



# Reservation, Facility Usage and Facilitation

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## Manhattan Neighborhood Network Policies



Welcome to Manhattan Neighborhood Network (MNN)! All of us at MNN appreciate your involvement with the country's largest community media center and look forward to welcoming you to our facilities, our channels, our classes and our events.

MNN's mission is to ensure the ability of Manhattan residents to exercise their First Amendment rights

through moving image media to create opportunities for communication, education, artistic expression and other noncommercial uses of video facilities on an open and equitable basis.

In providing services, we seek to involve the diverse racial, ethnic and geographic communities of Manhattan in the electronic communication of their varied interests, needs, concerns and identities.

MNN is responsible for administering public access cable TV services in Manhattan and aims to promote localism, diversity and independent non-commercial media.

MNN is an independent, non-profit organization that is privately funded and privately operated. MNN is not a cable company, a subsidiary of any cable company, or a New York City or New York State agency.

### *What We Do*



For nearly 25 years, MNN has been providing media education classes, media production equipment and free access to community cable TV channels to Manhattan residents and community-based organizations.

In 2016 alone, MNN posted some 4,000 enrollments in our media classes, making MNN the largest media educator in New York City. In that same year, nearly 1,200 Manhattan

community producers checked out media equipment from our two locations – one on the west side of Manhattan and the other in East Harlem.

MNN also runs a wide range of services and media initiatives aimed at meeting the diverse communication needs and interests of Manhattan neighborhoods and communities. Since 2000, MNN's Youth Media Center has provided media skills and education to young people ages 15-25 and produces and curates a five-hour block of programming each week.

MNN administers and manages four themed public access channels as well as an HD public access channel. In 2015, MNN aired more than 10,000 hours of locally generated TV programs.

MNN is proud to be one of the largest cablecasters of original content in the United States.

**These channels are:**

- **MNN 1 Community (TWC 34 & 1995, RCN 82, FiOS 33):** Stay up-to-date on local elections, New York politics and community issues with MNN's Community channel.
- **MNN 2 Lifestyle (TWC 56 & 1996, RCN 83, FiOS 34):** Exercise your mind, body and palate with entertainment and lifestyle programming for New Yorkers with diverse interests.
- **MNN 3 Spirit (TWC 1997, RCN 84, FiOS 35):** MNN's Spirit channel broadcasts varied religious and philosophical programs, lectures and discussions for all faiths and worldviews.
- **MNN 4 Culture (TWC 67 & 1998, RCN 85, FiOS 36):** Multi-lingual programming that covers the arts, politics and global news for all of Manhattan's diverse communities.
- **MNN 5 HD (TWC 1993, FiOS 37):** MNN's HD channel brings you the best MNN shows in High Definition. MNNHD is the **only** HD channel available for community use!

MNN also produces the cable and digital channel NYXT.nyc (pronounced next dot n.y.c.). Presented in partnership with more than 60 Manhattan community-based organizations, NYXT.nyc shines a spotlight on groups that are working to connect people and build neighborhoods. NYXT.nyc is available on TWC 1992, FiOS 38, and online at nyxt.nyc.

MNN may also curate additional cablecast channels aimed at providing newly presented and produced non-commercial, independent programming.

## *MNN's Values and Principles*



MNN is a place of education, learning and creativity. We are non-commercial and committed to serving Manhattan residents and community-based organizations. We believe in inclusivity, diversity and mutual respect and aim to empower people and communities through media access.

In seeking to facilitate a diversity of viewpoints, we ask our broader community and participants to be mindful of our values and to treat each other respectfully as we all work together to build community through engaged and impactful media.

### *Some Helpful Terms in Understanding MNN*

**Certified Producer:** A Manhattan resident that has taken and passed an MNN media education class and is certified to use MNN facilities and/or equipment in order to create programming to air on MNN's designated public access channels.

**Sponsor:** An individual who submits the MNN Program Agreement for MNN's designated public access channels and who is legally responsible for the program and its content. **Every program that airs on MNN must have a sponsor.**

Sponsors can also be Certified Producers but **are not required** to be Certified Producers or Manhattan residents. MNN's Programming Department requires that all Sponsors submit Proof of Residency and ID for our records and in order to obtain a time slot on one of MNN's channels.

A Sponsor cannot have more than one program on MNN. Certified Producers and Sponsors and their guests must abide by MNN's Code of Conduct and Community Standards.

**Please note:** Sponsors and Certified Producers may not represent themselves as MNN employees or representatives.

## Reservation, Facility Usage and Facilitation at MNN

Certified Community Producers can now make facility and equipment reservations and request or volunteer for crew positions on Access Center, our online Producer Portal. Visit <https://cm.mnn.org/> to log in using your Producer ID. If you have any questions on how to use Access Center, please email [ac@mnn.org](mailto:ac@mnn.org).

### *Edit, Studio and Camera Reservations at West 59<sup>th</sup> Street and the El Barrio Firehouse*

Certified Producers are entitled to the following reservations for each individual episode of a project:

- 3 Editing reservations per episode
  - Minimum of 2 hours per reservation, maximum of 6 hours per reservation
- 2 Studio Reservations per episode
  - Minimum of 1 hour per reservation, maximum of 3 hours per reservation
- 3 Field reservations per episode
  - Maximum of 72 hours per reservation

### *Making Reservations*



A Certified Producer may begin making facility and equipment reservations for the facility/equipment they are certified to use once the individual has a Project ID assigned to them by the MNN Programming Department. Email [program@mnn.org](mailto:program@mnn.org) for any questions.

Reservations can be made:

- Online at [cm.mnn.org](https://cm.mnn.org) (for questions, email [ac@mnn.org](mailto:ac@mnn.org))
- On the phone by calling (212) 757-2670 x318 or x314, Monday through Friday, 12:00 pm-8:00 pm. For Firehouse reservations via phone, please call (212) 757-2670 x200, Tues-Sat, 12:00pm-8:00pm
- In person during MNN's regular hours of operation
- Reservations may be made up to 60 days in advance. Please note that individuals may not reserve more than 10 hours of studio reservations at any one time.

MNN reserves the right to cancel reservations if necessary. In the rare event that a cancellation is necessary, MNN will make every effort possible to reschedule or relocate the reservation.

### ***Live Studio Reservations***

MNN will make studio reservations for all live shows. Live show Certified Producers must make their own editing and/or field reservations as necessary.

### ***Producer and Associate Producer Reservations***

Only Certified Producers with a Project ID are permitted to make facility and equipment reservations at MNN. In addition to a Certified Producer, each project is permitted to have one designated Associate Producer. To make a studio, editing, or field reservation for a project, either the Certified Producer or Associate Producer must be certified in the appropriate area.

### ***Same Day Reservations***

Same day reservations can be made for field equipment or editing facilities on a resource available basis. MNN studios can not be reserved on a walk-in, same-day basis. MNN Certified Producers should never rely on equipment or facilities being available on the day in which the resource is needed and should plan their resource usage accordingly.

### ***Cancelling Reservations***

**Field and Open/Closed Studios:** Cancellations must be made two full business days in advance.

**Editing/Dubbing/Express Studios:** Cancellations must be made one full business day in advance.

Cancellations may be made over the phone or in person during regular business hours. It is a producer's responsibility to maintain a record of the cancellation, including how the reservation was cancelled and what MNN staff member (if applicable) handled the cancellation.

A late cancellation or failure to appear for a reservation will be counted as a usage on a project.

Repeated failure to cancel reservations in advance or to fulfill reservations may result in a loss of access to MNN's facilities, equipment and resources.

### ***Studio Usage***

All open/closed studio reservations at West 59th Street and the George C. Stoney Studio at the MNN El Barrio Firehouse require a minimum of two additional studio Certified Producers to serve as crew members. Setup, supervision of studio crew and guests, and cleanup of the studio is the responsibility of the Certified Producer of record and must take place during the studio reservation time. Please plan accordingly and leave the studio

in clean and orderly condition at the end of your reservation. Before leaving the studio, please check with the assigned facilitator so that she/he can verify that the studio has been left in satisfactory condition. Please be aware that Certified Producers and your guests and crew are entering and using MNN's facilities and studios "as is" and that you and your guests and crew do so at your own risk.

Please also be sure to use MNN's online Crew Connect (located on Access Center, our online Producers Portal) to find and recruit certified crew members.

### ***Studio Crew Requirements***

Crew requirements for each studio are:

**Open/Closed Studios and George C. Stoney Studio at the Firehouse:** Two certified crew members required.

On-air talent or guests, if certified, do not count towards fulfilling this requirement.

*Please note: While two is the minimum requirement, MNN recommends at least 3 certified crew members (in addition to on-air talent) to ensure the most efficient production possible.*

**Large Express Studios at Firehouse and West 59th Street:** One additional certified crew member required if producer is talent

**Small Express Studios at Firehouse and West 59th Street:** No additional crew members required.

### ***Studio Lighting***

Certified Producers are not permitted to modify or touch lighting equipment.

### ***Studio Recording & Media***

MNN does not supply any media to record on for studio production, XDCam or otherwise.

### ***Studio Furniture and Props***



MNN provides a limited amount of props and set pieces on a first-come, first-served basis. Props cannot be reserved in advance and must be returned to their designated location upon completion of use. Certified Producers can bring their own props at the beginning of their reservation, but they cannot be stored at the facility and



must be taken out of the facility upon completion of the studio reservation. MNN does not accept shipments of props, furniture, instruments or any other set pieces.

### ***Studio Equipment, Guests and Crew***

Certified Producers are responsible for all MNN studio equipment during their use or the use of their guests or crew. Certified Producers are responsible for the conduct of their guests and crew. Guests and crew members must follow applicable MNN policies and guidelines, including MNN's Code of Conduct and Community Standards. All crew and guests are using MNN studios at their own risk. Please alert all studio guests and crew to be mindful and cautious while using MNN's equipment and facilities.

### ***Field Equipment Usage***

A field reservation generally includes the following equipment:

- One (1) Camera Package (bag, camera battery, camera battery pack, onboard shotgun mic)
- One (1) Tripod
- One (1) Video Light (two types available)
- One (1) White Balance Card
- Two (2) XLR Cables
- Microphones
  - Wired Lavalier
  - Wired Handheld
  - Shotgun Mic with Boom Pole\* (only 1 permitted)
  - Wireless Mic Set (two types available, only 1 permitted). Producers must supply headphones, SD Media Cards and batteries (AA) when using wireless mics.

Individuals certified in advanced classes may have access to different equipment.

Certified Producers are legally and financially responsible for all MNN equipment while in their possession. Before taking field equipment off of MNN premises, a Certified Producer has the option to either inspect each piece of equipment to ensure functionality or sign a waiver indicating refusal of such inspection. MNN staff will determine if a Certified Producer may opt to sign a waiver or if pre-checkout inspection is necessary, depending on assessed familiarity with the equipment.

MNN reserves the right to refuse the fulfillment of a reservation if it is determined that the individual is in any way unable to properly utilize the equipment, regardless of the producer's certification status.

MNN will seek any means necessary to recover equipment and or the cost of that equipment in the event that reserved equipment is lost or returned damaged.

## ***Editing Equipment Usage***



Certified Producers must supply their own portable hard drive for editing and saving media. Certified Producers may not save anything onto MNN's local drives. Certified Producer media saved onto MNN's hard drives will be deleted and not preserved for use by the community producer.

Certified Producers are permitted to download media at MNN's editing and work stations but cannot install software or other applications onto

MNN editing and work stations.

Playing media through the editing workstation's speakers is prohibited. Certified Producers must supply their own headphones when using MNN editing and work stations.

## ***External Storage Devices***

MNN does not sell or lend hard drives, disks or any recording media to producers. If an external storage device is necessary for a studio, field or editing reservation, it is the Certified Producer's responsibility to obtain the necessary device.

## ***Facilitation***

All studio reservations are assigned one MNN Staff Facilitator, who serves as the point person for the production and is the only person permitted to adjust lighting. Facilitators will not shoot, edit, direct or act as a crewmember on a production.

## ***Non-Profit Use of Facilities***

A registered non-profit organization that has IRS 501(c)(3) status can sponsor potential producers that do not permanently reside in Manhattan for the purpose of enrolling in and passing MNN's Media Education Certification classes. These producers may then reserve facilities and equipment for the sole purpose of creating programming that advances the mission of the non-profit organization.

## ***Internships***

MNN does not facilitate or recognize independent Certified Producer- or Sponsor-run internship programs as official MNN internship programs.

## **Disciplinary Action and Appeals at MNN**

Failure to comply with MNN's policies included in this document and on any MNN agreements may result in disciplinary action up to the suspension or withdrawal of all MNN services.

Individuals who wish to appeal disciplinary decisions resulting from violations of MNN's policies may submit an appeal to the Director of the MNN facility where the issue arose within 30 days of the decision. For cases involving MNN's West 59th St. facility, appeals should be directed in writing to the Managing Director of Access Services. For cases involving MNN El Barrio Firehouse, appeals should be directed in writing to the Director of the MNN El Barrio Firehouse. The relevant director will seek to respond to the appeal within 45 days. Any restrictions will remain in effect pending the outcome of an appeal. An individual who wishes to appeal the decision of a director may write to the Chief Executive Officer within 30 days of the director's decision. The CEO will aim to respond within 45 days. The CEO's decision is final.