

## Dakota Media Access (DMA)

### EQUIPMENT AND FACILITY OPERATING RULES

#### 1. USE OF ACCESS FACILITIES AND EQUIPMENT MUST RESULT IN PROGRAMMING THAT IS INTENDED AND MADE AVAILABLE FOR PRESENTATION ON DMA'S CABLE CHANNELS / WEB CAST

DMA does not allow the use of its equipment, channel or facilities for any financial gain or which would be in competition with commercial enterprises.

#### 2. DISCUSS PROGRAM IDEAS, REVIEW / SIGN OFF ON THE RULES

Prior to training, equipment use, editing and studio time, the user must meet with the Executive Director and submit a signed copy of this document.

#### 3. MAKE APPOINTMENTS AND KEEP THEM

Appointments for production meetings, training, equipment use, editing and studio time must be scheduled in advance. If you need to reschedule or are unable to keep an appointment, you must notify DMA as soon as possible.

#### 4. RESPECT CATV'S PROPERTY, EQUIPMENT AND STAFF

Individuals or groups utilizing production equipment or facilities are under the supervision and authority of the access staff. Staff will be present to oversee the use of the facility and provide technical assistance as needed. However, it is not the responsibility of staff to serve as crew on your production.

- Act in a professional manner when at DMA or on a location shoot.
- Don't let other people use the equipment - only persons trained by DMA are allowed to use the equipment and only persons directly involved in the production of a program are allowed in the DMA studio and edit rooms.
- Protect equipment from theft and extreme weather.
- Do not leave equipment unattended during an on-location shoot.
- Report non-working or defective equipment immediately to the DMA staff.
- Return all equipment by specified time (3 day max) where it will be checked in with a DMA staff member after each use.
- Return the studio and edit room to its original condition when finished. Checking out with a staff person before you leave is required.

#### 5. PROHIBITED ACTIVITIES

- Using liquor or tobacco within the DMA Facility.
- Using, possessing or distributing any controlled substance or illegal drug on DMA premises or at DMA sponsored activities.
- Altering, repairing or taking apart any DMA equipment.
- Eating or drinking while using or near DMA equipment.
- Mishandling or damaging DMA equipment.
- Bringing animals in the facility that are not necessary for assistance or the production of a program.
- Using or possessing any weapon, explosive or dangerous chemicals which may be used to inflict bodily harm or damage upon DMA premises, except when being used in an actual production, for which prior permission has been granted.

**6. WHEN YOUR SHOW IS COMPLETED**

A "Request for Cablecast" form, which will include a description of the program, must be submitted for each program to ensure scheduling for cablecast or web cast. Programs meeting all guidelines will be cablecast / web cast on the channel at least once.

**7. OTHER IMPORTANT STUFF TO KNOW**

- Computers, copy machines, telephones and other non-production equipment and areas of the facility are "off limits" unless permission is granted by staff.
- Keep in mind, DMA is a place of work. Unattended children under the age of thirteen will not be tolerated. An adult must be present / is responsible when anyone under the age of 13 is using the studio, edit station and/or checking out portable equipment.
- It is the responsibility of the producer to inform their talent/cast (other than equipment operators) of the DMA Equipment and Facility operating rules.
- DMA has the first choice of use on equipment and may, at some time, find it necessary to cancel your reservation.
- DMA is not responsible for any lost, recorded over or damaged tapes.
- Understand that if you break or damage any of DMA's equipment, you will be responsible for the repair or replacement of that equipment.
- If you have questions, experience equipment problems or are unsure of a program idea or direction, talk to us, we want your experience and your program to be the best.

I understand DMA has the right to revoke the privilege of anyone using the equipment and facilities if they fail to comply with their Equipment and Facility Operating Rules. In addition, if DMA determines that a producer has damaged access equipment or facilities, failed to return equipment at the agreed upon time or exhibited inappropriate, hostile or abusive behavior towards staff, producers, or the public while at the DMA facilities or on a production location, the DMA Executive Director will take action which may include an oral and written warning, suspension of access privileges or immediate expulsion.

Date: \_\_\_\_\_

\*Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone(s): h# \_\_\_\_\_ w# \_\_\_\_\_ email \_\_\_\_\_

(If the person signing is under age 18, a parent or legal guardian must sign below.)

I hereby certify that I am the parent or legal guardian of the above and I give my consent to the foregoing on behalf of him or her.

Signature of parent / guardian: \_\_\_\_\_

Print Name of parent / guardian: \_\_\_\_\_ Date: \_\_\_\_\_