



## PRODUCERS POLICIES & PROCEDURES

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

Mon.-Thu. 9:00 a.m. to 9:00 p.m.  
Friday 9:00 a.m. to 5:30 p.m.  
Saturday 9:00 a.m. to 5:00 p.m.  
(Saturdays by appointment only)

### **EMAIL**

[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 CMN. Since its inception in 1983, CMN 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 CMN equipment, facilities, or requesting a video be played on the Public Access channel, must first become a member of CMN. Members are defined as follows:

### **Resident Membership (Individual & NPO): \$25/yr.**

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

Members of a nonprofit organization must provide a letter on that organization's letterhead (signed by their Director) authorizing them to produce the program on behalf of that organization, as well as evidence of nonprofit status such as an IRS determination letter. Individuals representing the organization must also present an acceptable form of picture ID from the list below. Nonprofit organizations can request membership renewal for up to five CMN-certified persons for one \$25 fee by submitting such request on organization's letterhead. These members may produce programs related to the nonprofit organization only.

### **Non-Resident Membership: \$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 CMN.

### **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 CMN 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 CMN staff and State of Michigan governmental departments and schools or municipalities within a contributing community are exempt from membership fees.

## **Member Benefits**

### **Resident membership includes:**

1. Opportunity to have two pending reservations at any given time for portable video equipment, television studios, edit suites, duplication tower, or conference room (certification required).
2. Opportunity to register for certification classes and advanced production training classes.
3. Free in-house use of CMN's music library, moving backgrounds, and animations.
4. Opportunity to broadcast a "live" program.
5. Opportunity to promote your program or nonprofit group on CMN's website or bulletin board.
6. Opportunity to request playback of a program on the channel.
7. Opportunity to participate in CMN-sponsored member functions and user group meetings.
8. Opportunity to volunteer as a crewmember on productions (certification required).

### **Non-Resident membership includes:**

1. Opportunity to request playback of a program on the channel.
2. Opportunity to register for certification classes and advanced production training classes.
3. Opportunity to participate in CMN-sponsored functions.
4. Opportunity to volunteer as a crewmember on productions (certification required).

## **Training and Certification**

### **Minimum Age Requirements**

Adult members must be at least 18 years old. Youth members between the ages of 16 and 18 must have a completed Statement of Compliance form signed by a parent or guardian on file with CMN. The parent or guardian must provide proof of residency, and will assume full responsibility for the minor and the minor's use of CMN 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.

### **CMN Training offered:**

#### **• Production Certification Orientation & Series**

##### Orientation Workshop: FREE

The first step toward using the facilities is to participate in an Orientation Workshop. In this workshop we define public access as managed by CMN, and offer a brief overview of our policies and procedures. Members must attend the Orientation Workshop before continuing with our Production Certification Series.

The Orientation Workshop covers policies only, not technical training. Because of this, everyone interested in becoming certified to use the production facilities must participate in the Orientation Workshop regardless of any prior production experience. The Orientation Workshop is not a pre-requisite for scheduling a program on CMN. To submit programming, request Playback Membership information.

Register for the Orientation Workshop by calling CMN, or emailing a request to: [info@cmntv.org](mailto:info@cmntv.org). Participants must bring proof of identification and proof of residency/nonprofit status. Should one wish to enroll in our Production Certification Series at the conclusion of the Orientation Workshop, the applicable registration fee is required at that time.

Production Certification Series: \$75 Resident / \$200 Nonresident

All members who desire to reserve equipment\* or assist as a crew person must graduate from CMN's ten-week Production Certification Series (PCS), regardless of prior experience. A course fee (noted above) will be charged per person and includes one year of membership. Participants must successfully complete the Public Access PCS before using CMN's Public Access equipment. Course and membership fees are non-refundable. You must attend all classes to receive certification.

The course includes instruction on field production, studio production, lighting, audio, talent and an introduction to CMN's "Final Cut Express" Mac-based non-linear editing software. Students may continue to enhance their editing skills by choosing to enroll in one of CMN's advanced editing classes (see below) once they have completed the PCS.

Registration and full payment for the PCS may be completed prior to the Orientation, either in person, or online (<http://cmntv.org/cmntv-training/register-online/>), or after participating in the Orientation, subject to availability. The PCS 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 fee must be paid before attending any class after orientation. Refunds for enrollment may be requested up to five days after the first class, and will incur a \$25 cancellation fee; no refunds will be issued after that point.

\* Nonresident members may not reserve CMN equipment or facilities

• **Mobile Production Van Training: FREE**

Free training offered to graduates of CMN Production Certification Series *only*. Successful completion qualifies a member to request use of a CMN mobile production van. Must pre-register for class. Van use may incur fees and requires authorization from CMN management. Fees levied may include staffing costs, and mileage/fuel fees. Fees are non-refundable and must be paid upon the day of the shoot.

• **TriCaster™ Training: \$25 (Resident), \$50 (Nonresident)**

Training offered to graduates of CMN Production Certification Series *only*. Successful completion qualifies a member to request use of TriCaster™. Must pre-register and pre-pay for class.

• **Nonlinear Editing Training: FEE**

Training utilizing advanced level software offered to CMN members who are either graduates or non-graduates of CMN Production Certification Series. Must pre-register and pre-pay for class. Untrained members may not use CMN edit suite software.

- **Advanced Final Cut (4 hrs.); requires completion of "Intro to Final Cut":**  
Resident/NPO member, \$40; Non-resident member, \$60.

- **Private, I-On-I Final Cut (4 hrs.):**  
Resident/NPO member, \$150; Non-resident member, \$200.

## **Other Member Opportunities & Benefits**

### **Volunteer Production Crew**

CMN may solicit the assistance of volunteers deemed necessary to facilitate the production of a 'CMN-Produced' program, where CMN alone assumes responsibility for the content and delivery. Participation by a volunteer is not obligatory and has no bearing upon the volunteer's membership status or dues, existing programming submitted to CMN, or facility usage. Within the scope of a CMN-produced program, a volunteer may be assigned to any production role mutually agreed upon by both CMN and the participant. CMN 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 CMN staff, however a 'CMN-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 CMN-produced programs.

### **Media: DVD / Videotape**

CMN sells DVDs and videotapes for the convenience of producers. Prices are posted in the office.

### **Video Dubs**

Videotape and DVD copies made by CMN staff incur a charge. Members may make dubs of their own Public Access programs using the CMN Dub Tower (in reasonable quantities acceptable to CMN management) at no additional cost other than for media. "Faster than real-time" DVD copies of programs produced for CMN may be duplicated using CMN's duplication tower at \$5 per run (7 max.), and does not include DVD media (available for purchase at CMN), or label printing.

### **Conference Room/Studio**

CMN's forty-person capacity conference room is available to resident members free of charge for production-related purposes. CMN's Executive Director must approve reservations not related to a taping of a show before any use of the room is permitted, and such use may incur a fee.

#### **Special Set-Up Requests**

Snacks, beverages, food, and audio/visual items (i.e., overhead projector, flip chart, VHS/DVD video player with screen, amplified audio, teleconferencing, video taping) can be made available upon request. Speak with the Executive Director for a quote.

## **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 2 seconds of black and submitted on finalized DVD-R/+R media. CMN accepts no more than 2 hours of programming per single layer DVD; multiple programs per disc are acceptable as long as they are separate titles and so noted on the face of the disc in permanent ink. 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 CMN playback equipment will not be played. Programs that do not meet CMN's technical requirements may result in the producer receiving an advisory letter, and repeated problem(s) 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 not permitted without the expressed approval of the Executive Director.

All program playback requests must be submitted in-person at the Troy office by the program producer, who must also be a member of Community Media Network. A completed Playback Request Form must accompany each new program, and should be submitted during business hours, three weeks in advance of the playback date. Approved and pre-scheduled *series programs* are to be turned in to CMN *at least three business days 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 CMN. *New programs* submitted for playback will be considered on a first come, first served basis. Under most circumstances, CMN staff will contact the producer one week prior to the first scheduled playback date. Programs that are time-sensitive may be prioritized by CMN. Minors submitting programs will be required to have a parent or guardian sign a Statement of Compliance and a Playback request form.

CMN will, to the best of its ability, provide channel time as requested on a first-come, first-served basis, subject to the policies and guidelines herein. CMN 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 channels. CMN will also exercise scheduling discretion to ensure access for new channel users, single programs, series of limited duration, and special events. CMN 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 will 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. CMN 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 CMN staff may temporarily remove a program from its scheduled timeslot in order to play another program that is time or date sensitive.

All programs submitted for playback must have been produced within the past twelve months. A program produced more than twelve months prior may only be repeated one additional time if it has previously played on the channel only one time.

All productions created using CMN's equipment and facilities should contain the following credit: **"Production support provided by Community Media Network."**

### **Preemption of Programming**

CMN reserves the right to preempt programming if it receives requests from member-producers seeking airtime for unique, timely programming that may be deemed beneficial to CMN viewers.

### **The following guidelines will apply:**

1. The Channel User shall provide an explanation or description of an overwhelming public interest not served by another outlet and/or
2. Emergency, life-saving information would be provided by the preemption and/or
3. CMN makes an early request to the producer holding the slot and permission is granted.
4. Permission to preempt must be granted by the executive director or in his or her absence, the programming director.

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

Time slots may not be transferred to another program provider. Program providers may not substitute other programs in their allocated time slots.

### **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 not contain commercial telephone numbers

except as noted below under "Program Credits for Contribution of Goods and Services," nor may programs contain information about purchasing a product or service. This restriction does not apply to studio telephone numbers displayed for the sole purpose of facilitating non-commercial call-in programs.

CMN 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.

*(Commercial program providers are encouraged to contact their local cable company regarding "leased access" and "commercial use" cable channels, which are not affiliated with CMN. In our service area, Comcast Cable and WOW! Cable • Phone • Internet administer these channels.)*

### **Underwriting Policy**

Members may not solicit or recognize financial underwriting for programs unless the member/producer has elected to use CMN fee-based production assistance. In this case, the following terms apply:

The underwriter must sign the CMN Underwriting Agreement, available at CMN or upon CMN's website. The member shall deliver a signed copy of the Underwriting Agreement to the CMN 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 CMN member privileges as determined by CMN management.

Underwriting recognition may be given to businesses or other organizations that have contributed goods, services or funding 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.

### **Phone Numbers, Website Addresses and Other Contact Information**

Commercial phone numbers and website addresses cannot be shown for more than 30 seconds during any 30-minute segment of a program. This restriction does not apply to studio telephone numbers displayed for the sole purpose of facilitating non-commercial live call-in programs.

**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 CMN. 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/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. CMN shall remain neutral at all times by allowing such debates. CMN 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 CMN equipment and/or facilities are used to produce any program, that program shall not be reproduced or sold for any commercial purposes.

**Sale of Time Slots**

Time on the public access channels is available free of charge. Channel users may not require compensation from individuals in exchange for appearing on a public access channel. Furthermore, channel time may not be bartered or sold.

**Origin of Programming**

CMN accepts programming from program Producers only. CMN 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.

**Limits of Liability**

CMN is not liable for any mistakes, omissions or interruptions in the cablecast and any other means of distribution of programs. CMN 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 CMN resulting in damage or loss of submitted media. In cases of gross negligence on the part of CMN, liability is limited to the cost of replacing media submitted for cablecast. CMN 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 taped 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 CMN 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 CMN equipment and/or facilities to suspension or loss of access privileges. CMN 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**

CMN 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 CMN—staff, producers and visitors—are entitled to be treated with courtesy and respect. Everyone on CMN property has an obligation to behave courteously and respectfully, in a manner that does not disrupt the operation of CMN or the ability of others to use the facilities. Everyone using CMN is responsible for the conduct of her/his guests, visitors, talent and crew.

In consideration of the fact that Community Media Network 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 are expected to help monitor use of equipment and facilities and to report neglect, abuse, theft, or misuse of CMN’s facilities and equipment to CMN 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 CMN'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 CMN telephones.
- 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 CMN equipment/facility usage.
- Pets or other animals (except guide dogs).
- Food and beverages in edit suites, control rooms, studio, or while operating CMN 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**

CMN'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 CMN facilities.

Anyone who feels unfairly treated by a member of the staff should contact CMN'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 CMN Policy and Procedures. Reservations for all facilities and equipment must be made at least 24 hours in advance through the CMN offices. Reservations for Saturday must be confirmed no later than 9:00 p.m. on the second Thursday

prior to the Saturday requested. At the time of the request, a completed "Saturday Studio Reservation Request Form" must be submitted to CMN staff. A response will be provided within 2 business days if the reservation can be confirmed or not. If the producer must cancel a Saturday Studio reservation, notice of cancellation must be provided to CMN 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.

All reservations are non-transferable. Facility and field equipment use will be granted only to the person, or, in the case of a nonprofit membership, the "group," 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 and nonprofit (group) memberships. Portable equipment borrowed during the week is for a 48-hour period. Equipment borrowed on Friday must be returned by 6:00 p.m. Monday unless otherwise requested by CMN. No "back-to-back" reservations are permitted by individuals or Nonprofit groups that would extend equipment use beyond 48 consecutive hours (weekdays) or the Friday to Monday (weekend) checkout period. Any requests for extended equipment use must be directed to and approved by the Executive Director. Friday to Monday equipment checkouts for any single producer will be limited to two (2) per month, subject to availability..

### **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 CMN 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 CMN personnel. Portable equipment may not be taken outside the franchise area without approval of the Executive Director.

### **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 CMN 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 twenty minutes for check out. If the CMN 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 CMN 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 liability for the equipment from the time it is checked out until an authorized CMN 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 CMN-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 CMN equipment. Anyone who appears to be under the influence of alcohol or illegal drugs can be denied use of the equipment. Operation of CMN equipment under the influence of alcohol or illegal drugs is grounds for suspension of the producer's access to production equipment.

### **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 their 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 CMN 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 be charged to the producer. Producers should allow at least 20 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 CMN 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 appointments for in house facilities must check in with the production facilities staff on duty before their scheduled session begins. CMN staff will provide initial set-up in the facility reserved. Under no conditions are producers allowed to go into the editing suites, dubbing suite or studios without first checking in with the CMN Production Facilities staff member on duty.

CMN will make the facility available only to the person in whose name the reservation was made. Only CMN-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 being given away. Producers who will be late can call and we will hold the room for up to one hour. Under no circumstances will a room be held for longer than one hour. Repeated lateness will result in suspension of a producer's access to the facilities (see cancellation policy above).

Community Media Network's production facilities are user-operated. Producers using the facilities are expected to be willing to learn how to operate them in an independent manner. CMN staff is available to offer technical assistance and to facilitate the learning process. However, due to the numbers of producers served at any given time, CMN staff cannot spend an extended amount of time with any single producer, and should not be expected to act as editors, or crewmembers for a production. Producers who are unable to work independently will be asked to retake the training class. Members of CMN staff are available for consultations and advanced assistance on a limited basis. To arrange for such, contact the Executive Director or class instructor.

Producers experiencing technical difficulties should report immediately to the production facilities staff on duty. Under no conditions should producers attempt to connect other equipment to CMN editing rooms, dubbing system or studios, 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 vans. Consumption of alcoholic beverages and un-prescribed or illegal drugs is prohibited on the premises of Community Media Network, or while operating CMN equipment. Anyone who appears to be under the influence of alcohol or illegal drugs can be denied use of the equipment. Operation of CMN 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 the editing rooms and performing dubbing should start preparing 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, and the next producer can get into the studio on time. 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 CMN staff will 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 CMN. Please do not allow them to distract fellow producers and CMN staff.

Upon vacating an editing room, dubbing suite, 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 check out with a CMN 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. You must be reserved for the studio in order to use the studio.
3. We will check out the studio **ONLY** to the person whose **NAME** appears on the reservation.
4. You must have at least three crewmembers for your studio shoot.
5. People operating anything in the studio must be certified for the Studio, with the exception of Talent, Phone Operator, and Floor Director.
6. Only staff is to make adjustment on the Camera Control Units.
7. Staff facilitation includes white balancing, equipment check out, lighting, and trouble-shooting. It does not include crewing for the shoot. It is the Producer's responsibility to find crew.
8. The studio must be used for shooting. It is not used for editing or dubbing.
9. 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.
10. No climbing of the ladder without the approval from staff. Yellow ladder is strictly off limits.
11. 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.
12. No dragging equipment or props on the Studio Floor.
13. No food or drink is allowed on the studio floor and in the studio control room.
14. Reporting more than 30 minutes late to the studio may result in losing the reservation.

#### **Dubbing Tower Guidelines**

1. The Dubbing Tower is to be used exclusively for making copies of public access programs that are cablecast on CMN.
2. You may only make copies of your own public access program. Duplication of copyrighted material is strictly forbidden.
3. Use of the Dubbing Tower for profit-making or commercial purposes is strictly forbidden.

4. To use the Dubbing Tower you must be a current active CMN member.
5. The Dubbing Tower may be reserved for a maximum of four hours per day.
6. Reservations for the Dubbing Tower must be canceled 24 hours in advance.
7. The Dubbing Tower is user-operated. CMN staff assistance is limited to helping you set up your dub, and answering quick questions.
8. Dubbing Tower use without a prior reservation will be permitted at staff discretion only.
9. Any violation of these guidelines will lead to loss of privileges.

### **LIVE Programming**

Producers wishing to do a live program should be aware of the challenges involved in creating a production in real time. Producing quality live programming in 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 month 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.

### **TriCaster™**

A Resident Member or Resident-NPO may make no more than one (1) reservation for the TriCaster™ at any time, and no reservation will be accepted when two or more outstanding or incomplete TriCaster™ productions exist. Reservations for the TriCaster™ must be made at least two weeks in advance through the CMN office, using the TriCaster Request Form. The request must include member name, date, time frame, location of the production, nature of the event to be taped and the number of cameras desired (up to three). If approved, the typical TriCaster™ "kit" will include three cameras, camera cables, tripods, LCD monitor, wireless intercom, and various connectors in addition to the TriCaster™ and its peripherals. The system will be delivered to the production location by CMN staff. Once there, the member and his/her CMN-certified crew will be responsible for setting up, managing the production, and "tear down" of equipment at its conclusion, at which point CMN staff will take possession of the equipment and return it to CMN. The Producer will be responsible to provide and use gaffer's tape to safely secure camera cables. Gaffer's tape is available for purchase at CMN. CMN staff will notify of an approval or denial of a reservation request within two business days. The TriCaster™ is made available for productions expected not to exceed 6-hours. Weekend TriCaster reservations require a \$100 deposit, submitted in the form of a check or cash, and payable upon reservation confirmation. The deposit is refundable upon completion of the reservation effort. A deposit will be forfeited upon failure to appear or cancel with at least 24 hours in advance by notice given to CMN during business hours. TriCaster™ use may incur fees and those levied may include staffing costs, and mileage/fuel fees. Fees are non-refundable and must be paid upon the day of the shoot. Only one weekend TriCaster™ reservation per Resident Member or Resident-NPO 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 CMN or another member be responsible for video content left on the TriCaster longer than 14 days after recording.

### **Mobile Production Van**

Reservations for the Mobile Production Van must be made at least two weeks in advance through the CMN office and the Van Coordinator. The request must include date, time frame, location of the production, nature of the event to be taped and the number of cameras desired (up to four). It is the producer's responsibility to provide tape stock, microphones and additional equipment that must be requested through the CMN office. Confirmation of a reservation will be given based on availability, by the Van Coordinator. The van will not be approved for productions outside the consortium area unless approved by the Executive Director and additional fees will be levied include staffing costs, and mileage/fuel fees.

Saturday Mobile Production Van reservations require a \$100 deposit, submitted in the form of a check or cash, and payable upon reservation confirmation. The deposit is refundable upon completion of the reservation effort. A deposit will be forfeited upon failure to appear or cancel with at least 24-hour advance notice given to CMN during business hours. Only one Saturday Mobile Production Van reservation per Resident Member or Resident-NPO is permitted in any 60-day period. The Mobile Access Van is not available on Sundays or holidays.

The CMN Resident Member requesting the van is responsible for recruiting sufficient (eligible) production crew. All crewmembers for a mobile van production must be a current member of CMN, and have successfully completed the 10-week Production Certification Series, in addition to the supplemental Remote Van Production session.

A van operator/access staff person will supervise the van on all remote productions and will be available to provide technical expertise. The van operator is not a member of the production crew. The Van Operator reserves the right to cancel the production due to an insufficient number of crewmembers. A crew will usually consist of camera operators (3), technical director, audio operator, character generator operator and producers.

CMN rules governing facilities and equipment use that are appropriate to the Mobile Production Van apply. 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 CMN policies. Individuals who wish to appeal a decision made by CMN 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 (CMN) 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 and CMN 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 videotaped, particularly when that person may not know about the taping or may not desire to be taped. The participant must not identify him/herself as a CMN employee or representative.

Access participants agree to indemnify and hold harmless Community Media Network (CMN) 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 CMN's statement of compliance form which states to that effect. Ignorance of these policies does not excuse any Access participant from compliance.