



## EQUIPMENT AND FACILITY OPERATING POLICY

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, website, and/or radio channel. A *Cablecast / Webcast / Radio Broadcast Request* form must be submitted for programs. Programs meeting the *Cablecast / Webcast / Radio Broadcast Programming Policy* will be cablecast / webcast / radio broadcast at least once.

### Respect for DMA'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 and directly involved in the production of a program are allowed to use the equipment and are allowed in the DMA studio and edit rooms.
- Protect equipment from theft and extreme weather. Do not leave equipment in your vehicle or 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.
- Remove video footage from SD cards and re-format cards prior to returning cameras.
- Return the studio and edit room to its original condition when finished. Checking out with a staff person before you leave is required.
- An adult is responsible for, and must be present, for anyone under the age of 13 when in the DMA facility.
- Make appointments and keep them.

### Prohibited Activity

- 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 disassembling DMA equipment.
- Eating or drinking while using or near DMA equipment.
- Mishandling or damaging DMA equipment.
- Bringing animals into the facility that are not necessary for assistance or the production of a program.
- Using or possessing any weapon, explosive or dangerous chemicals, except when being used in an actual production for which prior permission has been granted.
- Using computers, copy machines, telephones or other non-production equipment and areas of the facility unless permission is granted by staff.

### Other

- DMA has the first choice of use on equipment and may, at times, find it necessary to cancel reservations.
- DMA is not responsible for any lost, recorded over or damaged recording media.
- If you damage or lose any DMA equipment, you will be responsible for its repair or replacement.
- 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.