than 2 hours of programming per single layer DVD; multiple programs per disc are **NOT** acceptable. Playback may be delayed or denied to submitted programs that have poor technical quality, including but not restricted to: excessive signal dropout, extremely low or distorted audio, audio sync error, or media damage. Media that is incompatible with CMNtv playback equipment will not be played. Programs that do not meet CMNtv's technical requirements may result in the producer receiving an advisory letter, and repeated problems may result in program cancellation.

### **Program Preparation & Scheduling**

Program DVD must be labeled (using permanent ink, **not** adhesive labels) with program title, producer name and total running time. “Half-hour” programs must run *no longer* than 30:00 minutes. “Hour” programs must run *no longer* than 60:00 minutes. Programs that do not meet these times are strongly discouraged. Programs that exceed two hours require playback approval.

Initial program playback requests must be submitted in-person at CMNtv by the program producer, who must also be a member of Community Media Network. Subsequent program submissions may be mailed to CMNtv if desired. A completed Playback Request Form must accompany each new program, (paper or online) and should be submitted during business hours, three weeks in advance of the desired playback date. Approved and pre-scheduled *series programs* are to be turned in to CMNtv at least one week *before the scheduled playback date*. Regular series program producers are encouraged to submit a 30-second program promotional spot promoting their series, to be used at the discretion of CMNtv. *New programs* submitted for playback will be considered on a first come, first served basis. Under most circumstances, CMNtv staff will contact the producer one week prior to the first scheduled playback date. Programs that are time-sensitive may be prioritized by CMNtv. Minors submitting programs are required to have a parent or guardian sign a Statement of Compliance and a Playback request form.

CMNtv will, to the best of its ability or discretion, provide channel time as requested on a first-come, first-served basis, subject to the policies and guidelines herein. CMNtv will schedule programs within the parameters of overall program composition and flow, taking into consideration audience-building and the representative diversity of programming on the access channel. CMNtv will also exercise scheduling discretion to ensure access for new channel users, single programs, series of limited duration, and special events. **CMNtv will be guided in its scheduling decisions to ensure that resident members and organizations within our consortium will have the highest priority in using the public access channels set aside for their benefit.**

Single and Series programs may be played up to four times per episode after which time it may be removed without notification, and the timeslot will be lost. It is the producer’s responsibility to keep the rotation current. CMNtv reserves the right to remove any program after one airing. A producer or organization will not be granted timeslots in excess of two and one half hours weekly.

No timeslot is ever *permanently* assigned to a producer. All timeslots are subject to change and CMNtv staff may temporarily remove a program from its scheduled timeslot in order to play another program that is time or date sensitive. A channel time-slot may not be bartered or sold.

Playback scheduling priority will be given to programs whose primary content was produced within the most recent twelve months.

All productions created using CMNtv’s equipment and facilities should contain the following credit:  
**“Production support provided by CMNtv.”**

### **Preemption of Programming**

CMNtv reserves the right to preempt programming in cases where playback of a timely program may be deemed beneficial to CMNtv viewers. Such instances will be determined by CMNtv, and every effort will be made to contact the preempted program producer in advance of such preemptions.

### **Transferring Time Slots and Program Substitution**

One producer may not transfer time slots to another producer.

## **Program Content Restrictions & Use Limitations**

The following restrictions apply to all public access programming. Programs may not contain: Solicitation, advertising, bartering or promotion of commercial products, services or transactions; material that is slanderous, libelous, an invasion of privacy or made unlawful; material concerning lottery information, gift enterprise, or similar scheme; unlawful use of material requiring union residual, or other payment including but not limited to talent and crew; unlawful use of material that is copyrighted or subject to ownership or royalty rights, right of publicity, or other payment; material that is indecent (described in greater detail on pages 9 and 10 of this document).

### **Commercial Programming**

Commercial Programming is strictly prohibited on the public access channels. As noted above, programs may not contain solicitation, advertising, bartering or promotion of commercial products, services or transactions. Programs may contain commercial telephone numbers as described below under "Underwriting" or "Program Credits for Contribution of Goods and Services," but may not contain product or service "calls to action."

CMNtv recognizes the commercial nature of non-original record and film company produced programming, including music videos and film trailers. In order to prevent the promotion of commercial products on the public access channel, programs containing more than 50% of such material are prohibited.

*(Parties interested in commercial program production are encouraged to speak with CMNtv about contracted services that may be available. These services do not require membership or training, and the revenue generated helps support the core mission of CMNtv. Past clients have engaged CMNtv commercial services to plan, write, record and edit television commercials, event videos, concerts and even PBS broadcasts.)*

### **Underwriting Policy**

The underwriter must sign the CMNtv Underwriting Agreement, available at CMNtv or upon CMNtv's website (currently under development). The member shall deliver a signed copy of the Underwriting Agreement to the CMNtv Executive Director prior to acceptance of underwriting contributions. Violation of this policy will result in sanctions, including, but not limited to, the suspension of all CMNtv member privileges as determined by CMNtv management.

Underwriting recognition may be given to businesses or other organizations that have contributed goods or services supporting program production as described above. Individual credits for such contributions are limited to fifteen seconds. Total recognition for underwriting is limited to sixty seconds. Recognition may include an acknowledgment of the contribution made. Recognition may not contain any advertising information. The following guidelines apply to recognition for underwriters:

- Recognition must appear at either the beginning or end of the program;
- Recognition may be aural, visual or both;
- Recognition may include a logo;
- Recognition may include a name, address, and phone number;
- Recognition may include a phrase describing the nature of the contribution;
- Recognition may include a phrase describing the nature of the business or organization;
- Recognition may **not** contain any qualitative or promotional information.

### **Program Credits for Contribution of Goods & Services**

Programs may contain credit for individuals, businesses or other organizations that have contributed goods or services used in the program production. Individual credits for such contributions are limited to text only during a program's final credits. Individual credits may appear on-screen for a maximum of fifteen seconds; total credits for all contributions are limited to sixty seconds. Credits may include a textual acknowledgment of the contribution made. Credits may not contain any advertising information. The following guidelines apply to all credits for contributors:

- Credit must appear at the end of a program;

- Credit may **be textual only**;
- Credit may **not** include a logo **or voice-over**;
- Credit may include a **business or organization** name, address, and phone number;
- Credit may include a phrase describing the nature of the contribution;
- Credit may not contain any qualitative or promotional information.

### **Website Addresses and Other Contact Information**

Commercial website addresses cannot be shown for more than **30** seconds during any 30-minute segment of a program. Commercial phone numbers and addresses may be displayed under the guidelines listed in the previous two sections.

### **Solicitation**

No solicitation for funds is permitted whatsoever.

### **Use of copyright**

Access producers are responsible for securing authorization for the use of any copyrighted content they wish to incorporate in their programs, and proof of such authorization may be required by CMNtv. They must also secure signed talent releases for on-air talent when necessary.

### **Foreign language programs**

Foreign language programs must be accompanied by a written or audio English transcript or translation at the time of submission for playback.

### **Political Debate programs**

All debates airing on the Public Access channel shall provide for equal opportunity for all declared candidates to participate. The format of the debate shall also provide equal opportunity for all participants. CMNtv shall remain neutral at all times by allowing such debates. CMNtv expressly states that it does not necessarily agree or disagree with the content of such debates and a disclaimer following the end of the taped program shall state such. The above does not apply to discussions regarding charter amendments, millage proposals, ballot issues, or constitutional amendments.

### **Sale of programs**

If any CMNtv equipment and/or facilities are used to produce any program, that program shall not be reproduced or sold for any commercial purposes.

### **Origin of Programming**

CMNtv accepts outside programming from program Producers only. CMNtv does not accept “sponsored” programming requests where the member is not the Producer of the program. Programs that are 100% locally produced have precedence in playback scheduling.

### **Webcasting of Content**

CMNtv may from time to time simultaneously webcast its Public Access channel programming upon its website. Producers who submit programs for playback acknowledge and agree to this.

### **Limits of Liability**

CMNtv is not liable for any mistakes, omissions or interruptions in the cablecast and any other means of distribution of programs, including webcast. CMNtv is also not liable if the program or material submitted is damaged, lost or stolen while in its custody except in the case of gross negligence on the part of CMNtv resulting in damage or loss of submitted media. In cases of gross negligence on the part of CMNtv, liability is limited to the cost of replacing media submitted for cablecast. CMNtv strongly suggests not submitting edit masters.



**Please read carefully the Playback Request Form, including all terms and conditions before signing and submitting your program for playback.**

## **Regarding OBSCENE, PATENTLY OFFENSIVE, INDECENT OR ADULT CONTENT Programming**

### **Purpose and Intent**

Any person or entity that wishes to use the Public Access cable television channel managed by the Oakland County Cable Communications Corporation (DBA: "CMN"), under contract w/ ICCA for public, educational or governmental use shall first provide to the staff and Executive Board of CMN a recorded copy of any such programming so that said programming may be reviewed for compliance with the terms, conditions and spirit of this Section.

The policies of this Section are designed to provide programmers and viewers with all the rights and protections afforded by the United States Constitution and to be consistent with the obligations imposed on franchising authorities and their agents by both State and Federal law. The terms, conditions and spirit of this Section, as well as any restriction upon programming imposed under this Section, shall at times be viewpoint, opinion and idea neutral. Any restriction on programming imposed by this Section shall be tailored as narrowly as possible so as to limit the effects on a person or entity's freedom of speech or freedom of expression.

Further, it shall be the intent of this Section to secure programming that the local viewing community considers valuable and to limit and restrict access by children and young adults to programming that is considered obscene, patently offensive, indecent or adult in content by the local viewing community.

### **Restricted Programming**

The following types of programming are subject to restriction pursuant to this Section:

#### **Obscene programming:**

Defined as:

- Programming which depicts or describes sexual conduct or contact;
- Patently offensive representations or descriptions of ultimate sexual acts, normal or perverted, actual or simulated and;
- Patently offensive representations or descriptions of masturbation, excretory functions, and lewd exhibition of the genitals.

Restrictions on obscene programming are generally limited to works which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way, and which, taken as a whole, do not have serious literary, artistic, political, or scientific value.

#### **Indecent and Adult Programming:**

Defined as programming that is in conflict with community decency standards in that it is lewd, lascivious, filthy or is otherwise unprotected by the Constitution of the United States, often containing language that describes, in terms patently offensive as measured by the local viewing community, sexual or excretory activities and organs.

### **Means of Restriction**

Whenever possible to limit the exposure of children and young adults to obscene, patently offensive, indecent or adult content programming during times of the day when there is a reasonable risk that significant numbers of children will be exposed to programming that is deemed obscene, patently offensive,

indecent or adult in content, such programming may be “channeled” to hours of the day least likely to result in such exposure. “Channeling,” as used herein, is the process of positioning programming during time slots that minimize exposure to children and young adults, rather than banning certain programming altogether. If any such programming is “channeled” pursuant to this Section or is otherwise deemed obscene, patently offensive, indecent or adult in content, it shall be subject to an adult content advisory warning acceptable to CMN or ICCA, in their collective discretion. If it is determined that it is not reasonably possible to limit the exposure of children and young adults to deemed obscene, patently offensive, indecent or adult in content programming by “channeling,” said programming shall be prohibited from broadcast altogether.

### **Producer Responsibility**

*All producers submitting programming with obscene, patently offensive, indecent or adult content (as described above) are required to place a warning message at the beginning of each program.* The written message shall appear on the screen for at least 15 seconds at the beginning of each program. The warning message shall consist of a spoken and an easily readable on-screen message stating: **“The following program contains material which may be offensive to some viewers or may be inappropriate for viewing children.”** Warnings of this type are available at CMN. Failure to include this warning will result in the program not airing. Any variance of these policies is the sole discretion of the Executive Director.

## **Facilities and Equipment Use**

### **General Guidelines**

#### **Intent of Use**

Member use of CMNtv equipment and/or facilities is for the production of Public Access programming to be transmitted via PEG access channel(s). Any commercial or other uses are prohibited and shall subject the producer/user of CMNtv equipment and/or facilities to suspension or loss of access privileges. CMNtv reserves the right to observe the progress of any project in production. Failure to submit a program within a reasonable time may result in a suspension of facility use privileges.

#### **User Responsibility**

CMNtv equipment loaned to a member, regardless of the location in which it is used, is the responsibility of the designated individual checking out that equipment. That individual will be held financially liable for any theft, loss or damage to the equipment while it is checked out to that individual. Persons who fail to pay for such reimbursements may be suspended or banned from use of the facilities. Individuals may be required to submit a deposit prior to borrowing equipment.

#### **Conduct & Behavior**

Community Media Network is a not-for-profit organization intended to facilitate production and broadcasting of non-commercial programs. All persons at CMNtv—staff, producers and visitors—are entitled to be treated with courtesy and respect. Everyone on CMNtv property has an obligation to behave courteously and respectfully, in a manner that does not disrupt the operation of CMNtv or the ability of others to use the facilities. Everyone using CMNtv is responsible for the conduct of her/his guests, visitors, talent and crew.

In consideration of the fact that CMNtv is open to and used by members of our community holding diverse viewpoints, and of varying age groups, including minors, we seek to provide an atmosphere that is safe and comfortable for all. Producers are encouraged to exchange ideas with each other in a civil and tolerant manner.

## *Producers Access Policies and Procedures*

Producers are expected to help monitor use of equipment and facilities and to report neglect, abuse, theft, or misuse of CMNtv's facilities and equipment to CMNtv staff. The identification of those persons disclosing such information will be kept confidential to the extent supported by law.

Producers who have been sanctioned or suspended from use of the production facilities will be informed of the terms of the sanction or suspension in writing. Violation of these terms will be subject to further sanction. Any producer who knowingly aids another producer in violating the terms of his/her suspension will be sanctioned. Community Media Network reserves the right to take any action with regard to equipment usage to comply with applicable law and ensure compliance with Community Media Network policies for equipment use.

### **Code of Conduct**

The following activities are not permitted in CMNtv's Access Facilities:

- Smoking.
- Possession, use or dispensing of any illegal substance.
- Possession, consumption or dispensing of alcoholic beverages without permission of the Executive Director.
- Possession of any weapon or explosive or other dangerous materials, except by a law enforcement officer who is authorized to carry a weapon as part of his/her professional responsibility.
- Conduct, intentional or unintentional, that results in physical injury to others and/or destruction of property.
- Theft or attempted theft of personal belongings, materials, supplies or equipment.
- Entering or attempting to enter locked offices, areas, files or records, and/or unauthorized use of any office, computers or other equipment, including CMNtv telephones without permission.
- Physical violence, or the threat of physical violence.
- Rude, discourteous or raucous behavior directed at any individual or group that disrupts activities or operations of the facilities or the ability of others to conduct business.
- Conduct that endangers the safety of any individual or groups including stunts or illusions for visual or sound effects which could be potentially dangerous to person(s) or property.
- Sexual, physical or verbal harassment, including threats, against any employee or user of the facilities, or conduct that is obscene.
- Sexual activity.
- Falsification of personal information requested at the time of certification or any time thereafter, or for the purpose of CMNtv equipment/facility usage.
- Pets or other animals (except service dogs) without prior authorization from management.
- Food and beverages in edit suites, control rooms, studio, or while operating CMNtv production equipment.
- Activities that may result in unsafe or unsanitary conditions.

Prior approval is required to obtain an exception to any of the above provisions. Permission will not be unreasonably withheld when activities are required for creative or artistic expression for the success of an event or production.

### **Enforcement**

CMNtv's staff is responsible for the safe and proper operation of the facilities. Their directions and instructions are to be followed at all times. Failure to do so may result in immediate expulsion and/or future restrictions on access to any CMNtv facilities.

Anyone who feels unfairly treated by a member of the staff should contact CMNtv's Executive Director to schedule an appointment at a later date to discuss the matter.

### **Appeals Process for Sanctions**

Producers wishing to appeal a sanction may do so in writing to the Executive Director. If not satisfied with the Executive Director's decision, the producer may appeal that decision in writing to the Board of Directors. The decision of the Board of Directors will be final.

### **Reservations**

Access facilities and equipment are reserved on a first-come, first-served basis, assuming the member is in good standing in accordance with CMNtv Policy and Procedures. Reservations for all facilities and equipment must be made at least 24 hours in advance through the CMNtv offices. All reservations are non-transferable. Facility and field equipment use will be granted only to the person in whose name the reservation was made.

Editing and studio reservations are limited to four-hour blocks. All set up, rehearsal, taping, and cleanup must be completed within the designated time.

Only two reservations for all equipment or facilities may be pending at any given time, up to two months in advance. This policy applies to individual members, producers of a (series) program, and nonprofit (group).

### **Cancellations**

Cancellations for editing, equipment check-out, or studio use reservations require at least 24 hours notice. Cancellations should be made in person or over the phone during our general operating hours. Cancellations made within 24 hours are considered "late" cancellations. Late cancellations for Saturday studio reservations may result in forfeiture of deposit fee (see above, "Reservations"). Those who have reserved CMNtv facilities or equipment and are more than thirty minutes late may forfeit their reservation. Failure to provide at least 24-hour cancellation notice, or forfeiture of a reservation may be subject to suspension from equipment/facility reservations. The member is responsible for picking up and returning portable equipment at scheduled times unless other arrangements are made in advance with CMNtv personnel. Portable equipment may not be taken outside the state without approval of the Executive Director.

### **Portable Equipment Checkouts**

Once a reservation has been confirmed, producers may check out their equipment at the scheduled time. Failure to appear on time for a scheduled checkout may result in loss of use or suspension of a producer's access to the equipment (see cancellation policy above).

At the time of check-out producers will be asked to set up and test each piece of equipment in the presence of an authorized CMNtv staff member to assure that it's in working order. The producer must note any defects, missing or damaged parts on the checkout form. Producers should allow at least fifteen minutes for check out. If the CMNtv staff member feels at the time of checkout that the producer does not demonstrate adequate competence with the equipment, equipment use may be refused.

Once the producer has tested the equipment, both producer and CMNtv staff must then sign the checkout form verifying the equipment to be checked out, and its condition. The form states that the producer accepts full responsibility for the equipment from the time it is checked out until an authorized CMNtv staff member checks it back in. Members that elect NOT to test equipment during checkout accept the equipment in its present condition, presumed as "proper working condition."

Only CMNtv-certified producers may operate the equipment. The individual who checked out the equipment is the exclusive liable party for loss or damage to equipment checked out in her/his name, regardless of who was operating the equipment at the time of loss or damage.

Consumption of alcoholic beverages or illegal drugs is prohibited on the premises of Community Media Network, or while operating CMNtv equipment. Anyone who appears to be under the influence of alcohol or illegal drugs can be denied use of the equipment. Operation of CMNtv equipment under the influence of alcohol or illegal drugs is grounds for suspension of the producer's access to production equipment.

### **Equipment Reservation Periods**

Portable equipment use commencing on Monday, Tuesday and Wednesday shall be returned up to 48-hours after the time of check-out. Equipment borrowed on Thursday or Friday must be returned by 6:00 p.m. on the following Monday. Individuals or nonprofit groups may not make "back-to-back" reservations that would extend equipment use beyond 48 consecutive hours (weekdays) or the Thursday to Monday (weekend) checkout period. Any requests for extended equipment use must be directed to and approved by the Executive Director. Weekend equipment checkouts for producers or programs is limited to two (2) per month, subject to availability.

### **Equipment Check-In**

Equipment must be checked in on or before the scheduled check-in time. A producer returning equipment late will be sanctioned. Sanctions may include having access to production equipment immediately suspended.

At the time of check-in, a producer will be required to set up and test each piece of equipment in the presence of an authorized CMNtv staff member to verify that it is in working order. Any defects, missing or damaged parts must be noted on the check-in form and repair or replacement will be charged to the producer. **Producers should allow at least 15 minutes for check-in. Only the producer in whose name the equipment was checked out may return equipment.**

Once the producer has tested the equipment, s/he and the CMNtv staff member must sign the check-in form verifying that the equipment has been returned and is in good working order. Only once this procedure has been completed is the producer released from liability for the equipment.

### **In House Facility Use** (*Edit Suites, Studios, Dub Tower*)

Producers with reservations for in house facilities must first check in with CMNtv staff before their scheduled session begins. CMNtv staff will provide initial set-up in the facility reserved. Under no conditions are producers allowed to go into the editing suites or studios without first checking in with the CMNtv staff member on duty.

CMNtv will make the facility available only to the person in whose name the reservation was made. Only CMNtv-certified producers may operate production or editing equipment.

Failure to appear on time for a scheduled session may result in the time being given to another producer. Room reservations will be held for thirty minutes past the scheduled check-in time before relinquishment. Producers expecting to be late may call CMNtv and the reservation may be held for up to one hour. Repeated cancellations may result in suspension of a producer's access to the facilities (see cancellation policy above).

CMNtv's production facilities are primarily user-operated. Producers using the facilities are expected to be willing to learn how to operate equipment in an independent manner. CMNtv staff is available to offer technical assistance and to facilitate the learning process. Members of CMNtv staff are available for consultations and advanced assistance on a limited basis, and may not spend extended periods of time with any single producer. Staff should not be expected to act as editors or crewmembers for a production. Producers who are unable to work independently may be offered an opportunity for advanced training. To arrange for such, contact the Executive Director or class instructor.

Producers experiencing technical difficulties should report immediately to the CMNtv staff on duty. Under no conditions should producers attempt to connect other equipment to CMNtv editing rooms, dubbing system or studio control room equipment, make technical adjustments, or re-configure the editing rooms, dubbing system or studios.

There is **absolutely no eating, drinking, or smoking** in the editing rooms, studios or remote production truck. Consumption of alcoholic beverages and un-prescribed or illegal drugs is prohibited on the premises of CMNtv, or while operating CMNtv equipment. Anyone who appears to be under the influence of alcohol or illegal drugs can be denied use of the equipment. Operation of CMNtv equipment under the influence of alcohol or illegal drugs is grounds for suspension of the producer's access to the facilities.

Producers must vacate the facilities on time. Producers in an edit suite should prepare to leave ten minutes prior to the end of the session, in order to finish on time. Producers in the studio should prepare to conclude activities ½ hour prior to the end of their session, so that equipment can be returned to its proper location. It is the responsibility of the producer to keep track of her/his own time. A producer failing to vacate a room on time may have their access to the facilities suspended. Repeated refusal to vacate a room when asked by CMNtv staff may result in the immediate suspension of the producer's access to the facilities. The producer of record is responsible for his or her guests' compliance. Please pay special attention to the activity of your crew and guests, especially when hosting large groups at CMNtv. Please do not allow them to distract fellow producers and CMNtv staff.

Upon vacating an editing room or studio, a producer must leave it clean and ready for the next producer. The studio must be swept, all curtains, cameras and ladders returned to their proper place, and all sets and furniture put away. After completing a session in the facility, a producer must acknowledge departure with a CMNtv staff member.

### **Studio Guidelines**

1. Producers may reserve the studio for up to four hours per day. This time includes sign-in, all set up (including setting up sets, lighting, and audio set up), all break down (including striking set, neatly coiling cables, returning cameras to proper position, checking in all microphones, cables, intercoms and other equipment), and any other clean up (including all trash disposal and sweeping the studio floor).
2. Use of the studio is reserved **ONLY** to the person whose **NAME** appears on the reservation.
3. It is recommended you have at least two crewmembers for your studio shoot.
4. All crew must be CMNtv certified and current members, with the exception of Talent and Phone Operator.
5. Staff facilitation includes white balancing, equipment used from check-out inventory, lighting requiring use of extension ladder, and trouble-shooting. It does not include acting as crew. It is the Producer's responsibility to obtain crew.
6. The studio must be left clean and neat after the shoot with all the camera cables wrapped, furniture put away, and garbage taken to the dumpster.
7. No climbing of the ladder without the approval from staff. Yellow ladder is strictly off limits.
8. No adjustment of lights without the approval from staff. It is the producer's responsibility to adjust lights with staff supervision. Circuits must be off when unplugging lights. Ask staff for assistance.
9. No dragging equipment or props on the Studio Floor.
10. No food or drink is allowed on the studio floor and in the studio control room.
11. Reporting more than 30 minutes late to the studio may result in losing the reservation.

### **LIVE Programming**

Producers wishing to produce a live program should be aware of the challenges involved. Producing quality live programming in a consistent and timely fashion demands good organizational and production skills. Live programming can be an exciting and effective means of dialogue between a producer or production group

and their community or audience. We encourage producers to explore this means of communication, while being conscious of the difficulties and responsibilities involved.

Producers of live programming must coordinate studio availability with open time slots for programming. It is the responsibility of the producer to submit a completed LIVE Programming Request Form at least one week prior to the date of requested production. Live programs should begin on time, and no live program will be allowed to run overtime.

Producers acting in violation of the policies and guidelines of Community Media Network on air or in the course of producing a live program are subject to immediate suspension of their access to CMN's facilities.

### **Mobile Production Truck with TriCaster™**

A CMNtv Member (Full Membership – Resident) may make no more than one (1) reservation for the Mobile Production Truck with TriCaster™ at any time, and no reservation will be accepted when two or more outstanding or incomplete productions exist. Reservations for the Mobile Production Truck with TriCaster™ must be made at least one month in advance through the CMNtv office, using the proper request form. The request must include member name, date, time frame, location of the production, nature of the event to be recorded and the number of cameras desired (up to four).

If approved, the truck will include cameras, camera cables, tripods, LCD monitors, intercom, and various connectors in addition to the TriCaster™ and its peripherals. The system will be delivered to the production location by CMNtv staff, provided adequate location information has been provided in a timely manner. Once there, the member and his/her CMNtv-certified crew will be responsible for setting up, managing the production, and “tear down” of equipment at its conclusion, at which point CMNtv staff will take possession of the equipment and return it to CMNtv. The CMNtv Member requesting the Production Truck is responsible for recruiting sufficient (eligible) production crew. All crewmembers for a mobile production must be a current member of CMNtv, and have successfully completed either the 10-week Production Certification Series (pre-Fall 2014) or In Depth Field Production or In Depth Studio Production Classes, in addition to the supplemental Truck Production Workshop. The Producer is responsible for the safe operation of the shoot, including safely securing camera cables in a manner that reduces risk of injury to pedestrians. Gaffer's tape is available for purchase at CMNtv.

CMNtv staff will notify of an approval or denial of a reservation request within two business days. The Mobile Production Truck with TriCaster™ is made available for productions expected not to exceed 6-hours. If a producer must cancel an approved *Saturday* reservation, notice of cancellation must be provided by direct phone contact with CMNtv staff during business hours at least 24-hours prior to the reservation. If insufficient notice or no notice is provided, a late cancellation penalty of \$100 will be assessed to the reserving producer. Failure to pay this penalty will result in suspension of membership and privileges.

Mobile Production Truck with TriCaster™ use requires a nonrefundable payment to CMNtv. The fee for a Resident Member is \$50. Payment is due in advance of the shoot. A Mobile Production Truck with TriCaster™ shoot may take place within any community that provides funding to CMNtv, or a location that is within 10 miles of CMNtv. Approved TriCaster™ shoots not taking place within these locations will incur additional mileage and staffing fees. Only one weekend Mobile Production Truck reservation per Member is permitted in any 60-day period.

Recorded content must be removed from the TriCaster™ in the most expedient manner possible, but in no circumstances will CMNtv or another member be responsible for video content left on the TriCaster™ longer than 14 days after recording. **ALL** content recorded is expressly for the purpose of cable playback on CMNtv. The Mobile Production Truck with TriCaster™ is not typically available on Sundays or holidays.

A CMNtv staff person will supervise all remote productions and will be available to provide technical expertise. The staff supervisor is **not** a member of the production crew. A crew usually consists of camera operators, a technical director, audio operator, and producer. The staff supervisor reserves the right to cancel the production due to an insufficient number of crewmembers or if a production is in violation of any policy herein. Ignorance of these policies does not excuse any Access participant from compliance.

## **Summary**

The Executive director may impose, at his/her discretion, sanctions and penalties for failure to comply with CMNtv policies. Individuals who wish to appeal a decision made by CMNtv regarding facility/equipment usage may submit an appeal to the Board of Directors. Appeals should be in writing. The Board will attempt to respond within 60 days. Any equipment usage restrictions will remain in effect pending the outcome of an appeal.

Community Media Network (CMNtv) reserves the right to refuse facilities, equipment or playback request to any person who violates any of our stated policies, or who is under the influence of alcohol, drugs of otherwise not in full control of their senses. This includes exhibiting abusive verbal or physical behavior. The Executive Director or CMNtv staff will make such determination.

All Public Access participants will be held accountable for their actions by the same laws that govern any public activity. The participant must take all initiative to identify him/herself to persons being video recorded, particularly when that person may not know about the recording or may not desire to be recorded. **The participant must not identify him/herself as a CMNtv employee or representative.**

Access participants agree to indemnify and hold harmless Community Media Network (CMNtv) and their affiliates from all liability for damages, costs and loses resulting from, arising out of, or in any way connected with the use of Public Access Equipment and must sign CMNtv's statement of compliance form which states to that effect. Ignorance of these policies does not excuse any Access participant from compliance.