



Facilities/Equipment Use Policies

All Equipment is reserved and checked out from our 711 Bridge NW location

CMC Business Hours, 711 Bridge NW, GR: Monday – Friday: 10am – 6pm
Saturday: 9am – 6pm
616.459.4788

Equipment Checkout and Production Hours: Monday, Wednesday, Friday: 12pm – 9pm
Saturday: 9am – 6pm

The Community Media Center makes facilities and equipment available to its membership for the sole purpose of creating media programs for community presentation. The CMC provides tools, training and transmission to a wide range of individuals and groups representing diverse interests. Since the CMC has finite resources, the Board of Directors of the Community Media Center has designed and approved this policy to ensure equitable distribution of facility resources.

Eligibility

Production equipment and facilities and computer resources are available to CMC members who meet the following criteria. The member/producer/programmer:

- Must be a CMC member in good standing with a current address on file;
- Minors must have an adult guardian submit a permission form accepting responsibility for all actions of that minor while on the CMC premises or damage of equipment while in possession of that minor.
- A copy of a valid Michigan driver's license or state certified ID is required of any member who wishes to borrow equipment from the facility and in the case of a minor, an ID of their legal guardian. A passport can be used with the addition of address confirmation (inquire).
- May not represent her/himself as an employee of, representative of, or a producer for CMC or any of its departments, but only as an independent producer or programmer permitted to access CMC production equipment and facilities.
- Must use equipment for the primary purpose of programming the Cable Access channel or the Community Radio Station; therefore all programming must comply with the *GRTV Programming Policy* or *WYCE Programmers Agreement*.
- Must demonstrate his/her ability to use CMC equipment and facilities competently by attending and successfully completing the requisite certification classes designed for each program area. The CMC Orientation class, which is conducted individually during regular CMC business hours, is a prerequisite for **all** certification classes.
- Must accept financial liability for the replacement cost of any equipment lost or damaged while in their possession. This does not include normal wear and tear.
- Must not accept money, barter or material in exchange for work done with CMC equipment; however, production costs may be underwritten with prior approval of a department manager. Approval will be granted when underwriting meets the criteria established in the department's underwriting policy.
- TV Producers must register their production before studio, editing, or portable equipment can be reserved. Registering a production shows intent to create a program for air on the channel in a given time frame. Productions must be registered with a working title and a brief description of the intended finished product. A

member may have no more than three unfinished productions at a time; further requests to register productions will not be honored until those productions are completed and cablecast.

Using CMC Equipment and Facilities

Certified members may reserve the studios, studio production equipment, editing facilities and remote production equipment as follows:

-The studio and editing facilities may be used only when a GRTV staff person is on the premises. Under no circumstance shall a member reconfigure any production equipment or redress cables.

-Editing suites can be reserved for two sessions at a time of four hours each; sessions cannot be reserved back-to-back. Only producers may occupy the editing suites. One or two additional members of the production crew may be present for the purposes of consulting the editor. The editing suites are not dubbing stations and they may not be used for any purpose other than preparing a program for cablecast on the Cable Access channel. One DVD can be made for programming; after encoding, you may pick up the DVD for your archives. Dubs can be arranged through the Programming Department.

-After completing the Studio class, a member must volunteer on at least two other productions before being allowed to make a studio reservation. Four active studio reservations are allowed. Studio productions are required to have an adequate number of certified volunteer crewmembers. GRTV staff are available for production assistance but may not be counted as production crew members. If no crew is present, GRTV will assist in set-up of *one* camera locked down only. During studio productions, crew, show participants, and audience members are limited to a maximum of 15 people. Adjustments to studio lighting may only be done under direct supervision of a GRTV staff member. The Studio is not available for producers to store sets, props or any other accessory needed for their programs. Items left are not the responsibility of the CMC.

-GRTV's portable equipment may be reserved one session at a time and on a first come, first served nondiscriminatory basis. In other words, one camera may be reserved at one time and the member is not eligible to reserve another session until the first one passes. Producers are not allowed to reserve multiple cameras with another producer at the same time. Reservations may be made in person or by telephone. No reservations may be made more than a month in advance without approval of a manager. Producers wishing to transport equipment out of Kent or the adjacent counties must obtain special permission from a manager.

-Production equipment is checked in and out by a GRTV staff person. This is done in the member's presence in order to verify its working condition. The member is responsible for returning the equipment at or before the scheduled date and time and in the same condition in which it was checked out.

-If you have not submitted programming after 3 camera checkouts, you will not be able to reserve equipment until you submit programming. Any exceptions are subject to staff approval following producer demonstration of sufficient progress.

-GRTV's take home editing equipment may be reserved for one week at a time on a first come, first served basis. One take home equipment reservation must be returned before another reservation is scheduled. A producer's first project must be completed on the premise of the Community Media Center before the producer will be allowed to take the equipment home. Producers are expected to be completely finished with her/his project(s) by the end of their one-week reservation.

Up to a three-day extension will be granted only if the take-home equipment is available. If the producer is not finished with her/his project(s) upon checking in, she/he will be allowed backup storage for her/his digital media at GRTV, as space is available.

- If you have not submitted programming after 2 take home edit checkouts, you will not be able to reserve equipment until you submit programming. Any additional editing required to complete the program will need to be done in a GRTV on-site edit suite.

-Members are required to arrive on time for all reservations. Members who do not call and are more than 20 minutes late for the reservation may lose the reservation. If a member calls to say they will be late, an extension may be granted. In any given one month period, a member who has two "no shows" for a reservation will receive a fifteen day suspension of privileges. A member who has four "no shows" for reservations will receive a suspension of privileges for a minimum of thirty days or longer at the discretion of a manager.

-Members returning equipment late will receive a letter of warning for the first offense. Subsequent late returns will receive a suspension of privileges for a minimum of thirty days or up to one year at the discretion of the department manager. The Community Media Center reserves the right to levy full market rental fees for any equipment returned more than 24 hours late. Per day rates will be applied as follows: Camera-\$150, Tripod-\$40, Light Kit-\$75, Microphone-\$20, Portable Deck-\$125, Take Home Edit Kit-\$250. After 72 hours equipment will be declared lost or stolen and legal action will be pursued in addition to applicable fees.

- Use privileges will be suspended until fees are paid in full or the account is in good standing.

-The Commons Computers are available for members use under the following guidelines:

GRTV Producers may use the computers for the purpose of working to enhance their productions or encode their programs. Computer availability for GRTV producers is during regular GRTV production hours. GRTV Producers will be logged into the computers by a staff member.

Printing directly related to your production (up to 5 pages-black and white) is complimentary. No other printing is allowed.

WYCE Programmers and Interns may likewise utilize computers for work related to their program preparation, research and other activities directly related to their WYCE involvement. Log in is required.

Conduct

-The WYCE music library is not a public area and may only be accessed by WYCE certified programmers and volunteers.

-Use of the west stairwell is strictly prohibited. The use or possession of alcohol on the premises is not permitted. Smoking is not permitted in the building. Food and drink are permitted only in designated areas. Office equipment and supplies are not available for member's use.

-Harassment of employees, including sexual harassment, will not be tolerated. If at any time a staff member considers a member's (or their guest's) behavior an impediment to the proper functioning of the station, staff may have the member removed from the premises. Children are not allowed on the premises without supervision.

-Members and their guests cannot use the facilities in a manner that interferes with the proper functioning of the Community Media Center. CMC accepts no liability for reckless behavior resulting in personal injury or property damage. Fog machines or other devices that may damage the facility or set off smoke alarms are not permitted.

-Producers who bring in amplifiers for studio performances must get approval of their maximum sound levels from production staff. Since it is a production environment, any noisy or distracting activity in the building should be kept to a minimum and requests for quiet must be respected.

-Displaying lewd or pornographic images and using foul language in the presence of staff, volunteers and other members is not tolerated and is grounds for suspension of CMC privileges.

-Firearms are not permitted on CMC premises.

Penalties for Rules Violations

-Any member who damages equipment, loses equipment, subjects equipment to unreasonable risk of damage or loss, transports equipment from Kent or the adjacent counties without permission, unlawfully misuses CMC premises, willfully uses CMC production equipment for non-permitted purposes, trespasses library premises,

supplies equipment to a suspended producer, or violates any rule of the Community Media Center will lose all privileges immediately. No privileges will be reinstated until proper compensation for all damages is received and until the suspension period has passed. A department manager will determine the length of the suspension period for the above stated offenses; the member may not use production equipment nor, if stated in the suspension, occupy the premises of the Community Media Center. If damage or loss of property results from negligence or malice, and this is later discovered, the appropriate department manager has the authority to lengthen the suspension period with the approval of the Executive Director.

-A member who violates any other rule stated in this policy will receive a letter of warning from the department manager. Subsequent violation of the rules will result in a suspension of the member's access to production equipment and /or production facilities for a minimum of thirty days and up to one year at the discretion of the department manager. The Executive Director has the right to permanently revoke a producer's membership and all associated privileges if violations continue.

-The department manager must report any punitive action taken in writing to the member concerned within ten days of learning of an offense, with copies forwarded to the Executive Director.

Appeals Process

-All penalties imposed may be appealed. The member is urged to bring all complaints to the department manager. If the member and the department manager cannot resolve the issue to the member's satisfaction, he/she may appeal to the Executive Director.

-If the matter cannot be resolved the member may request a hearing from a committee of the Community Media Center's Board of Directors. The Board's decision is final. All appeals must be made in writing within ten days of any punitive action taken by the department manager or the Executive Director. Penalties imposed will remain in effect throughout the appeals process.

CMC reserves the right to make changes in policy at any time. Please notify staff if you encounter any problems with equipment or lack of clarity in this document.

Revised January 1, 2010