

MANHATTAN NEIGHBORHOOD NETWORK

PRODUCTION FACILITIES POLICY

&

GUIDELINES FOR EQUIPMENT USE



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MISSION STATEMENT

Manhattan Neighborhood Network provides production facilities for the purpose of supporting public access producers in a fair and reasonable manner and to support programming on the public access channels, which are responsive to the needs and interests of the residents of the borough.

BASIC RULES AND REGULATIONS

Equipment resources are available to residents of Manhattan and to non-profit organizations located and operating in Manhattan. **Free access to equipment is available to certified members** for the production of public access programs intended for cablecast on Manhattan Neighborhood Network and may not be used for commercial purposes. Equipment usage shall be free of charge within the parameters set forth in the Guidelines for Equipment Use. Manhattan Neighborhood Network reserves the right to charge reasonable fees to cover its costs for the provision of services outside of the designated parameters of equipment use and may also refuse to provide such services.

Any member using equipment is required to be an active and certified for equipment use as described in MNN's Guidelines for Equipment Use. Failure to adhere to the Guidelines for Equipment Use may lead to restrictions in equipment use.

Loaned equipment, whether on site or off site of a Manhattan Neighborhood Network facility, is the responsibility of the designated individual checking out that equipment. That individual will be held financially liable for any theft, loss, or damage to the equipment while it is in his or her care. Individuals may be required to submit a deposit prior to borrowing equipment.

Manhattan Neighborhood Network may make long-term equipment loans to community-based organizations for the purpose of providing equipment resources to a particular neighborhood community group. MNN may modify the Guidelines for Equipment Use for equipment loaned to these community sites in order to facilitate programming in a manner consistent with this policy and appropriate to the workings of the host community site.

MNN believes it is important that it maintain a safe and creative environment for all of its users. Facility users must abide by the MNN Code of Conduct.

Manhattan Neighborhood Network reserves the right to take any action deemed necessary with regard to equipment usage to comply with applicable law and to ensure compliance with the Manhattan Neighborhood Network Guidelines for Equipment Use. MNN is committed to providing video production facilities and workshop training at no cost for production of non-commercial Public Access programs. All members are welcome to use the facilities in the manner described in these policies and guidelines in accordance with the MNN Code of Conduct.

Facility users are responsible for the care of the equipment they use. MNN may require reimbursement for replacement or repair of property and equipment damaged by facility users. At the sole discretion of the Director of Production Services, persons who fail to pay for such reimbursements may be suspended or banned from use of the facilities.

MNN Channels, equipment and facilities may be used for production of non-commercial Public Access programs only. Commercial programming is strictly prohibited. MNN may impose fees upon any member found to be using MNN facilities and/or equipment for non-Public Access purposes. At the sole discretion of the Executive Director, such persons may be suspended, banned, and /or charged fees for such violations. They may also lose their airtime.

GUIDELINES FOR EQUIPMENT USE

Following are the rules and guidelines for use of Manhattan Neighborhood Network's production facilities. MNN's goal is to balance the large demand for equipment use we face from Manhattan's many public access producers with the needs of each producer for adequate time to complete a program for cablecast. These guidelines are subject to change as we evaluate their effectiveness.

Following are the policies and guidelines...

Manhattan Neighborhood Network's production facilities currently provide digital video cameras and accessories for field production, linear and non-linear editing suites, two three-camera studios, two express studios, and dubbing/transfer stations. Accessories including tripods, lighting equipment, microphones, and extra batteries can be reserved in conjunction with the cameras for field production.

EDITING SUITES

MNN offers both linear and non-linear editing suites.

LINEAR

Each linear suite has a character generator for titling, fading to black and inserting jpeg stills. In each suite, you may choose between one of two source decks, and edit onto a DVCAM or S-VHS master using a Sony PVE 500 edit controller. All decks are equipped to read time code, and all suites have an audio mixer, a cassette deck and a CD player so you can insert audio.

NON-LINEAR

Each non-linear station has either a G4 or G5 Macintosh computer, a larger screen monitor and a DV/DVCAM player/record deck. These stations come complete with iMovie, FCP4HD as well as support graphics and audio programs.

DUBBING / TRANSFER STATIONS

The dubbing and transferring rooms are available for producers to make copies of their programs or to transfer clips to use for editing or roll-ins. These stations are not intended for personal use.

THE DUBBING STATION

This station currently contains as sources, DV/DVCAM, (S)VHS, and DVD. The record decks consist of 3 VHS/DV combo decks and one DVD-R deck.

THE TRANSFER STATION

This station is used for transferring from one format to another. The source decks include a (S)VHS, DV/DVCAM, DV w/Time code, Hi-8, and an International Standards Converter (PAL/SECAM SVHS). The record decks include, (S)VHS, DV/DVCAM, International Standards Converter (PAL,/SECAM, etc.) and a DVD-R deck.

MNN CONFERENCE ROOM

MNN has a conference room that is primarily used for MNN business but is also available for producer use. Producer's wishing to use this room must have completed the following: the Orientation Workshop, at least one training certification, the Producer's Workshop and have an active project. This room is designed for group meetings as it has a large conference table.

****Please note that the conference room may be booked for a maximum of four hours and for the purpose of supporting a program. Auditions are not allowed unless proof can be made that it is directly related to the content of a program. Producers wishing to reserve it for purposes other than meetings must obtain permission from the Director or Assistant Director of Production.**

THE STUDIOS

MNN has two three-camera studios, which require at least 2 crewmembers in the control room.

Both studios contain the same equipment. They are set up to do live programming and record programs onto S-VHS or DVCAM for future playback. The studios are designed so that a small crew can operate them with talent for a simple production. More complex shoots can incorporate a large crew, including up to three camera operators.

The studios feature:

A fully digital video environment
Robotic camera capability
24 channel audio mixing/18 mic inputs per studio
Teleprompter

Digital video and audio recording
Digital feed to Master Control
Apple G3 computer
Wireless mics
Digital cameras
Telephones for incoming live calls

STUDIO ONE (OPEN STUDIO)

Studio one is a 40x40 “open” studio. It is not an enclosed room, completely sealed off from the rest of the building. It has three walls, and the fourth side is partially open to the lounge of the second floor and to the main lobby and pantry on the first floor. The concept of this studio is that in addition to serving as a space for conventional studio shows, it will be available as a large public meeting room wired for television. For example, a community based organization wishing to organize a public forum with a large audience capacity would be able to reserve the studio and cablecast their event live on MNN. In addition, a producer wishing to organize a cabaret could bring in a band and have live music, dancing, even tables, and tape this event or cablecast it live. Being partially open, this studio becomes one of the public spaces in the building. Through the Open Studio, MNN is encouraging the idea of television production as being something that is open, accessible, and not having to occur in a sealed-off room away from the public. We feel this message is the heart of public access television.

Studio One is also equipped with a video projector and screen for large public screenings.

STUDIO TWO (CLOSED STUDIO)

Studio Two is a more conventional studio space. It is a 20x27-enclosed room. Producers who feel they need more privacy, or a more controlled environment in which to produce their program can reserve this space.

EXPRESS STUDIOS

It is ideal for individuals and community groups who want to reach a certain constituency quickly and easily without worrying about the complexity of producing a program in one of the main studios.

THE EXPRESS

This studio is designed so that one person can be both on-camera talent and operator but still have the ability to have up to four guests. The studio has a two phone lines, (S)VHS/DV roll-in and record decks, a Mac computer with Internet access, a CD player, a CG for titling and graphics, a video switcher and audio board.

THE MINI-EXPRESS

The mini-express is a quick solution for the simple one or two-person live call-in show. It has similar but simpler equipment than the large Express Studio: one phone line, DV record deck, a Mac computer with Internet access, a CG for titling and graphics, a video switcher (with ChromaKey) and audio mixer with set microphones for producer use.

WHO IS ELIGIBLE FOR USING MNN'S PRODUCTION FACILITIES?

INDIVIDUAL MANHATTAN RESIDENTS

In order to be eligible to use MNN's production facilities, a user must be a legal resident of Manhattan, at least 18 years old, with a legal mailing address in Manhattan (a box number is not acceptable). The user must be able to verify her/his age and residency and have such verification on file with MNN.*

Use of MNN's production facilities is free of charge for eligible producers producing programs for cablecast on Manhattan's public access channels. MNN does not provide production crew or editors. Anyone operating MNN equipment must be appropriately certified as described in these guidelines.

*Residents of Manhattan under 18 years of age may use the facilities if a parent or legal guardian signs a form assuming liability for the equipment.

PROVING ELIGIBILITY

The only acceptable proof of identification and residency are the following:

1. ACCEPTABLE FORMS OF ID (***MUST BE CURRENT WITH PHOTO***):

- a) State-issued Driver's License
- b) State-issued Photo ID card
- c) U.S. or Foreign passport
- d) Military ID w/photo
- e) Green card/Residency card w/photo
- f) City/State-issued Welfare, Medicaid, or Food Stamp card w/photo

2. ACCEPTABLE FORMS OF PROOF OF RESIDENCY -**PROVIDE 4 POINTS OF PROOF** (***must be current with applicant's name and present address. see Identity and Residence form for complete details***):

Group I: Land Connected services (4 points).

Group II: Monthly Billing statements (2 points)

Group III: Alternate Proof (1 point)

Please note that these items must be presented in person.

Mailings, faxes and emails are not accepted. We do not accept School or Work ID's.

MANHATTAN NON-PROFIT ORGANIZATIONS

Manhattan-based organizations may designate individuals to receive training and produce programs for air on MNN's channels. To do so, the Executive Director of the organization must complete the following steps:

1. Provide a letter on company letterhead from the Executive Director authorizing employees and/or volunteers of the organization to produce programs on behalf of the organization. The name and contact information for an employee of the organization who will act as a liaison for all future contact must be included.
2. Complete the "Manhattan-based Non-Profit Organization Program/Training Request Form".
3. Submit additional materials requested in the form, this includes but is not limited to a 501©(3) IRS determination letter, a brochure and a list of the Board of Directors with contact information.
4. Individuals designated by an organization must present acceptable forms of picture ID and proof of address from the list above (under Proof of Residency) in order to be approved by MNN for facility usage.
5. Approved individuals and the liaison (employee contact person) must attend an orientation workshop to be eligible for production workshops.

HOW TO BECOME CERTIFIED TO USE THE PRODUCTION FACILITIES

After proving your residency, there are four steps you must go through before being able to use the facilities. They are as follows:

OVERVIEW OF PROCESS

1. Register for and take an Orientation Workshop.
2. Complete a training workshop and become certified in whichever area of the facilities you wish to use.*
3. Complete a Producer's Workshop.
4. Complete a Production Points: Single or Series Form regarding the program you plan to produce using MNN's production facilities.

Each of these steps is explained in detail below.

*Producers who can demonstrate proficiency in the use of editing facilities or field production equipment may bypass the editing or camcorder classes by making an appointment with the Director or Assistant Director of Production Services for testing out of a class. Anyone interested in using MNN's studios, regardless of prior experience, must take MNN's studio workshops.

1. ORIENTATION WORKSHOP*

Orientation workshops are generally offered one or twice a month and consist of one three-hour class. Individuals interested in registering for workshops must bring proof of identification and proof of Manhattan residency from the list above Monday through Friday 12pm – 8pm. So that producers are up to date on policies and procedures, those who are inactive for a period of more than two years must re-attend the Orientation Workshop (and a Producer's Workshop). Producers who are inactive for a period of a one year must resubmit proof of residence.

Upon completing the orientation workshop, producers may then go to enroll either for a training workshop or a hands-on certification test for a particular facility. In the orientation workshop we discuss what public access is, why it is important and how it has evolved. We also give a tour of the facilities, an overview of our various departments and workshops as well as review MNN's procedures and policies. We recommend that you become familiar with as many of our procedures and policies before the workshop and come to the orientation with any questions you may have.

This workshop is not a technical or training workshop on the equipment. Because of this, everyone interested in either taking a training workshop or becoming certified to use the production facilities must participate in the orientation workshop regardless of any prior production experience they may have.

*This workshop must be taken if you wish to use any of MNN's equipment and/or facilities but is not a pre-requisite for simply scheduling a program on MNN. If you wish to submit a program that has been produced elsewhere call MNN and request a Program Information Packet.

2. CERTIFICATION

Before reserving field equipment, an editing suite, or a studio, a producer must attend orientation, the Producers' Workshop, and be certified in the particular facility she/he wishes to reserve. Certification includes attending all classes, successfully completing all homework or internships and participating in and completing an individual or group project. Currently, training workshops offered include:

Field Production Workshops

- Beginning Camcorder
- PD 150 Workshop

Editing Workshops

- iMovie
- Final Cut Pro
- Linear (test out or by demand)

Three-Camera Studio Workshops

- Studio Camera Workshop
- Studio Control Room Workshop
- Studio Management Workshop

Express Studio Workshop

Character Generator Seminar (prerequisite: Studio or Linear Editing Certification)

Wireless Audio Seminar (prerequisite: Field Production Certification)

Producers who have been inactive for more than one year or who show inadequate ability to operate the equipment will be asked to take a test, have a consultation with the production department or take a refresher course in order to go on utilizing the facility.

FIELD PRODUCTION WORKSHOPS

BEGINNING FIELD WORKSHOP – This class teaches the basics of audio and video using a consumer level simple 3chip camera, the Sony TRV 950. This is a good class for beginners, technophobes, or anyone else who doesn't feel ready for the advanced features of the prosumer PD-150. **This is a project based class that is taught in conjunction with iMove.**

PD-150 WORKSHOP – PD 150 is a 3chip mini DV CAM Camcorder, which records digital video and audio onto a miniDV format cassette. In the PD 150 Workshop, producers learn how to safely operate the camera, basic composition skills, interviewing techniques and how to record good audio. They also learn about media literacy through a Public Service Announcement (PSA) exercise.

EDITING WORKSHOPS

LINEAR EDITING – Training for linear, or deck-to-deck editing will be available when needed.

IMOVIE WORKSHOP- iMovie is a basic non-linear editing program. This is a great class to learn beginning editing and to develop an understanding of non-linear editing. You work with and edit your own short video project; therefore appropriate footage, logs and an edit decision list is required for admittance.

FINAL CUT PRO WORKSHOP- Final Cut Pro is an advanced non-linear editing program. Producers will gain a firm understanding of the software's capabilities. They will learn project management, digitizing, the tool palette and the different edit modes. Producers need to submit an Edit Decision List and a log of footage along with a completed application to get into this class.

THREE CAMERA STUDIO WORKSHOPS

STUDIO CAMERA- This workshop will enable the producer to work as a camera operator or floor manager. Studio procedures, setup, placement and operation of studio cameras, crew communication and microphone choice and placement are covered in this workshop. Producers will be studio camera certified upon the successful completion three workshops, a lab class, homework, written and hands-on tests, and an internship on a certified MNN producer's studio shoot. This class is a pre-requisite to the Studio Control Room class.

STUDIO CONTROL ROOM- This workshop covers the basics of video and audio production in a control room environment. Areas covered include basic switching, basic keys and special effects, integrating graphics and videotaped elements, audio mixing basics, robot camera, teleprompter operation, and web-based content integration. With the successful completion of 5 workshops, one lab class, homework and a 28-minute program, producers will be studio control room certified.

STUDIO MANAGEMENT- This workshop is a non-technical studio class that will enable producers to develop their production management skills. They will learn pre-production, basic script development, time management, how to successfully acquire crew and talent, and how take an idea and develop it into a show. Upon the successful completion of three classes, producers will be certified. This is a good class for producers who wish to be on-air talent and don't need the technical control room class.

EXPRESS STUDIO

This is the perfect class to begin producing shows at MNN. The express studios are small one-person studios where no crew is needed to create a live or taped show. Producers will learn to set sound levels, take calls from Manhattan residents, integrate computer images and operate all studio controls. Upon the successful completion of one class, one lab, homework and a project in the express studio, producers will be certified. Producers will be encouraged to do a live call-in show as a lab for the completion of the class.

CHARACTER GENERATOR SEMINAR

The character generator is a computer program used for creating titles. This program is used in the studios as well as in the linear edit suites and express studio. Producers will learn to create and alter titles, save them to a disk, and edit them onto their programs.

WIRELESS AUDIO SEMINAR

This seminar is designed for field-based producers who wish to use the wireless handheld and lavalier systems available at MNN. We will show you how to handle, take care off and set-up this system for field shoots. Upon completion, producers will be able to check these items out for productions.

In order to register for one of these workshops a producer must have completed an orientation workshop. To register call 212-757-2670 X312, leave us your name, message, and a phone # for us to call you back.

3. PRODUCERS WORKSHOP

Producers' workshops are generally offered two to three times a month and producers must take this workshop after their first certification or if a producer have been inactive or two years or more. Here, producers will discuss their ideas for producing programming and will formulate their ideas into concrete plans. They will learn the necessary steps required to reserve equipment and how to sign up for a project. Producers will also review of the Production department rules and regulations along with the Programming Department's policies and guidelines.

4. PROJECTS

In order to reserve equipment or a facility, a producer must be working on a particular project for cable-cast on MNN. To register a project with us producers must fill out a *Production Points: Single or Series Form*.

PRODUCTION POINTS: SERIES OR SINGLE FORM

Only individuals who have attended an Orientation Workshop, the Producer's Workshop and have at least one certification may fill out *Production Points: Single or Series form*. The project may be a single (one program), or it may be a series (regularly scheduled weekly, bi-weekly or monthly). If you already have a series time slot for your program, the *Production Points: Series Form* must be filled out by the individual who signed and submitted the Program Agreement to the Programming Department.

This form asks for information such as the producer's name, project description, length of the program, authorized agents, etc. Producers are only allowed one active project at a time; however, they may produce their own project and also be an authorized agent (see page 12 for details) for another producer's project.

After you turn in the *Production Points: Single or Series Form*, your show will be allotted a certain amount of points, which will be your "budget" for that show. Every facility "costs" a certain amount of points per hour. Producers are able to use whatever facility they have the proper certification for and as long as they have enough points to "pay" for it. This system allows equal access to equipment for all MNN users and enables producers to budget their project and plan use of the facilities or equipment.

SERIES

Before submitting a *Production Points: Series Form* for a series, a producer must have submitted an application and one episode for a time slot to the Scheduling Department. Once the Scheduling Department has assigned producers a time slot they may turn in their *Production Points: Series Form* to the Production department.

Every series is allotted a certain amount of points each quarter. Series are allotted a different amount of points, depending on the frequency with which they air. Once a series runs out of points the producer may not use the facilities again for that show until the following quarter. Producers should be aware of the cost of each item, so they can be sure that they won't run out of points prior to the end of the quarter. If a producer runs out of points, they may fill out a form requesting additional points. These forms can be obtained from the Director of Production Services. Sufficient explanation of the need for more points will be required.

Monthly	=	150 points
Bi-Weekly	=	300 points
Weekly	=	500 points
Daily	=	500 points

*These amounts are subject to change. Please keep current with our Budget Allotment.

SINGLES

Singles are allotted a certain amount of points per show, and producers must budget the production of their shows based on that allotment. Singles receive an allotment of 100 points to produce one show.

Before you begin the production of a single, turn in a *Production Points: Single Form* to the Production Department. Singles are to be completed within three months. If you need additional time, a request must be made with sufficient explanation to the Director of Production Services. When you finish your single, turn the project in to the Production Department along with a Single Timeslot Request and Program Agreement. At this time you may turn in another *Production Points: Single Form* in order to get started on your next program.*

A live single is a one-time program that is aired live from one of our studios on one of our channels. Because this is a one-time use of the facilities, points will be allotted according to type of facility to be used. Additionally, producers must first request and receive a time slot from the Scheduling department before they can book a studio for a live shoot. You may have one taped single per month or two live singles per month. Taped singles are given three airdates. Be sure to hand in another *Production Points: Single Form* to request your next live program.

*Producers of singles must fill out a new *Production Points: Single Form* for each new single. You may not fill out a new *Production Points: Single Form* until your previous show has been turned in for cablecast or aired live.

BUDGET POINTS

Linear and Non-Linear Editing	-	2 points	per hour
Logging/Capturing NLE Station	-	1 point	per hour
Dubbing/Transfer Stations	-	1 point	per hour
Conference Room	-	2 points	per hour
Prime Time Studio	-	20 points	per hour
Non-Prime Time Studio	-	10 points	per hour
Express Studio	-	5 points	per hour
Camera Package	-	20 points	per day
		40 points	per weekend
Major Equipment Package (no camera)	-	5 points	per day
		10 points	per weekend

DEFINITIONS:

Editing:	Any Non-Linear or Linear Editing Room.
Prime Time Studio:	3-camera studios Mon.-Fri. 6 PM to 10 PM and all day Saturday.
Non-Prime Time Studio:	3-camera studios weekdays 12PM to 6 PM and 10 PM to midnight and Express Studios at all times.
Camera Package:	Camcorder along with any additional equipment (tripod, mics etc.)
Major Equipment Package:	Any equipment package with no camera.

A given producer may not have more than one open project at a time. An open project is defined as a project for which production has begun, but which is not yet completed and submitted for cablecast. This means that if you are using MNN production facilities to produce a series program you may not use the facilities to produce a single during that quarter. Likewise, if you are using MNN production facilities to produce a single you may not use the facilities for another single or for a series until the current single is completed and submitted for cablecast.

In extenuating circumstances a producer may deactivate an open project. Project deactivation is strongly discouraged due to the substantial loss of numerous resources invested by both MNN and the producer. Producers wishing to deactivate a project are responsible for providing MNN with proof demonstrating a legitimate reason to be unable to complete a given project. At that time MNN staff will meet with the producer to consider all reasonable means of salvaging the project.

AUTHORIZED AGENTS

When submitting the *Production Points: Series or Single Form* a producer may authorize one other MNN-certified producer in good standing to make reservations and check out equipment for that project. Individuals so authorized will be referred to as authorized agents. Once a producer authorizes an agent, the agent acts as a proxy and assumes responsibility for MNN equipment and facilities used for that project. Any reservations made for a given project by an authorized agent will count against the points allotted for that project. Authorized agents are allowed to reserve for no more than two shows: either two shows as an authorized agent or only one show as an authorized agent if he/she has his/her own show. The authorizing producer must have attended an MNN Orientation, a Producer's Workshop and have at least one certification in order to recruit MNN-certified crew for his/her show. The producer of the show must accompany the authorized agent and be present during the use of MNN facilities.

RESERVATIONS

Once your *Production Points: Series/Single Form* has been entered in our system, you may begin making reservations for those areas of the facilities in which you are certified. All reservations are non-transferable, meaning that we will only check out studios, editing rooms, and field equipment to the person in whose name the reservation was made.

To make reservations, simply come in person or call 212-757-2670 X318 or X314 from 12pm to 8pm Monday through Friday.

The field equipment may be reserved for a maximum of forty-eight hours per check-out (not including the weekends). Reservations for field equipment must be made at least two full business days (48 hours) prior to the requested checkout date. There must be at least two business days (48 hours) between camera reservations. For example, a producer may not pick up a camera the same day as returning one. Severe penalties exist for returning equipment after the scheduled return time.

Linear editing suites may be booked a minimum of two and a maximum of six hours at a time. Non-linear editing may be booked a minimum of two and a maximum of 4 hours at a time.*

*Producers making a reservation for iMovie editing will be provided with use of a FireWire Drive upon request and subject to availability. Anyone using one of MNN's FireWire Drives will be limited to two weeks to complete their project. Extensions will be given subject to the demand and availability of the drives.

The three-camera studios may be booked for a minimum of two and a maximum of four hours per session. To obtain more than a two-hour session producers will have to make a request in writing demonstrating a need for additional time. The Studio Planning Form must be submitted before the studio time can be booked. All requests are to be approved by the Director of Production Services or an assignee of the Director's choosing. All set-up, rehearsal, taping, and cleanup must be completed within the designated time.

The Express Studio may be booked for a minimum of one hour and a maximum of two hours per session. All set up, rehearsal, taping, and cleanup must be completed within the designated time.

NUMBER OF BOOKINGS ALLOWED

At a given time a producer may have no more than one of the combinations listed below for each given area.

Maximum Studio bookings per month-	2 prime time (for taped shows) 4 primetime (for live shows only) 1 prime time and 3 non-prime time 4 non-prime time
Maximum Express Studio bookings-	5 per month (for taped shows) 13 per quarter (for live series only)
Maximum Linear Edit bookings-	5 Edit suites and 5 Dubs suites
Maximum Final Cut Edit bookings-	5 reservations at a time
Maximum iMovie Edit bookings-	6 reservations at a time
Conference Room bookings -	5 per month
Maximum Field Package bookings-	2 per month

GENERAL BOOKING GUIDELINES TABLE

Suite	Max. Hrs/ Session	Max. Res./ Period	Reservation
NLE/Linear Edit	6hrs	5 reservations	at least 24 hrs before
Dub	2hrs	5 reservations	at least 24 hrs before
Express Studio	2hrs	5 reservations	at least 24 hrs before
Studio	2hrs	2 prime time (taped) 4 prime times (live) 1 prime time and 3 non-prime time 4 non prime times	at least 48 hrs before
Field	48hrs on Weekdays 72hrs on Weekends	2 reservations	at least 48 hrs before

FRIDAY FREE FOR ALL

If you would like to reserve the linear editing or iMovie suites between 10 AM and 2PM Monday through Friday, you must wait to make the reservation until 12 NOON on the Friday before that week. These times are held open until Fridays in order to assure that all producers have equal access to daytime editing during the week. Only one 10 AM to 2 PM editing reservation per week can be made. However, if you need more time than this will allow, you may use the wait list (see below).

WAIT LIST

If you would like to use the linear editing, iMovie, or Dubbing/Transfer Stations but do not have a reservation you may ask to be put on the Wait List. The Wait List works on a first come, first served basis and you must be in the building in order to have your name placed on it (you cannot call ahead to get on the list). If the desired suite becomes available, you will be informed by a production staff member and then may use the suite for the maximum allotted time (4 hours for iMovie, 6 hours for linear editing, and 2 hours for dubbing) OR until the next reservation. Once the available time is up, you must leave the room but will be allowed to get on the Wait List for another room.

You may not be on the list for a linear editing suite at the same time as occupying a similar one. For example, if you are already in an editing suite with only a DV record deck, you may not be on the list for another suite with only a DV record deck. You may, however, be on the list for a suite with an SVHS record deck while in a room with only a DV record deck and vice versa.

You will be charged for any time used. The Wait List is a courtesy for producers who do not have reservations. Putting your name on the list will not guarantee editing or dubbing time.

*There is NO Wait List for the Express Studio, the 3-Camera Studio, field equipment, or Conference Room

CANCELLATIONS

Reservations for the following must be canceled two full business days in advance:

Field Production Equipment and the Studios

Reservations for the following must be canceled one full business day in advance:

Editing Suites, Dubbing Station, Express Studio

Cancellations can be made in person or over the phone during our general operating hours, or by leaving a message at extension 314 or 318. If a cancellation is left on the voice mail, it is the responsibility of the producers to make sure their cancellation was received in a timely manner. Producers should also make a note of who they spoke to when canceling their reservation. [A late cancellation or failure to appear for a scheduled reservation will count as a regular session, meaning that your budget will still be charged for the unused hours.] In addition you will receive 2 Violation Points for the late cancellation. See below for details on Violation Point System.

According to the Point System for Attendance Violations, a LATENESS = 1 point, a LATE CANCELLATION = 2 points, and a NO SHOW = 3 points. An accumulation of NINE points or more within the quarter will result in a suspension of two weeks in the Production Department.

Point System for Violations-*9 points=Suspension for two weeks.

POINT SYSTEM FOR POOR ATTENDANCE

EDITING/DUB/TRANSFER

Call	Violation Points and Penalties
After 30 mins. -Late	1 pt. Room is lost
After 60 mins. -Late	2 pts. Room is lost
After 2 hours -or No Show	3 pts. Room is lost/no show

No Call	Violation Points and Penalties
After 15 mins.	3 pts. Room is lost/No Show

EXPRESS STUDIOS

Call	Violation Points and Penalties
After 30 mins. -Late	1 pt.
After 45 mins. -Late	2 pts.
After 60 mins. or No Show	3 pts. No Show

No Call	Violation Points and Penalties
After 15 mins.	3 pts. No Show

THREE CAMERA STUDIOS

Call	Violation Points and Penalties
After 30 mins. -Late	1 pt.
After 45 mins. -Late	2 pts.
After 60 mins. or No Show	3 pts. No Show/Studio is lost

No Call	Violation Points and Penalties
After 30 mins.	3 pts. No Show/Studio is lost

FIELD PICK-UP

IF YOU NEED TO CHANGE THE TIME OF YOUR PICK-UP, YOU MUST CALL BEFORE YOUR SCHEDULED TIME (SUBJECT TO AVAILABILITY OF FIELDSTAFF)

Call	Violation Points and Penalties
After 30 mins.	1 pt.
After 60 mins.	2 pts.
After 2 hours or No Show	3 pts. Package is lost

No Call	Violation Points and Penalties
After 30 mins.	3 pts. No Show
After 60 mins.	3 pts./ No Show Package is lost

FIELD RETURN

**Due to heavy weekend usage all Friday return packages must be returned no later than 5PM on Fridays, special circumstances may apply.*

FIELD RETURN PENALTIES WILL BE STRICTLY ENFORCED DUE TO OTHER PRODUCERS PICKING UP PACKAGES. RETURNS MADE AFTER 8PM WILL AUTOMATICALLY RESULT IN A TWO-WEEK SUSPENSION.

Call	Violation Points and Penalties
After 30 mins.	2 pt.
After 60 mins.	3 pts.
After 2 hours	4 pts.
After 3 hours	5 pts.

No Call	Violation Points and Penalties
After 30 mins.	3 pt. No Show
After 60 mins.	4 pts. No Show
After 2 hours	5 pts. No Show

FAILURE TO CONTACT THE PRODUCTION DEPT. WITHIN 24 HOURS OF A SCHEDULED RETURN WILL RESULT IN A CRIMINAL COMPLAINT REPORTED TO THE POLICE.

*Exceptions to the late cancellation policy will be made for producers who can provide adequate documented proof that a legitimate emergency caused their late cancellation. Cancellation by all or part of the crew or talent or personal appointments that run late do not constitute a legitimate emergency.

EQUIPMENT USE

PRODUCTION FACILITY HOURS

Field Equipment check-out and check-in

Monday - Friday 12pm - 8pm

Reservations and Cancellations

Monday - Friday 12pm - 8pm

Edit suites (linear and iMovie) and Express Studio

Monday - Friday 10:00 AM to Midnight

Saturday 10:00 AM to 8:00 PM

Studio Hours

Monday – Friday Noon to Midnight

Saturday Noon to 8:00 PM

PLEASE NOTE:

Consumption of alcoholic beverages and un-prescribed or illegal drugs is prohibited on the premises of Manhattan Neighborhood Network, or while operating MNN equipment. Anyone who appears to be under the influence of alcohol or un-prescribed or illegal drugs can be denied use of the equipment. Under such circumstances the producer will not be credited for the lost session. Operation of MNN equipment under the influence of alcohol or un-prescribed or illegal drugs is grounds for suspension of the producer's access to production equipment.

FIELD PRODUCTION EQUIPMENT

CHECK OUT

Once a reservation has been confirmed, producers may come check out their equipment at the scheduled time. If a producer fails to come at the scheduled time, they will be penalized and also charged for usage of the equipment.

At the time of checkout, producers will be asked to set up and test each piece of equipment in the presence of an authorized MNN staff member to assure that it's in working order. Any defects, missing parts, or damages must be noted on the checkout form by the producer. Producers should allow at least one hour for checkout. If the MNN staff member feels at the time of checkout that the producer does not demonstrate adequate competence with the equipment she/he may refuse to release the equipment to the producer.

Once the producer has tested the equipment, she/he and the MNN staff member must then sign the checkout form verifying the equipment to be checked out as well as its condition. This form states that the producer accepts full liability for the equipment from the time it is checked out until an authorized MNN staff member checks it back in.

We will only check out field equipment to the person in whose name the reservation was made. All reservations are non-transferable.

Only MNN-certified producers may operate the equipment. The individual who checked out the equipment is the exclusive liable party for loss or damage to equipment checked out in her/his name, regardless of who was operating the equipment at the time of loss or damage.

RETURN

Equipment must be checked in on or before the scheduled check-in time, and may only be returned during designated check-in hours (Monday through Friday 12pm - 7pm). Due to heavy weekend usage all Friday return packages must be returned no later than 5PM on Fridays, special circumstances may apply. Only the producer in whose name the equipment was checked out, or an Authorized Agent on that project who is certified in field equipment may return equipment. A producer returning equipment late will be sanctioned. Please refer to the point system section of these guidelines for specific sanctions.

If equipment is returned early, the producer will not be credited for the unused time.

At the time of return a producer will be required to set up and test each piece of equipment in the presence of an authorized MNN staff member to verify that it is in working order. * Any defects, missing parts, or damages must be noted on the check-in form. Repairs of damaged equipment are at the discretion of MNN. Failure to return or replace missing or damaged equipment within two weeks will result in suspension from all production services. For more information Please refer to the Missing/Damaged Equipment Form and Policy. A pattern of returning missing or damaged equipment will result in disciplinary action.

Once a staff member has tested the equipment, she/he and the producer must sign the check-in form verifying that the equipment has been returned and is in good working order. Only once this procedure has been completed is the producer released from her/his liability for the equipment.

IN HOUSE FACILITIES (EDITING SUITES, DUBBING/TRANSFER STATIONS & STUDIOS)

Producers with appointments for in house facilities must check in with the production facilities staff on duty before their scheduled session begins. At this time they and their guests and talent must sign in. Production facilities staff will then set producers up in the facility. Under no conditions are producers allowed to go into the editing suites, Dubbing/Transfer Stations or studios without first checking in with the MNN Production Facilities staff member on duty.

We will only check out the facility to the person in whose name the reservation was made. Only MNN-certified users may operate the equipment in the editing rooms, Dubbing/Transfer Stations and studios.

Failure to appear on time for a scheduled session may result in the time being given to another producer. Room reservations will be held for fifteen minutes past the scheduled check-in time before being given away. Producers who will be late can call and we will hold the room for up to 1/2 hour. Producers should call within 15 minutes of their scheduled time. Under no circumstances will a room be held for longer than 1/2 hour from their scheduled time. Failure to appear on time for a scheduled session will count as a regular session whether or not the reservation is given to another producer. Repeated lateness will result in suspension of a producer's access to the facilities (see cancellation policy above).

Manhattan Neighborhood Network's production facilities are user operated. Producers using the facilities are expected to be willing to learn how to operate them in an independent manner. Production Facilities staff is available to offer technical assistance and to facilitate the learning process. However, due to the numbers of producers we serve at any given time, Production Facilities staff cannot spend an extended amount of time with any single producer, and cannot act as editors, character generator operators, or as crew members for a studio shoot. Producers who are unable to work independently should work at one of the many facilities around the city, which offer technician operated services.

Members of the Production Department are available for consultations and training sessions. To arrange for such a session contact Production at 212-757-2670 X312.

Producers experiencing technical difficulties should report immediately to the production facilities staff on duty. If the problem is due to equipment error, the producer will be credited for any downtime, and may re-schedule the session based on room availability. Producers will not be credited for downtime due to operator error or faulty tapes. Downtime will be credited starting from the time the producer reports the problem to the production facilities staff on duty.

Under no conditions should producers attempt to connect other equipment to MNN editing rooms, dubbing system or studios, make technical adjustments, or re-configure the editing rooms, dubbing system or studios.

There is absolutely no eating, drinking, or smoking in the editing rooms, Dubbing/Transfer Stations or studios. Smoking and consumption of alcoholic beverages and un-prescribed or illegal drugs is prohibited on the premises of Manhattan Neighborhood Network, or while operating MNN equipment. Anyone who appears to be under the influence of alcohol or un-prescribed or illegal drugs can be denied use of the equipment. Under such circumstances the producer will not be credited for the lost session. Operation of MNN equipment under the influence of alcohol or un-prescribed or illegal drugs is grounds for suspension of the producer's access to the facilities.

Producers must vacate the facilities on time. If an edit suite or the dub room is vacant half an hour prior to the facilities closing, that room will close for the night. Producers in the editing rooms and Dubbing/Transfer Stations should start packing up and preparing to leave ten minutes prior to the end of the session, in order to finish on time. Producers in the studio should begin packing up 1/2 hour prior to the end of their session, so that their equipment can be returned, and the next producer can get in to the studio on time. It is the responsibility of the producer to keep track of her/his own time. A producer failing to vacate a room on time may have their access to the facilities suspended. Repeated refusal to vacate a room when asked by production facilities staff will result in the immediate suspension of the producer's access to the facilities.

Upon vacating an editing room, the Dubbing/Transfer Stations, or studio, a producer must leave it clean and ready for the next producer. The studio must be swept, all curtains returned to their proper place, and all sets and furniture put away.

After completing a session in the facility, a producer must check out with production facility's staff.

EDITING SUITE GUIDELINES

1. Producers may not edit for more than six hours on any given day.
2. You may not use the editing rooms for dubbing.
3. Producers may not leave the editing suite unattended for more than 20 minutes unless blacking a tape.
4. Producers can only black one tape per reservation in an editing suite. If more than one tape needs to be blacked, this can be done in the dub room.

DUBBING/TRANSFER STATIONS GUIDELINES

1. The Dubbing/Transfer Stations is to be used exclusively for making copies of public access programs which are cablecast on MNN.
2. You may only make copies of your own public access program. Duplication of copyrighted material is strictly forbidden.
3. Use of the Dubbing/Transfer Stations for profit-making or commercial purposes is strictly forbidden.
4. To use the Dubbing/Transfer Stations you must have attended an Orientation Workshop, turned in a Project Information Form, and be certified in use of MNN's equipment.
5. Use of the Dubbing/Transfer Stations costs 1 point per hour.
6. The Dubbing/Transfer Stations may be reserved for a maximum of two hours per day. A producer may reserve either the dubbing station or the transfer station, but may not reserve both. A total of two hours may be reserved per day: two hour for one or the other, or a combination of one hour for each.
7. Reservations for the Dubbing/Transfer Stations must be canceled one full business day ahead of time.
8. The Dubbing/Transfer Stations are staff operated. Producers must fill out a dub request and the staff will set up the dub. Producers are responsible for watching the dub throughout the recording.
9. Use of the Dubbing/Transfer Stations without a prior reservation will be permitted at staff discretion.
10. Due to a shortage of available editing time, you may no longer use the editing rooms for dubbing.
11. Any violation of these guidelines will lead to loss of privileges.

RULES AND PROCEDURES STUDIO GUIDELINES

STUDIO RESERVATIONS GUIDE

- 1) Studio Reservation Hours: Monday - Friday: 12-8pm
- 2) Studio Reservation Agents: Director of Production X317 or Studio Instructors
- 3) Studio Hours: Monday - Friday 12pm - 12mid
Saturday 12pm - 8pm
- 4) Prime Time Studio: Monday - Friday 6pm - 10pm
Saturday 12pm - 8pm
Non-Prime Time Studio: Monday - Friday 12pm - 6pm
10pm - 12mid
- 5) A producer is only to have studio in his/her NAME for the following # of times at a time per month:
 - 2 Prime-Time for tape or 4 prime time for live only
 - 1 Prime-Time & 3 Non-Prime Time
 - 4 Non-Prime Time* This applies to TAPED and LIVE Shoots
- 6) Live shows will be booked one week in advance of Taped shows
- 7) Studios are to be reserved at least two days in advance (No reservation for Mon. if you are booking on Fri.)
- 8) Studios are to be cancelled at least two days in advance (Late cancellation if you are cancelling Mon. on Fri.)
- 9) Studios are to be booked a maximum of four (two) hours per day, in a block. Studios are to be booked a minimum of two hours per day, in a block.
- 10) A producer can ONLY book ONCE in the studio per day. No booking for two or more projects per day.
- 11) A producer is to book a studio under his/her name ONLY, regardless of project.
- 12) Only Studio Control Room-Certified Producers may make reservations for the studio.

STUDIO-USE

1. Two hour timeslots will automatically be given to producers reserving the studios. Producers requiring more than 2 hours will be required to submit a pre-production planning form. Three and four hour requests will be granted at the discretion of the Director or the Assistant Director of Production. This time includes all set up, including setting up sets, lighting, and audio set up, as well as all break down, including striking set, neatly coiling cables, returning cameras to proper position, checking in all microphones, cables, intercoms and other equipment, and any other clean up, including all trash disposal and sweeping the studio floor.
2. For simple programs, producers are expected to produce programs in the studio "live to tape." This means that producers are expected to come out of the studio with a completed program- no need to go on and edit. We encourage use of the studio to produce more complicated programs, which may require editing.
3. All producers will be assigned a studio facilitator from the production facilities department staff. Studio facilitators are the producer's liaison to MNN for that shoot, and are available to help the producer in planning and executing their shoot. The studio facilitator will be present the day of the shoot to answer any questions and troubleshoot during the shoot. The facilitator is not available to produce or direct the program or fill any other crew positions
4. You must be reserved for the studio in order to use the studio.

5. We will check out the studio only to the person whose name appears on the reservation.
6. You must have at least two certified crewmembers, other than talent for your studio shoot. You cannot be considered talent and crew simultaneously.
6. You must have at least two certified crewmembers, other than talent for your studio shoot. You cannot be considered talent and crew simultaneously.
7. People operating anything in the studio must be certified for the Studio, with the exception of Character Generator, Phone Operator, and Floor Manager.
8. The studio must be used for shooting the project under which the reservation was made.
9. Only staff is to make adjustment on the Camera Control Units.
10. The studios are used for shooting, screening, or conducting workshop. It is not used for editing or dubbing.
11. The studio must be left clean and neat after the shoot with all the camera cables wrapped, furniture put aside, and garbage tossed away.
12. No climbing of the ladder without the approval from staff.
13. No adjustment of lights without the approval from staff.
14. No dragging furniture, props or other items on the Studio Floor.
15. No food or drink is allowed on the studio floor and in the studio control room.
13. Smoking or anything that results in smoke (incense, cooking, magic acts, etc).
14. Open Flame
15. Conduct that endangers the safety of any individual or group, including stunts or illusions for visual or sound effects which could be potentially dangerous to person(s) or property or equipment.
16. Reporting more than one hour late to the studio may result in losing the reservation.
17. The producer must hand the equipment back to Production and sign out before leaving the premise.

LIVE PROGRAMMING

Producers wishing to do a live program should be aware of the challenges involved in creating a production in real time. Producing quality live programming in consistent and timely fashion demands good organizational and production skills. Live programming can be an exciting and effective means of dialogue between a producer or production group and their community or audience. We encourage producers to explore this means of communication, while being conscious of the difficulties involved.

Producers of live programming must coordinate studio availability with open time slots for programming. It is the responsibility of the producer to make the necessary arrangements with both the Programming Department and the Production Facilities Department. This means that producers must make studio reservations with the Production Facilities Department as well as reserving a time slot on the channels with the Programming Department in order to produce a live program. A producer who makes a reservation for a live program must go live. Showing or substituting a taped show during a live studio reservation could result in the cancellation of the program or suspension from the facilities. Live programs should begin on time, and no live program will be allowed to run overtime.

Producers acting in violation of the policies guidelines, and Code of Conduct of Manhattan Neighborhood Network on air or in the course of producing a live program are subject to immediate suspension of their access to MNN's facilities. Please see the "Disciplinary Actions" section on page 25 for additional information.

GUIDELINES FOR PRODUCING PROGRAMS

Use of Manhattan Neighborhood Network's production facilities is exclusively for the creation of non-commercial programs for cablecast on Manhattan's public access channels. Reservations for equipment and facility suites are nontransferable, and producers are expressly prohibited from seeking or accepting compensation from individuals in exchange for use of equipment or facility suites. Commercial use of the production equipment, editing suites, or the 3 camera studios, is strictly prohibited. This prohibition includes the production of all programming and the use of all equipment for free-lance purposes. Violations of this policy may result in the suspension or termination of production privileges.

Producers using the production facilities may not recover costs of production in that such costs were born by MNN. It is the responsibility of the producer to inform MNN in the event of such financial compensation. Failure to do so will result in suspension of rights to use the facilities.

All productions created using MNN's equipment and facilities must contain the following credit: ***Produced (in whole or in part) through the facilities of Manhattan Neighborhood Network***

CONDUCT AND BEHAVIOR

MNN is open to and used by members of our community holding diverse viewpoints, and of varying age groups, thus, MNN seeks to provide an atmosphere that is safe and comfortable for all. To this end, producers are encouraged to exchange ideas with each other in a civil and tolerant manner. MNN's Code of Conduct and Behavior ("Conduct Code") is designed to help ensure that all persons at MNN, staff, producers and visitors alike, are treated with courtesy and respect.

Everyone on MNN property has an obligation to behave in a manner that does not disrupt the operation of MNN or the ability of others to use the facilities. Producers are also responsible for the conduct of their guests, visitors, talent and crew. Furthermore, producers are also expected to help monitor use of equipment and facilities and to report neglect, abuse, theft, or misuse of MNN's facilities and equipment to MNN staff (the identification of persons disclosing such information will be kept confidential to the extent practicable or supported by law).

MNN reserves the right to take or refrain from taking any action with regard to equipment usage to comply with applicable law and ensure compliance with the production facilities policy and the Manhattan Neighborhood Network Guidelines for Equipment Use.

Anyone who feels that she/he has been treated unfairly by a member of the staff should submit a written complaint to the Director of Production Services. If the matter has not been resolved within a reasonable timeframe then producers may submit a written complaint to the Executive Director of MNN.

MNN Code of Conduct and Behavior

The following are examples of conduct which is prohibited on MNN property.

- ◆ Smoking.
- ◆ Entering the facilities without a shirt or shoes
- ◆ Use of sports equipment in the facility.
- ◆ Bringing pets or other animals (except service-dogs) to the facility.
- ◆ Bringing persons under the age of 18 years to the facility, unless supervised by an adult at all times.
- ◆ Possessing food or beverages in any restricted area.
- ◆ Loitering.
- ◆ Making false or misleading statements on any MNN document or to MNN staff.
- ◆ Possessing, using or dispensing any illegal substance.
- ◆ Unauthorized possession, consumption or dispensing of alcoholic beverages.
- ◆ Possession of any weapon, explosive or other dangerous material.
- ◆ Conduct, intentional or unintentional, that could or does result in physical injury to others and/or destruction of property.
- ◆ Theft or attempted theft of personal belongings, materials, supplies or equipment.
- ◆ Entering or attempting to enter locked offices, areas, files or records, and/or unauthorized use of any office, computers or other equipment, including MNN telephones.
- ◆ Physical violence, or the threat of physical violence.
- ◆ Rude, discourteous or raucous behavior such as screaming, yelling or cursing.
- ◆ Activities or conduct which disrupt the activities or operations of MNN or the ability of others to conduct business.
- ◆ Derogatory language about an individual or group (as determined in MNN's sole discretion).
- ◆ Harassment, including sexual harassment, of any employee, user or guest of MNN.
- ◆ Sexual activity or obscene conduct in the facility.
- ◆ Nudity (as determined in MNN's sole discretion) anywhere in the facility.
- ◆ Activities that may result in unsafe or unsanitary conditions.
- ◆ Any other inappropriate behavior as determined by MNN in its sole discretion.

DISCIPLINARY ACTIONS

MNN's staff is responsible for the safe and proper operation of the facilities, ensuring that equipment is used in compliance with MNN's franchise agreement, and enforcing MNN's Code of Conduct. Accordingly, directions and instructions from staff are to be followed at all times and failure to do so may result in immediate expulsion and/or future restrictions on access to any MNN facilities.

Generally, discipline for infractions of the Conduct Code will be progressive in nature (e.g., written warning, followed by a suspension, followed by permanent termination of access rights). However, depending on the nature and severity of the violation, MNN reserves the right to impose whatever discipline it deems appropriate in the circumstances and may proceed to terminate an individual's access rights without prior warning.

NOTIFICATION OF DISCIPLINARY ACTION

MNN will notify the individual who has been cited for an infraction in writing within 10 business days and state the disciplinary action to be taken. Such notification shall also indicate any conditions for the reinstatement of the user's privileges.

APPEALS PROCESS

If a producer wishes to appeal a disciplinary action, he or she may do so in writing, addressed to MNN's Executive Director. The Executive Director will attempt to respond to the appeal promptly, usually within ten (10) business days. In the event a producer is not satisfied with the results of his or her appeal to the Executive Director, he or she may send a written appeal to MNN's Board of Directors which will review the Executive Director's decision. Any disciplinary action will remain in effect pending the outcome of an appeal.