



**Community Media Center of Marin**  
**Member's Handbook**  
Procedures and Guidelines

March 2016

**CMCM Member Handbook**  
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## ***WELCOME TO THE COMMUNITY MEDIA CENTER OF MARIN!***

Our mission is to provide Marin County residents, schools, businesses and non-profits with production services, media training, access to media tools, and transmission of locally produced non-commercial content on the public and educational cable channels we manage.

Marin TV's Channel Listing:

Community Channel (Comcast 26 & AT&T 99): Non-commercial, protected speech community programming is submitted by Marin County residents and organizations.

Governmental Channel (Comcast 27 & AT&T 99): Programming serving the County and municipalities of Marin County submitted by city/county governments and their respective agencies.

Education Channel (Comcast 30 & AT&T 99): Programming serving the needs of Marin County educational institutions and a source of programming residents pursuing life-long learning.

CMCM strives to ensure that the channels we manage reflect the demographics and diverse viewpoints of the County we serve.

## **CODE OF CONDUCT AT CMCM**

At CMCM, we attempt to create an environment of cooperation, creativity, and community. In order to maintain this environment so everyone involved can have a positive experience while at our facility, it's important that everyone - staff, producers, volunteers, and guests - understand and follow the Code of Conduct.

- Please treat everyone with respect and consideration. Be mindful that we're all sharing a community space and that the use of the media center facilities is a privilege.
- Follow the staff's instructions in use and handling of CMCM equipment and facilities at all times.

The following activities are not allowed on CMCM premises, and violation of the following may result in suspension of access privileges:

- Soliciting, for any purpose, including asking for money, contributions or donations unless such activity has been approved by CMCM.
- Video or audio recording, or photographing, of any individuals by producers, guests, or visitors on CMCM premises, including staff or members of the public, without prior consent.
- Smoking inside of the building.
- Physically or verbally threatening or harassing any person in any way.
- Using sexually explicit language, obscene gestures or racial, religious or ethnic slurs that are likely to upset or disturb the peace of staff, clients, volunteers or visitors.
- Possession or consumption of alcohol in any public or common area of the building without prior authorization. Alcohol may only be consumed at events with prior authorization.
- Being "under the influence" of alcohol or other substances, taken prior to arrival at CMCM.
- Nudity.
- Engaging in sexual behavior.
- Defacing, damaging, or destroying property.
- Fighting, disrupting other activities, or in any other way creating a disturbance which is disruptive or dangerous to others or the business activities of CMCM during any on-site or off-site CMCM activity or meeting.
- Assembling for the purpose of disturbing the public peace.
- Possession, use, or sale of illegal drugs, weapons or contraband.
- Committing any unlawful act.

The code of conduct must be observed at all times, including during production use to the studios. If the content of your studio program would violate the code of conduct, then that content must be produced off-site.

## **MEMBERSHIP**

CMCM invites Marin County residents, businesses and non-profits to become members of the organization. Annual membership benefits include access to training workshops and our production equipment. Novato residents should contact the Novato Public Access Television, which specifically serves residents of Novato (see: [www.npat.org](http://www.npat.org)).

CMCM Membership opportunities are as follows:

### **ANNUAL INDIVIDUAL MEMBERSHIPS RATES**

Individual	\$35
Students ( <i>with current student I.D.</i> )	\$25
Senior (65+)	\$25

Individual, student and senior memberships includes a discount on media classes, free access to facilities and equipment, and one vote per membership during annual board elections.

### **ANNUAL ORGANIZATIONAL MEMBERSHIPS RATES**

Non-profit (budget under 250K) \$75

Non-profit (budget over 250K) \$150

Organizational memberships include memberships for up to three organizational members, free access to facilities and equipment, and one vote per membership during annual board elections.

Proof of individual, organization and business residency within **Marin County** is required to become a member of CMCM. Acceptable forms of proof of residency include a CA drivers license, utility bill, bank statement, or voter registration.

Post Office box numbers, personal letters, business letterhead, or business cards are not acceptable. CMCM reserves the right to ask an Individual member to provide additional proof of residency at any time (e.g. if mail sent to your Marin County residence address is returned to us, etc.).

Members who are under 18 must be supervised and/or sponsored by an adult/guardian while using the CMCM equipment and facilities. Members in good standing as of October 1 may vote in that year's Board of Directors Election.

### **Equal Opportunity / Non-Discrimination Policy**

Organization policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

## TRAINING

To use CMCM's production equipment for an access show, members must take the corresponding training workshop:

### *To use the equipment, you must take this workshop:*

Equipment	Workshop	Fee
Portable Field Camera & Mics	Field Camera Production (3 Sessions)	\$105
Portable Field Lights	Field Lighting (1 Session)	\$ 35
Edit Stations	Final Cut Pro Editing (3 Sessions)	\$105
CMCM Studio	Studio Production (4 Sessions)	\$140
Sony Anycast Flypack System	Multi-Camera Field Shoots (3 Sessions)	\$105

Members will be "certified" to use production equipment once they've taken the training and demonstrated sufficient skill in operating the gear independently.

### **Training Clinics and Email ListServes**

Email ListServes and special training sessions (called clinics) are available to CMCM members for free who have successfully completed the Studio Production, Field Camera Production and/or Final Cut Pro Editing Workshops. The email listserves will provide a forum where members can share skills, connect on projects, work together and build a community where learning video production is a little less daunting and a little more collaborative. The email listserves will also be used to keep members updated with new class announcements and other special offerings.

### **Training Clinic Schedule**

Editing Clinics: Offered twice a week

Camera Clinic: Offered weekly

## VOLUNTEERING

CMCM welcomes volunteers to our facility! In particular, we need volunteers to work with other members on studio shows and help out around the office. If you are interested in volunteering on studio productions, we highly recommend you take our studio production workshop. Contact our Operations Director if you are interested in other volunteering opportunities.

CMCM Member mixers are held to assist community producers and crew members meet, share skills and potentially collaborate and work together on projects.

CMCM also facilitates a volunteer list for members who have completed certifications different courses. To register as a CMCM volunteer, please go to our website at [www.cmcm.tv/volunteer](http://www.cmcm.tv/volunteer). To request a volunteer list please contact staff at the front desk. CMCM also has a discussion list which is used by many members looking for crew support from other members.

## **ACADEMIC INTERNSHIP PROGRAM**

As a CMCM intern, you will gain experience in a nonprofit TV station setting and learn how PEG (Public, Education, and Government) Access Stations work for the community. Please note that this is mainly a production internship for students, but it will involve a wide range of tasks including some office and administrative responsibilities. The internship will provide free training in studio production, field camera production, Final Cut Pro editing, and equipment maintenance. Main responsibilities include crewing on studio shows, assisting members with questions, assisting with equipment maintenance, special projects and some administrative tasks on an as-needed basis.

Basic familiarity with video production is highly preferred among internship applicants. Candidates with a strong commitment to community media and a demonstrated willingness to learn technical production techniques will be considered. Candidates must be able to work and collaborate with a diverse group of members.

**Internship Application Deadlines and How to Apply** Applications are reviewed on an ongoing basis for specific projects. Internships may not always be available. Candidates are encouraged to submit their resume and internship application one month prior to the start date of the internship term for which they wish to be considered.

To apply, complete the CMCM internship application available at [www.cmcm.tv/positions](http://www.cmcm.tv/positions) and submit it with your resume to the Operations Director by the specified deadline or email the documents to [info@cmcm.tv](mailto:info@cmcm.tv).

## **PRODUCING A SHOW**

Marin County residents, non-profit organizations, public agencies and schools may produce content for the public channel using CMCM's equipment and facilities. Here's how it works:

- 1) Attend a free orientation
- 2) Sign up as a CMCM member, submit MEMBERSHIP FORMS
- 3) Sign up for a workshop (studio, field production, editing, etc.) and receive equipment certificate to have access to equipment. If you have experience in these areas, you may request to "test out" of the workshop
- 4) Volunteer on shows or other productions to gain experience
- 5) Submit a PROJECT PROPOSAL to the Operations Director
- 6) Producers are required to complete their first episode, or their "special" four months after submitting their proposal
- 7) When complete, submit your show with a PLAYBACK APPLICATION and COMPLIANCE FORM

## **EQUIPMENT AND FACILITY USAGE**

The facilities and equipment of the Community Media Center of Marin are a community resource intended only for productions that air on the channels of Marin TV. Members who are certified in the use of the equipment can make reservations via the web site, phone, e-mail or in person through the staff at the front desk. *Please note: equipment and studio reservations can only be made after the producer has an approved project proposal on file with the Operations Director.* CMCM's equipment and facilities are available to members only for the purpose of creating non-commercial content for the community channels only. Under no circumstance may members use these resources for personal or commercial purposes, doing so will result in a major violation and loss of privileges.

Edit suite and field equipment reservations can be made up to a month in advance. Studio reservations can be made up to two months in advance. Series producers may keep their regular studio reservations as long as their series remains active on the channel.

### ***CMCM Studio***

Studio Producers with a regular series may reserve the studio for up to three hour blocks twice a month. Producers can make special requests to shoot multiple programs per reservation. Producers wishing to produce a "special" in the studio (*not* a series episode) may reserve the space for up to three hours once a month. Main studio programs must have a minimum of three certified members on their crew. Studio availability is limited and available only to productions requiring the capabilities of the studio (multi-camera production). Productions that can be equally produced with field equipment may be required to do so. *Please note: CMCM's entire facility has a maximum occupancy of 25 people. Please consider this when using the facility for shooting in studio.*

### ***Field Equipment***

Field reservations can be made up to a month in advance. Certified field camera operators who have active project proposals on file may make a maximum of four reservations per month, per program. Field equipment may be checked out for up to 48 hours for weekday checkouts and 72-96 hours for weekend checkouts. If additional days are required, a fee of \$20 per day may apply. Contact staff for extended reservation requests, otherwise equipment must be returned on time!

Field camera equipment must be checked out and returned during CMCM's open hours. CMCM's hours open to the public are Tuesday-Thursday from 2 - 9 PM; Friday and Saturday from 11 AM – 6 PM.

### ***Field equipment pickup and return schedule:***

<b>Pickup</b>	<b>Return</b>	<b>Total Time</b>
Tuesday	Thursday	48hrs
Wednesday	Friday	48hrs

Thursday	Saturday	48hrs
Friday	Tuesday	96hrs
Saturday	Tuesday	72hrs

### ***Editing Stations***

Edit reservations can be made up to a month in advance. Certified editors can reserve in-house editing suites for a maximum of four-hour blocks, up to three times a week.

### ***Dubbing Station***

Producers and members with an active program can use the dubbing station four hours a week for viewing or transferring footage from one format to another. Producers may use the station for viewing as needed. While drop-in use is allowed, reservations are recommended. Non-members can rent time on the system or pay for tape transfers to be made by CMCM staff.

### ***Anycast Flypack – Portable Video Switcher***

Certified Anycast operators may check out the equipment twice a month. Certified field camera crewmembers must be named as the camera operators for each Anycast reservation. The Anycast Flypack equipment may be checked out for up to 72 hours. To receive certification to reserve the Anycast Flypack, members must have completed the Anycast System Workshop. To register for this workshop, members must have certification in Studio Production, Field Camera Production and Final Cut Pro Editing.

### **Equipment Use Policies**

- Canceling a reservation with less than 24 hours notice is considered a minor violation (see page 17 for explanation of major and minor violations).
- Equipment and facility bookings may be given to other members if the producer or crew are over 30 minutes late and have not called to hold their reservation.
- Series producers who cancel their studio reservations three times in a one month period will lose their regular timeslot, and members producing specials will need to meet with the Operations Director and resubmit a program proposal, unless they have arranged for a leave of absence with the Executive Director due to extenuating circumstances.
- Producers may not trade or sell their reservations.

### **Liabilities for Equipment Use**

It is the responsibility of the borrowing member to be sure that their equipment package is in good working order upon pickup and return. CMCM will assume responsibility for damage as a result of wear and tear, unless abuse or neglect is obvious (e.g., the camcorder is full of sand, the camera was stolen due to being left unattended in a public space). Members are responsible for the cost of repair or replacement due to damage, misuse or theft.

## **Responsibility of Borrowers**

Borrowers agree to take full responsibility for equipment in their possession and must take every precaution to protect the equipment in their care:

- Never leave equipment or production materials unattended, even for a minute. Always keep the equipment with you or directly in your view. If you must leave it briefly in a parked vehicle, park the vehicle where you can see it and lock the doors. Never leave equipment visible through car or van windows; cover it up or put it in the trunk. Never leave equipment in a car overnight.
- Never allow anyone to operate, handle, or borrow equipment except CMCM-certified users on your production crew.
- Never attempt to operate equipment in locations or under conditions which appear unsafe or where equipment could be damaged (also on the beach or in rain)

## **If Equipment is Stolen**

- Notify CMCM immediately.
- File a police report. Provide law officers with proof of forcible entry, details of physical assault, and any other related specifics.
- As soon as possible, give CMCM a brief written report containing all the relevant details including copies of the police reports.

## **Technical Problems**

Should you experience any technical problems with CMCM equipment or facilities that are not caused by operator error and affect the outcome of your production, please notify the Operations Director.

## **CMCM's FEE FOR SERVICE MODEL**

In order to generate revenue to maintain the center and its programs, CMCM will engage in fee for service work with non-profit and governmental agencies, and may on occasion engage members in these efforts on a for-hire basis. CMCM Production Services are available to all CMCM members and non-members who would like to hire the staff to produce their non-commercial programming. The rate sheet is available at the front desk. Fees include equipment and certified personnel costs. Requests should be made to the Executive Director or the Operations Director.

## **Technical / Quality Issues**

It is our goal to deliver the highest quality content possible to our users. In order to achieve that goal, we must rely on our clients to provide us with as much information as possible about their production needs before production begins.

Technical problems that occur during the production that are deemed by CMCM staff as major and not the fault of the client will be remedied by the staff to the best of their ability at no charge. Technical or quality issues deemed by the

CMCM staff as having occurred because of lack of preparation on the client's part (submitting computer graphics late, audio issues due to improper use of mics by talent or problems with an outside PA, failing to submit a rundown sheet, etc.), can be remedied by the staff following the production for an hourly editing fee (see rates under "CMCM Production Services"). *Please note: some technical issues may not be fixable, including certain kinds of audio distortion and tape glitches.*

### **Fee for Service Policies**

- Fees for production services are due in full upon completion of the project.
- Fee for Service clients may not trade or sell their reservations.
- Fee for Service clients must provide 24 hours notice to cancel a reservation to avoid being charged in full for production service fees.
- Equipment or facility bookings may be given away if the client is over 30 minutes late for their booking.

## **ACCESS TO THE CHANNEL**

**Eligibility** Any resident of Marin County, or an individual who is involved with a community based or non-profit organization in the county may submit non-commercial programming for playback on the community channel. Proof of individual or organizational residency is required. Marin County residents can also sponsor a program produced elsewhere by a non-resident with the appropriate permissions. The sponsor must sign and submit a playback request form and a statement of compliance, and assumes liability for the program's content.

CMCM will attempt to schedule programming according to thematic blocks in an effort to attract more viewers to the channel. Producers should choose themes according to those categories that best relate to their material. Recently produced local content will be given scheduling priority in slots reserved for such special programming.

### **Program Definitions**

**SERIES:** A collection or programs with the same title and general format, which are of a consistent length.

**SPECIAL:** A program that is not part of a regular series, such as a movie, special event, or one-time talk show. Specials are intended to be infrequent and are not to exceed the frequency of a regular series.

**PUBLIC SERVICE ANNOUNCEMENTS:** Videos for non-profit organizations can be submitted following the same format standards as Special program submissions. Video PSA's can be up to 2 minutes in length (longer PSA's can be submitted as specials), and will air during our Community Announcements from 11am – 12 pm, Monday through Friday, on Channel 26.

We also offer an on-air community calendar, which is available for non-commercial postings, via the CMCM website. Event titles, locations and contact info are limited to 50 characters and event descriptions to 310 characters. The community calendar airs throughout the day on Channels 27 & 30, and during the Community Announcement blocks on channel 26 (11am-12pm & 4pm-5pm, Monday through Friday).

### **Specials Policies**

- A special will air once with one scheduled repeat. Additional airings are at the discretion of CMCM based on availability.
- Scheduling specials is a way to bring viewers recent, local programming on a timely basis.
- Producers may submit the same special only once during a programming quarter. CMCM will try to accommodate additional requests for air based on availability.
- Specials can be up to two hours in length, though longer formats are more difficult to schedule and may not receive a repeat airing. The suggested length of a special is one hour.

### **Series Policies**

- The series producer agrees to submit an episode in the series at least once a month over the course of a programming quarter (13 weeks). In order to qualify as a series, 51% of the content should be brand new to the channel (i.e. a weekly series must have at least 7 new programs, out of the 13 total, each quarter).
- While we try to maintain consistency, series may be rescheduled to accommodate better overall scheduling, according to thematic areas. No time slot is guaranteed to **any** continuing series.
- Programs with regular time slots must conform to the following lengths: 26-28 minutes, 56-58 minutes, 86-88 minutes, or 116-118 minutes. Series programs that run over these times may be cut off to accommodate scheduling continuity.
- Regular series may be daily, weekly, bi-weekly or monthly. Producers should choose the frequency that matches their production capacity. **A daily series must have newly produced content daily to qualify for such frequent scheduling.**

### **Obtaining A Series Slot**

Once you have two episodes of your show, complete with a plan to continue producing at least one new episode monthly, you're ready to apply for a series slot. You will need:

- Two shows that are ready to air
- Compliance and Playback Application forms
- Proof of residency in the form of a) a valid driver's license or photo ID, or b) a current utility bill or other proof of residency with your mailing address (required, if address is not up-to-date on photo ID).

Programming applications for regular series slots are submitted one month before the start of the new programming quarter. At this time CMCM is best able to schedule your program according to themed programming blocks designed to better attract viewers to your program.

During an active quarter of programming, a producer may still submit a programming application for a new series or special and CMCM will schedule it according to available time. This day and time may change in the following quarter when the producer resubmits their programming application.

### **Programming Quarters for Series**

- Summer Quarter: June 15-Sept 15, Deadline to apply May 15
- Fall Quarter: Sept 15-Dec 15, Deadline to apply August 15
- Winter Quarter: Dec 15-March 15, Deadline to apply November 15
- Spring Quarter: March 15-June 15, Deadline to apply February 15

### **Renewing A Series**

Series can be renewed each quarter by submitting a new playback application one month in advance. CMCM will send reminders in the mail to the addresses producers have given. CMCM is not responsible for bad addresses and the expiration of series that may result.

### **Number Of Series**

In order to equitably share the finite channel space, a producer may have only one series in rotation at a time, but may submit specials for playback that are clearly different than their series in content, title and length.

## **GENERAL PROGRAMMING POLICIES**

### **Required Paperwork**

All current producers must have a compliance form on file with the Programming Department. A playback request form is required for each episode of your program.

### **Submitting Your Show**

Producers must turn in new shows five business days in advance of their scheduled airtime. You can turn in shows to a staff member at our front desk during normal business hours (see our website), through the mail or, or though the 24/7 dropbox. Authorized individuals may pick up old episodes at the front desk during business hours. *Important: due to limited space, we cannot store more than five episodes of any show at any time. Abandoned episodes will be disposed of if not picked up within 90 days of being aired.* Please do not submit any master DVDs or files for playback—create copies for CMCM submission. CMCM will not be responsible for damage to and/or removal of any media submitted.

### **CMCM Credit**

Series or special programs made at CMCM or with CMCM equipment must credit the Community Media Center of Marin at the end of each episode. For example, a title screen or voiceover with the following words is appropriate:

“This production was made possible by the use of the facilities and services of the Community Media Center of Marin.”

### **Prescreening**

CMCM doesn't prescreen any of the shows that are aired for content, but may view portions of a show to ensure technical standards are met. We do reserve the right to ask for proof of permission of any copy material. The Producer or Resident Sponsor takes on all liability for the content that is produced on their show (see Compliance Form).

### **Non-Protected Speech**

A show must not contain any slanderous, libelous or obscene material. Obscene Material is defined by the courts as the following:

- to the average person, applying contemporary community standards, taken as a whole, appeals to the prurient interest;
- depicts or describes sexual conduct in a patently offensive way;
- taken as a whole, lacks serious literary, artistic, political, or scientific value.

No material may be aired that will violate any City, County, State, Federal laws.

### **Transferring Slots**

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

### **Special vs. Series**

A series producer may not submit a “special” that is essentially an episode of their series under a different title, or of a different length.

### **Access For Political Candidates**

Political Candidates are subject to the same rules as other users of the CMCM channels. Programs endorsing any particular candidate will not be played within 24 hours prior to the Election Day. Individual candidates may not use the on-air Community Calendar for campaigning purposes.

### **Commercial Content and Production**

There may not be any commercial material nor advertising, nor promoting a lottery or gambling enterprise on CMCM's channels. Use of CMCM equipment for the production of commercial content will result in a major violation.

### **Fundraising On Air**

No fund raising is allowed which would result in financial gain for individuals or commercial enterprises. Qualified 501c3 non-profits or organizations with fiscal sponsors are exempt and may make limited appeals for support.

## **Advertising**

Programs may not promote the for-profit sale of products or services, including pricing, or the promotion or endorsement of a trade or business. Programs may not discuss or show products or services made available by persons, corporations or institutions which have a commercial interest in the subject of the programs. Commercial underwriters of a particular program may not be a subject or focus of a program's content.

## **Underwriting and Sponsorship**

Underwriting support is meant to cover the costs of your production, and is not meant to be a source of revenue for yourself. At any time, CMCM reserves the right to request financial documentation detailing your production costs and underwriting income.

In exchange for their support, businesses or individuals may receive a text credit at the end of the program. Requests for new underwriters/supporters may appear only in the last two minutes of the show. The following can be included in an underwriting credit:

- Name of the underwriter in a credit roll or text card, maximum 10 seconds
- Voiceover acknowledging underwriters

*Important: programs and underwriting credits **may not include** :*

- *Calls to action (e.g. "Call me!") or comparative language (e.g. "The best mortgage rates in town.") or use of the product or service in the spot (e.g. showing someone eating food from the restaurant that donated to your show.).*
- *Telephone numbers. Email addresses or web sites of commercial companies.*
- *Program content should not contain commercial web links or email addresses or phone numbers.*
- *Company logos or images of the underwriter establishment or products*

Proper Identification of Underwriters and other Supporters:

*Use this language in text credits to identify supporters:*

*"This program has been made possible in part through the support of \_\_\_\_\_"*

## **Adult Content**

Adult content includes programming with excessively violent material, offensive language, excessive nudity, graphic depiction of medical procedures, or sexually explicit material and will only be aired from 12:00 am – 4:00 a.m. Programming with mature language or which is intended for mature audiences will be scheduled after 10:00 pm. When filling out the Playback Request form, the Producer must inform the Programming Department staff that their show contains such Adult Content. The show must have the following displayed as a graphic and as a voiceover prior to the program beginning:

**"The following program contains material (include the specifics of all aspects of the content that could be potentially objectionable to others:**

***excessive violence, excessive profane or offensive language, excessive nudity, sexually explicit material, graphic depiction of medical procedures)* that some viewers may find objectionable or inappropriate.”**

### **Preempting**

CMCM reserves the right to preempt any show in the event that time sensitive content needs to air on occasion. But, if a show was not played due to human or technical error, that show can have one additional airing at a time arranged by the Digital Media Manager.

### **Promoting Your Show**

We encourage producers to promote their shows via social media tools and general outreach. Each series or special producer can submit an on-air promotion via the CMCM website. These promotions will air on Marin TV's between-program bulletin board. CMCM's logo is not available to use on your show or in your promotional materials except by request.

### **Acceptable Content Formats**

CMCM accepts shows on DVD, and digital file formats. Requirements for shows in each format are as follows:

#### **DVD**

- 1.** Only one show per DVD. The show should be the only track/program on the DVD.
- 2.** DVDs should not include bars and tone, a countdown, or anything other than the program to be shown.
- 3.** The DVD should be titled with the show name, episode number, airtime, and airdate. Do not use labels or ballpoint pens, as these will cause deterioration in data.

We also accept data DVDs - un-authored DVDs with a digital file of your show.

#### **Digital Files**

We accept MOV, MPEG2, and AVI files for playback.

All export settings should be set to: Resolution: 720x480 Frame Rate: 29.97

Video Bitrate (kbps): 6000+.

The file containing your show can be burned onto a DVD or delivered via external hard drive. All digital submissions should be named according to the following convention: *Showname\_episode\_airdate* (For example, MyShow\_001\_011510.mpg).

#### **Contact Information**

Producers must have current public contact information on file with CMCM. This may be an address, email or phone number that the producer will allow be given out to viewers who would like to contact them about their show.

## **GENERAL MEMBER RULES AND REGULATIONS**

### **Loss of Privileges**

To ensure that the equipment and facilities remain available and in good working order, the following rules have been established. Community producers or staff may report violations to the Operations Director or Executive Director. Upon verifying that a rule violation has occurred, the Executive Director will issue a written statement to the producer describing the rule violation and sanctions.

### **Minor Violations**

Violations remain on record for twelve months. A minor violation will result in the following series of actions within a one-year period:

- Verbal warning for the first minor violation
  - Written warning for the second minor violation
  - 30-Day user-ship suspension from the equipment and facilities for the third minor violation
  - 90-Day user-ship suspension from the equipment and facilities for the fourth minor violation
  - Permanent suspension from the equipment and facilities for the fifth minor violation
1. Canceling an equipment or studio reservation with less than 24 hours notice
  2. Trading or selling equipment reservations
  3. Reserving or checking out equipment for another producer unless otherwise specified and approved by a staff member
  4. Changing the wiring/cabling of the editing room without specific authorization in advance by CMCM staff
  5. Failure to vacate production facilities by the end of the reservation time without authorized extension
  6. Late return of equipment (more than 30 minutes) without staff notification and approval
  7. Return of equipment in incomplete, disarray and/or unkempt condition
  8. Operation of equipment or use of facilities in an incorrect, unsafe, or inappropriate manner, which might result in damage
  9. Improper packaging of equipment for transport
  10. Failure to clean up work area after using the facilities (including kitchen area)
  11. Failure to submit a program produced with CMCM equipment and/or facilities for initial cablecast on a CMCM channel
  12. Soliciting, for any purpose, including asking for money, contributions or donations unless such activity has been approved by CMCM.
  13. Video or audio recording, or photographing, of any individuals by producers, guests, or visitors on CMCM premises, including staff or members of the public, without prior consent.
  14. Listing the private phone numbers or address of a subject on your program without consent

15. Using CMCM's logo without expressed written permission from CMCM management.
16. Possession of food or drinks in the areas of CMCM with production equipment, with the exception of capped water bottles stored on the floor, or water for guests
17. Smoking inside of the building.
18. Behaving in a disrespectful manner while at CMCM or while participating in a CMCM event
19. Failure to maintain current file and contact information up-to-date, or failure to respond to important correspondence from staff

### **Major Violations**

Major violations can result in an immediate, permanent suspension of user-ship. These include (but are not limited to):

1. Using CMCM equipment for the purpose of making a profit, including charging guests or covering events for profit or commercial purposes.
2. Use of equipment and facilities for any purpose not related to the production of programs for telecast on CMCM managed channels
3. A community producer representing him / herself as "staff"
4. Attempted equipment maintenance or disassembly
5. Changing the wiring/cabling of the studio without specific authorization in advance by CMCM staff
6. Removal of equipment from the equipment storage area without proper checkout procedures and/or without signing a checkout contract
7. Checking out equipment for use by a non-certified producer, or for a producer on suspension
8. Return of equipment in damaged or unworkable condition, or failure to return equipment through intent, negligence, loss, or theft
9. Abuse or vandalism of CMCM equipment and facilities
10. Appearing nude or semi-nude (genitals covered) in the CMCM Facility
11. Behaving in a violent, disruptive or threatening manner or repeatedly behaving in a disrespectful manner to CMCM staff, volunteers or other producers/members
12. Using or possessing alcohol or controlled substances at CMCM
13. Possession, use, or sale of illegal drugs, weapons or contraband.
14. Breach of the compliance agreement, checkout form or playback request form
15. Falsifying your physical address
16. Repeated minor violations

### **Appeals Process**

CMCM members may appeal their violation to the Board of Directors Executive Committee. If suspension from equipment and facilities use is imposed, the suspension will remain in effect throughout the appeal process. The Board will consider the appeal at its next regularly scheduled meeting.

### **Right to Refuse Service**

CMCM reserves the right to refuse access to its services, facilities and equipment to anyone who:

- Appears to be under the influence of alcohol or illegal drugs
- Owes any money to CMCM for damaged equipment
- Appears to be noticeably ill and may endanger the health and well being of staff and other members
- Behaves in a fashion that is detrimental to other facility users, and/or staff, including harassment, antagonism or verbal abuse, or interferes with the orderly conduct of business
- Has been suspended (or has a pending suspension) from using CMCM facilities for a minor or major violation
- Has intentionally violated policies and procedures
- Has deliberately presented false or misleading information to staff

## **APPENDIX**

### **Forms**

- Membership Application (online)
- Program Proposal (online)
- Playback Application (online)
- Statement of Compliance (online)

## **AMENDMENTS TO THE POLICIES AND PROCEDURES**

The CMCM Rules and Procedures may be amended at any meeting of the Board of Directors where a quorum is present.