



DMA Checkout and Reservation Policy

DMA Shoots

Equipment and facilities of Dakota Media Access (DMA) are offered to the public for the purpose of producing programming intended for presentation on DMA's cable channels, streaming platforms, and/or radio channel. Individuals or groups utilizing DMA's equipment or facilities are under the supervision and authority of the DMA staff. Staff will be present to oversee the use of the facility and provide assistance as needed. However, it is not the responsibility of staff to serve as crew on your production.

Eligibility

- DMA Projects: No rental fee. Equipment may be checked out when the project is intended for broadcast or distribution on DMA platforms.

Conditions of Use

- Only persons trained by DMA and directly involved in the production of a program are allowed to use the equipment and are allowed in the DMA studios, control & edit rooms.
- Protect equipment from theft and/or extreme weather. Do not leave equipment in a vehicle or unattended.
- Report non-working or defective equipment immediately to the DMA staff.
- Return all equipment by specified day/time where it will be checked in with a DMA staff member after each use.
- Remove video footage from SD cards and re-format cards prior to returning cameras. DMA is not responsible for lost or damaged recorded media.

Mission Disclaimer

DMA's primary mission is to provide community media access and produce content that benefits the community.

Acknowledgement

All renters must sign a checkout or usage agreement acknowledging this policy, and responsibilities before receiving equipment or reservations.



Non-DMA Related Shoots

Purpose

Dakota Media Access (DMA) exists to provide community access to media tools and platforms for the benefit of the Bismarck-Mandan area. While DMA provides no-cost access to equipment for mission-related programming that will be aired on DMA platforms, community members occasionally request to use DMA equipment for non-DMA related projects. This policy establishes clear guidelines, responsibilities, and fees for such rentals.

Eligibility

- Non-DMA Projects: Camera kits are available for rent by individuals, organizations, and nonprofits for personal, educational, or other creative use outside of DMA distribution.

Rates

Rates are determined based on the type of rental, usage, and time. Contact staff to enquire about specific rates. Non-profit organizations may be eligible for discounted rates.

Conditions of Use

1. Reservation & Availability

- Equipment is available on a first-come, first-served basis.
- Reservations must be made at least 3 business days in advance.

2. Payment

- Full payment is due before equipment is released.
- Cancellations within 24 hours are non-refundable.

3. Responsibility

- The renter assumes full responsibility for loss, theft, or damage to equipment during the rental period.
- Replacement costs for lost or damaged items will be billed to the renter.



4. Usage Limitations

- DMA staff reserve the right to decline rental requests if they conflict with DMA's mission, values, or scheduled use.
- Equipment may not be subleased, transferred, or used for illegal purposes.

5. Return Policy

- Equipment must be returned by the agreed-upon time. Late returns may incur an additional daily fee.
- All components (camera, tripod, mic, cables, cases, batteries, etc.) must be returned in good working order.

Outside-of-Mission Disclaimer

DMA's primary mission is to provide community media access and produce content that benefits the community. Rentals for non-DMA projects are outside the scope of DMA's core mission and are provided strictly as a supplemental service.

Acknowledgement

All renters must sign a checkout agreement acknowledging this policy, fees, and responsibilities before receiving equipment.