

Temporary COVID-19 Policy Changes

Field Equipment

- Field equipment is only available for pick up or drop off on Tuesdays and Saturdays between 1–6 p.m. at the double glass doors on the first floor, south side of the building.
 - Reservations must be made at least 24 hours prior to the date and time requested.
 - Members must arrive within 30 minutes of their scheduled reservation time to pick up or drop off their equipment to minimize contact with other members.
 - Members must wear a face mask when dropping off or checking out equipment.
- Late Fees
 - If equipment is not returned on time and CMAC staff has not been notified in advance, a \$20 late fee may be assessed.
 - Every subsequent missed check-in day, the late fee will increase by \$20.

Facilities

- Facilities reservations are postponed until further notice. Laptops and tablets are available for check-out so members can edit from home.

Workshops

- Workshops have moved online. Please visit the CMAC website for all our current online learning resources and workshop schedule.
 - Video tutorials on how to create from home and how to use CMAC equipment are available at <https://cmac.tv/producing-at-home-video-tutorials/>
 - Online workshops are held weekly and the schedule can be found at <https://cmac.tv/workshops/>
 - Online consultations can be requested by contacting the Education Coordinator Lisa Talley at lisa@cmac.tv

Table of Contents

TEMPORARY POLICY CHANGES	1
OVERVIEW	3
WELCOME	3
MISSION	3
CMAC TV CHANNELS	3
LOCATION AND HOURS	3
CODE OF CONDUCT	3
JOIN CMAC	5
MEMBERSHIP	5
SINGLE MEMBERSHIP LEVELS AND RATES	5
ORGANIZATIONAL MEMBERSHIP LEVELS AND RATES	5
ADDITIONAL INFORMATION	5
GETTING STARTED AS A MEMBER	6
GIVE BACK	7
CMAC AMENITIES	8
FRONT DESK	8
RESERVATIONS	8
PROGRAMMING	10
BROADCASTING	10
TYPES OF PROGRAMS	10
TECHNICAL CRITERIA FOR ALL PROGRAM TYPES	10
ACCEPTABLE CONTENT FORMATS	11
ON-DEMAND RULES AND REGULATIONS	11
<i>Policies for Specials</i>	12
<i>Policies for Series</i>	12
OBTAINING A SERIES TIME SLOT	12
CMAC Policies	13
GENERAL PROGRAMMING POLICIES	13
EQUIPMENT USE POLICIES	15
LIABILITIES FOR EQUIPMENT USE	15
RESPONSIBILITY OF BORROWERS	16
IF EQUIPMENT IS STOLEN	16
TECHNICAL PROBLEMS	16
CMAC FACILITIES	17
HIRE CMAC FOR PRODUCTION	17
GENERAL MEMBER RULES AND REGULATIONS	18
LOSS OF PRIVILEGES	18
MINOR VIOLATIONS	18
MAJOR VIOLATIONS	19
APPEALS PROCESS	20
RIGHT TO REFUSE SERVICE	20
MEMBERS HANDBOOK AGREEMENT	21

OVERVIEW

WELCOME

The staff and board of directors welcome you to CMAC. Here at CMAC, we strive to help individuals, organizations, educators, and government agencies tell their stories and expand their ability to make a difference in the community. The video content produced at CMAC is broadcast on Comcast and AT&T U-verse cable systems, as well as the internet, made possible through federal, state, and local telecommunications policy. CMAC is committed to providing facilities, equipment, training, and programming access on a non-discriminatory basis to qualified users.

MISSION

CMAC’s mission is to empower voices in the community to promote awareness, understanding, dialogue, and civic engagement by providing media resources, access to training and broadening media literacy.

CMAC TV CHANNELS

	Type	Comcast	AT&T	Description
CMAC 1	Public	93	99	Fresno and Clovis residents and organizations can submit non-commercial, protected speech content.
CMAC 2	Educational	94	99	Local schools and educational institutions submit content.
CMAC 3	Government	96	99	Programming serving Fresno and Clovis submitted by city governments and their respective agencies.

LOCATION AND HOURS

Media Center. CMAC’s Community Media Center is located on the second and third floor of the historic Fresno Met building, located at 1555 Van Ness Avenue Suite #201 in downtown Fresno. Free parking is available in the northwest corner lot in the designated “CMAC Parking Only” spots. Hours of operation are posted at the media center and on our website, <http://cmac.tv>.

CODE OF CONDUCT

At CMAC, 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 the following:

CMAC Member's Handbook

- Treat everyone with respect
- Be mindful; we're all sharing a community space
- If available, follow instruction guides set by staff
- No harassment of any kind

NOTE: Harassment in any form, by any member, volunteers, or CMAC employee will not be tolerated and is grounds for immediate revocation of membership.

JOIN CMAC

MEMBERSHIP

Eligibility. Anyone is eligible for an annual CMAC membership! Organizations that serve the cities of Fresno or Clovis are also eligible. Individual members and organizations are also allowed one vote during annual board elections.

Age Restrictions. Members who are under 18 must be supervised and sponsored by an adult or legal guardian while using the CMAC equipment and facilities.

Refund. Membership fees can be refunded upon request and approval by the Executive Director. Fees may be refunded within 90 days of registration date. Membership must not have been utilized in any way if you wish to receive a refund.

SINGLE MEMBERSHIP LEVELS AND RATES

Access for All. Here at CMAC we welcome people of all walks of life. We strive to encourage members to lift the stories of their communities. One CMAC works towards this goal is by providing affordable rates for anyone who is interested.

Individual Membership. Includes access to training workshops, production equipment and our facilities. Rate: \$50

Student. If you're in high school or just returning to complete your education, our student rate is just for you! Must be 16 years or older. Must be currently enrolled at a high school, college, or professional school. Must provide a current class schedule to prove eligibility. Rate: \$25

ORGANIZATIONAL MEMBERSHIP LEVELS AND RATES

Types of Organizations. Organizational memberships are solely for non-profits, churches, and educational institutions. Must provide proof of non-profit status. Organizational memberships are not suited for commercial enterprises, start-up companies, or independent contractors.

- Organization (single member) – \$50/year (includes one individual membership and recognition on our website).
- Organization (3 members) – \$100/year (includes three individual memberships, recognition on our website, PLUS use of our media center for one event).
- Organization (7 members) – \$250/year (includes seven individual memberships, recognition on our website, PLUS use of our media center for one event).

ADDITIONAL INFORMATION

In addition to the annual fee, individuals must provide CMAC with their legal name, street address, current phone number, and email address. It is the member's responsibility to inform

CMAC Member's Handbook

CMAC regarding any changes to that information. CMAC reserves the right to ask a member to provide proof of residency, student status, or organizational eligibility at any time.

GETTING STARTED AS A MEMBER

How it Works. Members use CMAC equipment and/or facilities to produce content for the public channel.

1. Sign up for a membership
2. Learn
 - a. Online Tutorials
 - b. Online Workshops
 - c. Staff Consultations
3. Submit proposal
4. Air content

NOTE:

- Please allow one week for processing of a production proposal in which a scheduled meeting may be required along with additional forms.

Learn

Tutorials. Since COVID-19 CMAC has created a library of online tutorials for members to learn how to operate CMAC equipment:

EQUIPMENT	TUTORIAL
Cameras	Sony X70 & Z90 Canon M50 Canon C100mkII
Microphones	Lavaliere Handheld Shotgun
Lights	Ikan Light Kit Aputure Light Kit CameTV Light Kit On Camera Light
Editing	Final Cut Pro Adobe Premiere Pro iMovie LumaFusion
Podcast Kit	Podcasting
Studio	Studio Production (Consultation by request)

CMAC Member's Handbook

Online Workshops. CMAC members are encouraged to attend the Pre-Production workshop. This provides an overview of our policies and procedures and insight on how to plan a project.

Online Consultations. If a member has specific questions or needs, they can schedule a consultation by contacting the Education Coordinator.

GIVE BACK

Volunteering. CMAC encourages members to volunteer on field and studio productions to further their learning and gain experience. If you are interested in volunteering, join our volunteer mailing list on the CMAC website. Notices will go out periodically when other members are looking for help. To send a crew-call notice to the mailing list, please contact the Membership Coordinator.

Networking. Member mixers are held to assist community producers and crew members to meet and potentially collaborate and work together on projects.

CMAC AMENITIES

FRONT DESK

Print Policy. Printing for members is limited to production-related documents (e.g. scripts, rundowns, etc.).

Printing Cost. If you need documents printed for your production, it will cost 25¢ a page. That includes the front and back of double sided pages. Cash only.

ArtHop. ArtHop is a monthly event organized by the Fresno Arts Council that takes place on the first Thursday of every month. CMAC is proud to be one of 60 venues participating in ArtHop. Once a month CMAC invites a local artist from the community to display their work. Their artwork will be displayed at CMAC for the entire month. If you, or someone you know, wishes to showcase at CMAC contact the Membership Coordinator for more information. **Due to COVID-19 ArtHop has been postponed until further notice.**

RESERVATIONS

CMAC facilities and equipment are a community resource intended only for noncommercial programs that will be aired on CMAC access channels.

Privileges. Members can make reservation requests [via the online form](#). Under no circumstance can members use equipment for personal or commercial purposes. Doing so will result in a major violation and loss of privileges. A program must be played at least once on a CMAC access channel before it can be distributed anywhere else.

NOTE:

- Equipment and studio reservations can only be made after approval of the Production Proposal.

Edit Bays. 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. Staff reserves the right to cancel or move studio reservations as necessary.

Podcast Studio. Producers may reserve the podcast studio up to (3) hours per day based on availability. Members may not reserve the podcast studio for two Saturdays in a row nor two days in a row unless granted permission by the Membership Coordinator. Members are not allowed to solicit CMAC employees as crew members. Members are able to stream LIVE to a social media platform after they have successfully recorded and produced a few videos. Members are also able to stream to our Public Channel at the same time with the assistance from staff and are encouraged to do so.

CMAC Member's Handbook

Studio. Producers may reserve the studio for up to four (4) hours per day based on availability. Members may not reserve the studio for two Saturdays in a row nor reserve it for two days in a row unless granted permission by the Membership Coordinator. Members are not allowed to solicit CMAC employees as crew members. 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.

Storage. CMAC has limited space for set storage. Please inquire with the Membership Coordinator if you're in need of set storage. Failure to remove set pieces from storage within 30 days of receiving notice will result in set pieces becoming CMAC property, in which case property is subject to being discarded or donated.

Field Equipment. Reservations can be made up to a month in advance. CMAC members who have active program proposals on file may make a maximum of four reservations per month. Field equipment may be checked out for up to 48 hours on most days and 72 hours on Fridays.

Late Fee. If equipment is not returned on time, or consistently being returned late, a fee of \$20 per day may apply. See staff for extended reservation requests.

Field camera equipment must be checked out and returned during CMAC's business hours. See our website or posting at the Media Center for current business hours.

Schedule. CMAC field production equipment must stay within the Fresno/Clovis city limits unless the producer receives advance permission from the Membership Coordinator.

PICKUP	DROPOFF	TOTAL TIME
Monday	Wednesday	48
Tuesday	Thursday	48
Wednesday	Friday	48
Thursday	Saturday	48
Friday	Monday	72
Saturday	Monday	48

Editing Stations. Reservations can be made up to a month in advance and an approved program proposal is required. Editing stations can only be used for the creation of programming that will air on the CMAC access channels. Personal projects and general internet browsing is strictly prohibited. Members must sign-in prior to and sign-out upon completion of their scheduled reservation time. Members must provide their own hard drive to store their files. Any files stored on the internal hard drive of CMAC computers are at risk of being deleted. CMAC computers are programmed to delete their hard drive when they shut down.

PROGRAMMING

BROADCASTING

Only videos produced in the counties of Merced, Madera, Mariposa, Fresno, Kings, and Tulare counties may air on the CMAC channel(s). Proof of the producer's residency is required.

TYPES OF PROGRAMS

Series

- A collection of programs with the same title and general format, which are of a consistent length and a monthly, bi-weekly, or weekly frequency.

Special

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

Filler

- A program that is less than 15 minutes. Filler will be scheduled in between regularly scheduled content as CMAC staff sees fit.

TECHNICAL CRITERIA FOR ALL PROGRAM TYPES

Recommendations. It is highly advised for a producer to create an opening sequence for their program. A series producer should create a consistent opening sequence for every episode (e.g. television shows like Breaking Bad, The Office, and the beginning of news programs). It is important for all program types (series, specials, and fillers) to have a format that has a beginning, middle, and end. This can be presented in various forms. Here are some suggestions on how to make your programs suitable for television and live stream viewing:

- Add an opening title sequence.
- A voiceover (VO) throughout a narrative. This can also be included at the beginning and/or ending to help introduce the subject matter or summarize the program.
- A closing credit text (if you do not wish to add your own credits, the program must at least contain a specific CMAC credit if you used CMAC equipment and/or facilities to create the video: "This program was made possible by the Community Media Access Collaborative".

CMAC Member's Handbook

No Pressure. CMAC does not critique nor question the creative choices of any producer. If your program does not meet the aforementioned technical criteria, the Programming Coordinator may suggest some ways to make it as such before the program is aired on the channel.

ACCEPTABLE CONTENT FORMATS

CMAC only accepts digital file formats for program submission. Requirements for shows in each format are as follows:

Video File Requirements	
Format	
H.264	
File Extension	
.mov or .mp4	
Resolution	
1280x720	1920x1080
Frame Rate	
59.94	29.97 or 59.94
Bitrate	
8Mb/s	

All file submissions should reference the program title in the file name.

ON-DEMAND RULES AND REGULATIONS

On-Demand. All programming created with the use of CMAC equipment and/or facilities will be made available for on-demand viewing on cmac.tv. Please allow up to 1 week for the program to become available for on-demand viewing on the website. The program will be scheduled no sooner than two weeks from the submission date. Please note: the act of scheduling the program and the first time it airs on the channel are two separate processes. Refer to the Playback Request form for more information.

Program Distribution. Once the program has aired once on a CMAC channel or made available for on-demand viewing (whichever comes first), the producer(s) may distribute their program to other platforms (e.g. YouTube, DVD distributions, etc.).

Airing Episodes. Depending on the quantity of episodes of the same program submitted at one time, episodes may not be posted on-demand until the first episode premiered first on any of the CMAC channels. The Programming Coordinator can accommodate special requests outside of these parameters. For questions or concerns, please contact the Programming Coordinator.

CMAC Member's Handbook

Policies for Specials

- A special will air once with one scheduled repeat. Additional airings are at the discretion of CMAC based on availability.
- Producers may submit the same special for rebroadcast. CMAC will try to accommodate additional requests for air time based on availability.
- Specials should be up to two hours in length. Longer formats are more difficult to schedule and may not receive a repeat airing. The suggested length of a special is one hour.
- Specials should conform to the following lengths to make them easier to schedule: 25-29 minutes, 55-59 minutes, 85-89 minutes, or 115-119 minutes. While specials can be of any length, you may not receive your desired time slot if it does not conform to the above.

Policies for Series

- The series producer agrees to submit an episode in the series at least once a month.
- 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.
- While we try to maintain consistency, a 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: 25-29 minutes, 55-59 minutes, 85-89 minutes, or 115-119 minutes. Series programs that run over these times may be cut off to accommodate scheduling continuity.

OBTAINING A SERIES TIME SLOT

Once you have an episode of your show completed, and a plan to continue producing at least one new episode monthly, you're ready to apply for a series time slot.

Renewing a Series. Series can be renewed by submitting a new playback application one month in advance.

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

CMAC Policies

GENERAL PROGRAMMING POLICIES

Required Paperwork. A playback request form is required for all programs: series episodes, specials, and fillers. This form can be obtained at the front desk or on the CMAC website.

Submit Your Show. Producers must turn in their new shows three 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, through the mail, or over the internet. Important: due to limited space, we cannot store more than five episodes of any show at any time. Please do not submit any master DVDs or files for playback—create copies for CMAC submission. CMAC will not be responsible for damage to and/or removal of any media submitted.

Broadcast Rights. CMAC reserves the right to unlimited, non-exclusive broadcast of any programs submitted for playback, though a stop-date may be requested upon submission. Programs created wholly or in part using CMAC equipment or facilities must be aired once on a CMAC channel before it can be distributed elsewhere. Producers retain ownership of the programs they create.

CMAC Credit. All programs made at CMAC or using CMAC equipment (including edit computers) must credit CMAC at the beginning or end. For example, a title screen with the following words is appropriate: “This production was made possible in part by the Community Media Access Collaborative.” Use of the CMAC logo is not allowed. This credit must appear on all versions of the video, no matter where it is shown or distributed.

Prescreening. CMAC does not prescreen the content of any submitted program but may view portions of a show to ensure technical standards are met. We reserve the right to ask for proof of permission for any copyrighted material. The Producer or Resident Sponsor take on all liability for the content produced.

Non-Protected Speech. A program must not contain any slanderous, libelous or obscene material. The courts define obscene material as the following:

- Offensive or highly objectionable 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 air that will violate any city, county, state, federal laws.

Transferring Slots. Time slots may not be transferred to another producer. Producers may not substitute other programs in their allocated time slots.

CMAC Member's Handbook

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 CMAC 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 bulletin board for campaigning purposes.

Commercial Content and Production. There may not be any commercial material, advertising, or promoting a lottery or gambling enterprise on CMAC's access channels. Use of CMAC equipment for the production of commercial content will result in a major violation.

Fundraising On-Air. No fundraising is allowed which would result in financial gain for individuals or organizations, other than CMAC.

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. Sponsors or underwriters of a particular program may not BE A SUBJECT OR FOCUS OF THE PROGRAM'S CONTENT.

Sponsorship and Underwriting. Underwriting support is meant to cover the costs of your production, and is not meant to be a source of revenue for yourself or your crew. Please consult the Executive Director if you wish to seek underwriting for your program. At any time, CMAC reserves the right to request financial documentation detailing your production costs and underwriting funds.

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:

- Logo or Name of the underwriter in a credit roll or text card, maximum 15 seconds
- Voiceover acknowledging underwriters
- Programs and underwriting credits may not include:
 - Calls to action (e.g. “Call me!”, “Buy This!”) or comparative language (e.g. “The best mortgage rates in town.”) or use of the product or service in the spot (e.g. someone eating food from a restaurant sponsoring the show).
 - Telephone numbers or email addresses of commercial companies.
 - Images of the underwriter establishment or products.
- Use this language in text credits to identify supporters:
“This program was made possible in part by _____.”

Adult Content. Adult content includes programming with excessively violent material, offensive language, excessive nudity, graphic depiction of medical procedures, or sexually

CMAC Member's Handbook

explicit material and may 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 from 10:00 pm to 4:00 am. When filling out the Playback Request form, the Producer must inform 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 profanity or offensive language, excessive nudity, sexually explicit material, graphic depiction of medical procedures) that some viewers may find objectionable or inappropriate.”

Preempting. CMAC reserves the right to preempt any show in the event that time sensitive content needs to air. 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 Executive Director.

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 CMAC website. These promotions will be displayed on CMAC's on-air bulletin board. CMAC's logo is not available to use on your show or in your promotional materials except by request.

EQUIPMENT USE POLICIES

- Canceling a reservation with less than 24-hour notice or no-show is considered a minor violation.
- Equipment and facility reservations 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 time slot, and members producing specials will need to meet with the Membership Coordinator to resubmit a program proposal.
- 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 is in good working order upon pickup and return. When you check out the equipment you will sign a checklist stating that you agree that the equipment you are receiving is accounted for and in good working condition. At the time you check the equipment back in, you will be assessed the cost of any equipment that is missing or has been damaged. CMAC will assume responsibility for damage as a result of wear and tear, unless abuse or neglect is obvious (e.g., items are missing, the equipment has been lost, stolen or damaged while in your possession). Members are responsible for the cost of repair or replacement due to damage, misuse or theft. Failure to pay for lost or damaged equipment within 30 days of being notified may result in loss of privileges until the assessed payment has been made.

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 certified CMAC members.
- Never attempt to operate equipment in locations or under conditions which appear unsafe or where equipment could be damaged (in the rain).

IF EQUIPMENT IS STOLEN

- Notify CMAC 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 CMAC a brief written report containing all the relevant details including copies of the police reports.

TECHNICAL PROBLEMS

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

CMAC FACILITIES

CMAC's facilities are for member use and must be cared for.

- Absolutely no food or drink is allowed in the studio or production control room at any time.
- Absolutely no alcoholic beverages are allowed within the facility at any time unless an exemption has been granted by the Executive Director.
- All food and drink must be kept a safe distance away from edit suites and computers.
- Food and non-alcoholic drinks are allowed in the meeting and classroom areas of the facility, but members and/or their guests are responsible for picking up after themselves. Any beverage that is spilled on flooring in the facility must be cleaned up at once and a staff member notified.
- Leftover food and half empty or empty beverage containers must be discarded in available trash receptacles. Food or beverage containers left within the facility will be discarded.
- Coffee and bottled water is provided for CMAC staff and Board Member use only. The water dispenser is available to all members at no cost. There is also a water fountain in the public hallway area next to the elevator.
- Animal Policy: No pets are allowed in the building unless they are service animals and are wearing their service jacket. If an animal is the subject of a program in the studio, the producer must notify staff prior to filming and assume responsibility for any damages or messes that may occur and notify staff.

HIRE CMAC FOR PRODUCTION

In order to generate operational revenue to maintain the media center, CMAC will engage in fee for service work with individuals, non-profits, and governmental agencies. CMAC production services are available to all CMAC members and non-members who would like to hire the staff to produce their non-commercial programming. Fees include personnel costs. Requests should be made to the Executive Director.

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 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 to be imposed.

MINOR VIOLATIONS

- Canceling reservation less than 24-hour notice.
- Trading or selling equipment reservations.
- Reserving or checking out equipment for another producer unless otherwise specified and approved by a staff member.
- Changing the wiring/cabling of the editing room without specific authorization in advance by CMAC staff.
- Failure to vacate production facilities by the end of the reservation time without authorized extension.
- Late return of equipment (more than 30 minutes) without staff notification and approval.
- Return of equipment in disarray and unkempt condition.
- Operation of equipment or use of facilities in an incorrect, unsafe, or inappropriate manner, which might result in damage.
- Improper packaging of equipment for transport.
- Failure to clean up the work area after using the facilities (including kitchen area).
- Failure to submit a program produced with CMAC equipment and/or facilities for initial cablecast on a CMAC channel.
- Soliciting, for any purpose, including asking for money, contributions or donations unless such activity has been approved by CMAC.
- Video or audio recording, or photographing, of any individuals by producers, guests, or visitors on CMAC premises, including staff or members of the public, without prior consent.
- Listing the private phone numbers or address of a subject on your program without consent.
- Using CMAC's logo without expressed written permission from CMAC management.
- Possession of food or drinks in the areas of CMAC with production equipment, with the exception of capped water bottles stored on the floor, or water for guests.
- No smoking inside of the building.

CMAC Member's Handbook

- Behaving in a disrespectful manner while at CMAC or while participating in a CMAC event.
- Failure to maintain current file and contact information up-to-date, or failure to respond to important correspondence from staff.

Note: Violations remain on record for twelve months. Minor violations will result in the following series of actions within a one-year period:

- Verbal warning for the 1st minor violation
- Written warning for the 2nd minor violation
- 30-Day suspension from the equipment and facilities for the 3rd
- 90-Day suspension from the equipment and facilities for the 4th
- Permanent suspension from the equipment and facilities for the 5th

MAJOR VIOLATIONS

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

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

CMAC Member's Handbook

APPEALS PROCESS

CMAC 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

CMAC reserves the right to refuse access to its facilities and equipment to anyone who:

- Appears to be under the influence of alcohol or illegal drugs
- Owes any money to CMAC for damaged, lost or stolen 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
- Has intentionally violated policies and procedures
- Has deliberately presented false or misleading information to staff
- Is disrespectful of other member/guest or staff member
- Liability

MEMBERS HANDBOOK AGREEMENT

Summary of Policies and Expectations

I hereby acknowledge receipt of the CMAC's Member Handbook. I understand that it is my continuing responsibility to read and know its contents. I acknowledge and understand that unless I have not utilized my membership within the first 90 days of my CMAC membership I can, ask CMAC for a full refund. CMAC has the right to terminate my membership at any time with cause of breach of CMAC's policies.

By signing below, you acknowledge you have read the Member's Handbook and will adhere to these policies. Failure to do so may result in but not limited to, loss of privileges and/or revocation of membership as stated throughout the handbook

Signature Required:

Printed Name: _____ Date: _____

Signature: _____