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MEMBERSHIP: FACILITIES AND EQUIPMENT USAGE POLICIES

20 W. FIFTH ST., STE 201

MONROE, MI 48161

734-243-5707

MPACTSTUDIO.ORG

MEMBERSHIP: FACILITIES AND EQUIPMENT USAGE POLICIES

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Monroe Public Access Cable Television, Inc., commonly known as MPACT is a 501c3 non-profit corporation formed as a Public, Educational and Governmental access facility, pursuant to the Public Access Television Agreement between the City of Monroe and Monroe Cablevision, Inc. and Charter Communications to fulfill their mutual commitment to provide community access to cable television.

MISSION STATEMENT

MPACT is committed to providing multimedia resources to create a public forum for freedom of expression through unique and quality programming produced by its members and using public access channels, radio, Internet and other media.

The mission of MPACT is to provide a public forum for freedom of expression through the PEG access channel (s). To carry out this mission, MPACT will:

1. Operate, staff and equip a public access television production center.
2. Train those interested in learning equipment operation and production theory. Educate people on the relevance of telecommunications in their lives.
3. Make available access channel(s) for public expression, community information and debate on public issues.
4. Keep the access channel(s) free from censorship, subject to FCC regulations and other relevant laws.

MPACT operates an appropriately equipped and staffed community access center for the production and cablecasting of public telecommunications.

MPACT administers Public Access policies and procedures and provides outreach linking local government and educational institutions with the community. Resources available through the Public Access center will be provided on a first-come, first-served basis with priority given to those people living in the service area.

Approved 06.05.14
Revised September 2017

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Monroe Public Access Cable Television (MPACT) makes facilities, equipment, and staff available for the sole purpose of creating media programs for presentation on its public access channel. MPACT provides tools, training, and transmission to a variety of individuals and groups and has adopted these Facilities and Equipment Use Policies to ensure equitable distribution and use of those resources. Failure to follow MPACT rules could affect your membership status. These rules are at the discretion of the Executive Director and/or the MPACT Board of Directors. (Moved from after check out.)

Payment of Membership Dues and successful completion of Basic Training is required for individuals and organizations to utilize MPACT facilities and equipment for the purpose of producing programs for presentation on its public access channel.

SECTION I: MEMBERSHIP ELIGIBILITY

1. INDIVIDUAL MEMBERSHIPS

Individual Memberships are available to residents of Monroe County, Michigan and MPACT employees. Interested persons must fill out an MPACT Membership Application Form (See Appendix I) and pay the annual Individual Membership Dues.

Residents of the City of Monroe and Monroe Charter Township, as well as MPACT employees, are eligible for discounted dues. Residency is subject to verification by MPACT. Individuals who reside outside of Monroe County are not eligible for an Individual Membership unless he or she is an MPACT employee.

Applicants under the age of 18 are required to submit a parental consent form and may be denied membership at the discretion of MPACT staff.

Any denial of Individual Membership by MPACT staff may be appealed to the MPACT Board of Directors.

The successful applicant may continue to enjoy the privileges of membership as long as they comply with MPACT Policies and Procedures and pay annual dues. Eligibility may periodically be verified by MPACT staff.

2. ORGANIZATIONAL MEMBERSHIPS

Any community group, institution, government agency, or other organization that is not-for-profit and has a physical address in the City of Monroe or Monroe Charter Township is eligible for an Organizational Member. Such organizations must fill out an application and pay the annual Organizational Membership dues. See below. The physical address of the organization is subject to verification by MPACT staff.

Any denial of Organizational Membership by MPACT staff may be appealed to the MPACT Board of Directors.

The MPACT Board of Directors may also consider not-for-profit organizations that do not meet the “physical address” requirement for an Organizational Membership but have a

significant presence in the City of Monroe or Monroe Charter Township. Any such interested organization must fill out an application and attach a description of the nature and extent of their presence in the community. If the Board of Directors is satisfied that the applicant organization meets the Board's discretionary standards of "significant presence", the "physical address" requirement will be waived and the otherwise ineligible organization may be approved for membership under the terms described above.

Individuals (board members, employees, students, etc.) closely related to and designated by an Organizational Member may exercise the privileges of membership on behalf of the organization regardless of their residency.

An organization may continue to enjoy the privileges of membership as long as annual dues are paid and the organization and all individuals exercising membership on its behalf comply with MPACT Policies and Procedures. Eligibility may periodically be verified by MPACT staff.

Any content produced by the organization or those individuals exercising membership on the organization's behalf must have an obvious and natural relation to the organization and must not be of a commercial nature.

3. PRE-EXISTING MEMBERS

Any member in good standing at the time of the adoption of these policies (September 4, 2014) shall continue to be eligible for membership, as long as they continue to pay annual dues and comply with MPACT Policies and Procedures. Such pre-existing Individual Members are eligible for discounted annual dues.

Pre-Existing Member status ceases upon failing to comply with MPACT Policies or Procedures or failing to pay annual Membership Dues. If a Pre-Existing Member loses this status, they will need to reapply for membership in full compliance with the requirements above.

4. ANNUAL DUES

Individual Membership Dues

- \$75 Standard Dues for Monroe County Resident
- \$10 Discounted Dues for City of Monroe Resident, Monroe Charter Township Resident, MPACT Employee, or Pre-Existing Member

Organizational Membership Dues

- \$100 Standard Dues for Organizational Membership

SECTION II: AVAILABILITY

MPACT production facilities and equipment are available to all members of MPACT on a first-come first-served basis for the purpose of non-commercial community access cablecasting. Any use of these facilities that is commercial in nature and/or not intended to result in a program cablecast on the access channel(s) is forbidden.

SECTION III: TRAINING

1. **-ORIENTATION SESSIONS.** Complimentary Orientation Sessions will be periodically scheduled for individuals and organizations prior to submitting an application for membership. These sessions are designed to provide an overview of MPACT Policies and Procedures and an introduction to the facilities and equipment.
2. **BASIC TRAINING.** Television production workshops will be provided by MPACT to applicants to provide a basic foundation and hands-on experience related to the production of community access programming. Basic workshops will be offered as needed and require no prior television experience. Participants must first complete the Orientation Session to enroll in Basic Training. Applicants who have received training at another production facility may have training waived at the discretion of the Executive Director.
3. **ADVANCED WORKSHOPS:** Advanced workshops may be offered in editing and studio production. Successful completion of Basic Training is required before users are permitted to register for an advanced or special workshop.
4. **INDIVIDUAL TRAINING:** Individual training can be scheduled in such areas as Directing, Editing, Field Equipment, Lighting, Program Promotion, Studio Camera Operations, Talent Technique, and. Writing.
5. **NEW EQUIPMENT TRAINING:** MPACT staff will provide at no charge training of new technologies implemented in order to provide a state-of-the-art PEG studio facility. Larger installations of equipment that drastically change the method of producing a video production will result in a formal invitation to MPACT members previously trained to utilize the former technologies. Smaller modifications to studio, control room, and editing equipment may take place during regularly scheduled production times.
6. **REGISTRATION:** Workshops will be scheduled and available for registration on a regular basis. Registration for training is required and may be made by phone, email, or in person. All participants must begin with the Orientation Session. Membership Dues and applicable workshop fees must be paid prior to Basic Training or Workshops.
7. **CLASS SIZE.** Maximum class capacity for Basic Training and Workshops is determined by MPACT's Executive Director. A minimum number of three participants may also be required.
8. **Workshop Fees:** A fee may be charged to cover the cost and materials of the production workshops. Payment in advance is required to register. Refunds are available providing the registrant notifies MPACT of the cancellation one week in advance of the first class session.
9. **Waivers:** Workshop waivers may be awarded at the discretion of the Executive Director providing the individual demonstrates proficiency in video production.
10. **CERTIFICATION:** Users who attend all workshop sessions and successfully demonstrate the ability to operate the production equipment will be considered certified MPACT volunteers, providing them access, without charge, to the equipment on which they have been trained. MPACT staff will maintain a membership database that includes dates of certification of all areas of training.

SECTION IV: PRODUCTION FACILITIES

1. **PREREQUISITES AND LIMITATIONS:** Having successfully completed the appropriate training sessions, volunteers may schedule MPACT facilities for the production of access programming. Limits may be placed on the total number of hours each member may reserve per program, per month to allow use by as many individuals and organizations as possible.

Production Facilities may be reserved up to 30 days in advance. Availability for specific times or dates is not guaranteed. Reservations are on a first-come, first-served basis.

2. **PROGRAM PROPOSALS:** Before requesting an initial use of MPACT production facilities, a qualified volunteer must first submit a completed MPACT PROGRAM PROPOSAL FORM (See Appendix II) indicating the nature of the project. Approval by MPACT Executive Director will be based on the guidelines as set forth herein. Subsequent program proposals may be waived. If denied, members may appeal to the board of directors.
3. **PRODUCTION FACILITY REQUESTS:** Upon receiving approval of the program proposal (when required), the member may reserve studio, editing, or equipment. Requests may be made via email or in person. Reservations will be recorded by MPACT staff in the Production Schedule Calendar and provide confirmation of the availability. Studio time is scheduled in three-hour blocks, unless prior arrangements have been made with MPACT staff.
4. **PRODUCTION CREW REQUIREMENTS:** Producer must ensure there are the proper number of member volunteers to produce the video production. Lack of sufficient crew members ~~will~~ may-result in cancellation of the production. MPACT staff may assist in the production as long as it is performing in a minor role and it doesn't hinder the day-to day operations of MPACT. Directing and editing are identified as major roles in the production and post-production phases. MPACT Executive Director or, in his/her absence the Program Director will determine which staff member will assist. MPACT interns, part-time staff, program director and, executive director will be the order at which a staff member will be selected to fill in during a production.
5. **CANCELLATIONS:** Members are asked to provide 24 hour advance notice of their need to cancel. In the event a member fails to provide notice of cancellation, that member may be prohibited from the use of that facility/equipment for a period of 30 days. Members showing up 30 minutes late or more for use of reserved production equipment without notification, effectively give up their reservation. They may also be prohibited from use of equipment for a period of 30 days. Repeated offenses may result in indefinite suspension and loss of MPACT certification.
A late arrival within the 30 minute window may not be permitted an extension of their scheduled time.
6. **DAMAGE OR LOSS:** Members agree to be financially responsible for damage or loss of equipment during the period it is reserved in their name. Members are not responsible for normal wear and tear of equipment.

7. **CHECK OUT:** Portable equipment will be checked out and in by MPACT staff. Equipment will be thoroughly examined both at check-out and return to determine the condition of the equipment. -Members should allow time for this procedure.
 - A. **Late Equipment Returns:** If for some reason you cannot return equipment at the time that was originally scheduled, please contact the studio to see if someone else has the equipment reserved and to reschedule. Failure to return the equipment on time, may result in penalties, including not being able to check out equipment in the future.
 - B. **When checking out MPACT equipment,** members have thirty (30) days to schedule a date for the program to be played, and sixty (60) days to submit the program for playback. Otherwise, equipment will no longer be able to be loaned out.
8. **PRACTICE:** New workshop graduates may reserve production facilities for the purpose of practice. It is understood that access productions in progress will take precedent and the member may be required to relinquish this practice time to facilitate the production's completion.

SECTION V: PROGRAMMING

1. **CHANNEL DESIGNATION:** The following three classifications of cable access have been established.
 - A. **Public Access:** Individuals and organizations producing or providing programming and informational materials of general community interest.
 - B. **Educational Access:** Any public or private nonprofit institution of learning, producing or providing educational programming and/or materials.
 - C. **Government Access:** Any governmental unit or agency thereof providing programming or informational materials related to government.

In order to promote viewer interest, programming, balance and maximum participation by varied groups and individuals, MPACT reserves the right to schedule programming to achieve these goals by providing for an appropriate program mix between and within the three categories listed above.

2. **PROGRAM CONTENT:** No program will be denied transmissions on the access channel(s) unless program content is in violation of the rules set forth below. Presentation of the following materials on the access channel(s) is prohibited:
 - A. Any advertising material designed to promote the sale of commercial products or services, including advertising by or on behalf of candidates seeking public office.
 - B. Any obscene or indecent material.
 - C. Any advertisement of or information concerning any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part on chance.
 - D. Use of unauthorized copyrighted material.
 - E. Any direct solicitation of funds that would benefit the volunteer or his/her agent.

- F. Material that defames any racial, ethnic, sexual, age or religious group.
- G. Any advocacy of violence or fighting words which are designed to invoke violence.
- H. Noncompliance with applicable Federal, State and Local laws and regulations.
- I. Any slanderous or libelous content.
- J. Any deliberate misinformation which may result in harm to any individuals, groups or organizations.

3. **RIGHT TO PREVIEW:** Recorded access materials produced elsewhere must be submitted to MPACT at least seven (7) days in advance of their scheduled cablecast.

MPACT staff reserves the right to preview ALL programs and materials before cablecasting to determine compliance with the standards set forth herein. In the event any program or material is in violation with the guidelines set forth herein, MPACT staff may exercise any of the following options:

- A. Discuss with the producer the ramifications of cablecasting the material.
- B. Schedule the program at a time appropriate for its content.
- C. Run a disclaimer warning viewers of the presence of discretionary material.
- D. Reject the program.
- E. Present program to the Board of Directors for review and rendering of a final decision.

All programs submitted for playback must be properly identified with the producer's name, address, phone number, email address, and name of the program. Programs must be received twenty-four (24) hours prior to its first scheduled timeslot. Deadlines by Friday at noon to be considered for playback for Saturday, Sunday, or Monday of the following week. Programs will be scheduled in the order received and may not necessarily be aired in the coming week. No more than two (2) programs by the same producer or co-producer will be played back during any 24 hour period unless an exception is approved by the Executive Director.

4. **ADVANCE RESERVATIONS:** Channel scheduling availability will be presented on a quarterly basis. The reservation period for each quarter will open the first day of the month preceding that quarter.
5. **LOCALLY PRODUCED PROGRAMMING:** Programming produced within Monroe may be scheduled for cablecast on the access channel(s) a maximum of two (2) time per week for the duration of one (1) month depending upon date sensitive content. A specific program may run for up to three (3) months again, based on date sensitive content. Additional playback times per week and or, beyond the three (3) month period is subject to executive director's approval.
6. **IMPORTED PROGRAMMING:** All programming produced outside Monroe must be sponsored by a local individual or organization. Imported programs may be scheduled on the access channel(s) a maximum of two (2) times. MPACT reserves the right to schedule imported programs an additional two (2) times on the access channel(s). All imported programs must contain opening and closing credits including the name and means of contacting all local individual or organizations sponsoring the program.
7. **"LIVE" PROGRAMMING:** MPACT reserves the right to pre-empt any program for the presentation of a "LIVE" production be it video and or radio programming. In such cases, MPACT will reschedule the pre-empted program and notify the producer or sponsor of the scheduling change.

8. **REGULARLY SCHEDULED SERIES:** Regularly produced, local series may schedule two regularly scheduled time slots on the access channel(s) per week. Imported series may be scheduled one regularly assigned time per week. Producers failing to provide new programming two weeks in a row may lose their time slot to another member requesting that time period. Producers must have a minimum of two programs "in the can" before a regular time slot will be approved.
9. **TECHNICAL SPECIFICATIONS:** All programs will be submitted either by DVD, thumb drive, or establishing with MPACT staff an account to our VPN (virtual private network). Programs submitted for cablecast using a format that does not comply with the standards provided to our volunteers will be returned to the producer to make the necessary corrections. In the event the volunteer cannot make the transfer, the staff at MPACT will transfer the program to a format that complies to the standards established. A transfer fee may be charged for this service. Please refer to the current Fee Schedule within Appendix (Roman Numeral designation TBD)

Additional technical requirements are as follows:

- A. All programs or program files submitted for playback on the access channels must start at the 00:00:00 mark.
- B. All programs must contain a consistent control track.
- C. All locally produced programs must contain opening and closing credits including the following required statement: "PRODUCED AT THE PEG ACCESS FACILITY OF MONROE PUBLIC ACCESS CABLE TELEVISION, INC., MONROE MICHIGAN".
- D. No control track or black beyond closing credits of the program.
- E. A thirty (30) minute program must be 28:30 in length or, if approved by the MPACT program director, a length of up to 29:30. A sixty (60) minute program must be 58:30 or 59:30 subject to approval. Programs can be shorter than specified maximum lengths however, volunteer producer must inform the program director of the shorter program length.
- F. Only one (1) program may be submitted on each DVD.
- G. All programs must contain labels. Labels must include the program title, subtitle (when applicable), and is strongly encouraged that all programs identify the following; Start Time, End Time and MUST include Program Length; Producer's Name, Phone Number, and Email Address should also be included.
- H. **UNDERWRITING:** MPACT members who produce a video production may, on their own behalf, solicit program underwriting to fund their access production costs. -Members may not in any way identify themselves as representatives of MPACT. Underwriters may identify themselves in the production credits at the beginning and end of the program and must adhere to the content rules as prescribed by MPACT. Under no circumstances may MPACT equipment and facilities be used with the intention of generating personal profit or gain. Should the member or production underwriter use or attempt to use the facilities for personal profit or gain, or for any purpose other than the creation of MPACT programs,

they may be denied any further access to the facilities and may have any in process program erased and may be subject to legal action.

I. UNDERWRITING CONTENT AND FORMAT:

- a. An underwriting credit for one specific supporter may be used for a program less than 15 minutes. The total run-time of underwriting credit shall not exceed 15 seconds.
- b. The total run-time of underwriting credits on any program between 15 and 60 minutes shall not exceed 30 seconds, and shall all appear either at the beginning or the end of the program. Programs longer than 1 hour may run the same sequence of underwriting credits, not exceeding 30 seconds.
- c. No individual, business or organization providing underwriting support shall exercise any editorial control over the program in question.
- d. Underwriting credits may take the form of either pre-produced audio/visual packages or verbal acknowledgements by the host of a program, both forms following the same terms and conditions.
- e. No single underwriting credit may exceed 15 seconds in length.
- f. Underwriting credits are permitted to contain:
 1. The individual, business or organizational underwriter's name;
 2. The underwriter's logo, as long as there is no call to action within the logo;
 3. The underwriter's physical address;
 4. The underwriter's phone number;
 5. The underwriter's website address;
 6. A photograph or video of a business or product, so long as this is presented in a "value-neutral manner" without depiction of satisfaction by the customer or consumer;
 7. A description of a product or service, so long as it is not gratuitously or blatantly promotional in nature;
 8. An expression of support for public access television as part of the acknowledgement (otherwise known as a "healthy ingredient").
 9. Underwriting credits are not permitted to contain:
 10. Any call to action;
 11. Any comparative language to any other purveyor of a product, service or viewpoint;
 12. Any mention of price whatsoever;
 13. Any inducement to buy, sell, rent or lease;
 14. Any depiction of a client or celebrity who appear to be interacting with approbation or satisfaction so as to constitute an endorsement of a product or service.
- g. The following shall be prohibited from providing any underwriting support or appearing in any underwriting credits:
 1. Tobacco of any kind;
 2. Weapons of any kind;
 3. Illicit drugs;
 4. Products made from the fur or hide of animals included on endangered species lists;
 5. Radar detectors or other devices designed to enable motorists to evade traffic safety or anti-speed laws;
 6. Pornography;
 7. Human body parts for transplant purposes;

8. “Adult content” and “adult themes,” except for programs that are specifically labeled as containing mature content and presented during Safe Harbor hours;
9. Gambling of any kind;
10. Political parties, political candidates, PACs and other political committees advocating for the support/defeat of any candidate for public office or the support/defeat for any initiative, referendum or recall measure on any ballot;
11. Material promoting religious conversion or religious participation/non-participation;
12. Material that violates laws, rules or regulations (slander, libel, etc.);
13. Material that is disguised as editorial content;
14. Material promoting violence or advocating against any organization, person or animal (public, private or protected);
15. Material promoting pyramid or multi-level marketing schemes;
16. Material that directly advertises products to children.

SECTION VI: RECORDING MATERIAL

1. **AVAILABILITY:** A limited supply of SD Cards will be available for purchase ~~to the~~ by members for the production of access programs. All SD cards associated with cameras or SD card recorders are provided by MPACT must be kept with associated equipment or within the MPACT suite. Members may use their own SD cards for the production of access productions. Technical specification of the SD card must meet the manufacturer’s requirements in order for proper operation. Members also should be familiar with format specifications in order to have sufficient recording time on each SD card needed for the production.
2. **RECYCLING:** SD cards on which a project had begun, but not yet completed, will be held for a period of up to five (5) business days. It is strongly encouraged that members transfer their video files off a SD card owned by MPACT to a designated drive on the server within 24 hours of returning equipment and or studio time. Arrangements can be made between a member producer and an MPACT staff member to transfer files. However, MPACT and staff will not be held responsible for lost or corrupted data. If no work is done on the production within that time, attempts will be made to contact the producer. Based on that discussion, the program files may be retained for an additional forty-five (45) days or it will be erased from the server. All-program files will be erased from the editing suite server one weeks after scheduled showings are completed. Member producer may elect to transfer their project files to an external drive that they own.
3. **OWNERSHIP:** The member retains all copyrights to the program content files. However, when the volunteer is using MPACT stock SD cards, the card itself is property of MPACT. In the event a volunteer desires to keep the program, arrangements must be made to replace the ~~tape~~ SD card with identical or, higher specifications.
4. **DUBBING:** Members may request a copy or copies of a program. A dubbing fee will be charged by MPACT for this service for more than five CD copies. Individuals requesting copies of programs for which they do not hold copyright must present proof of permission in writing from the producer of the program before a request for dubbing will be approved.

- 5. DAMAGE OR LOSS:** The member shall be financially responsible for loss or damage to SD cards and equipment during the period it is reserved in their name. Members are not responsible for normal wear and tear or damage due to malfunctioning MPACT equipment.

SECTION VII: EDITING SUITES

- 1. RESERVATIONS:** Similar to studio reservations, members can schedule time to edit their productions. Typical three (3) hour block of time is reserved for an editing session. Members may elect to reserve additional time if available.
- 2. EDITING SUITES & SOFTWARE:** MPACT will maintain at least one (1) editing suite (or editing location) for members to reserve. MPACT will make every effort to provide and maintain the most recent version of software that best serves both the members and staff at editing and transferring video to DVD's or other storage mediums
- 3. FILE IDENTIFICATION AND FORMATS:** Please use the following format for naming all files entered into MPACT video and audio systems.
The name should ALWAYS be in the following format: YEAR_SHOWTITLE_MMDDYY
Example: **2017_LOTUS GINKGO SHOW_011717**

SECTION VIII: PERSONAL CONDUCT:

- 1. SMOKING:** Smoking is prohibited in all areas of the MPACT facility.
- 2. FOOD AND DRINK:** Consumption of food and beverages is restricted to designated areas only. A simple guideline to follow is to keep food and drink away from all studio and computer equipment. Disposing of food items should end up in the trash can located in the employee break room. If locked please place unwanted food items in the trash can in the MPACT Television Studio. Do not put liquids in the trash can! Please empty all beverage containers into the sink in the break room. If not accessible, please use the sink in any of the visitor restrooms with the Benesh Building. Alcohol and illegal substances are prohibited.
- 3. RESTROOMS:** The restroom located in the office area of MPACT is designated for staff only. Member and guest are encouraged to use the available restroom facilities on both floors of the Benesh Building. Please refer to the map posted at each exit of the suite for the nearest restroom.
- 4. POST PRODUCTION DUTIES:** Simply stated, please return the studio, control room, and edit suite equipment back to the condition you found it. Equipment and props locations are strategically placed for ease of use. Sweep and vacuum floors if you or your guest create a mess.
- 5. SPIRIT OF COOPERATION:** MPACT members are expected to exhibit a spirit of cooperation at all times. The facility belongs to everyone. Courtesy, understanding and flexibility will result in a more productive facility for everyone.

From time-to-time there may be an exchange of contact information between members and MPACT staff. Use of this information should be used for personal use only. Day-to-day

business communications should always be directed through MPACT telecommunications (staff email or phone). Responses from staff will take place during normal business hours.

No special reservation for equipment or services beyond normal business hours may take place unless approved by the executive director.

6. **SAFETY:** MPACT access users are responsible for the safety of their crew and the public for both studio and field productions. Tripods must be placed in a safe area and cables must be covered or taped down across walkways.

SECTION IX: BENESH BUILDING GUIDELINES

1. **PARKING:** Parking along W. Fifth Street is designated as city parking. It is clearly marked for one (1) hour parking between the hours of 9 a.m. and 5 p.m. There is additional parking behind the Benesh Building. The parking structure is assigned to a limited number of employees that work in the Benesh Building only.
2. **BUILDING ENTRANCES:** Entry to the Benesh Building: There are two (2) public entrances to the Benesh Building. The main entrance is located off of W. Fifth Street. This entrance is near the passenger elevator. The other entrance is located off the alley way between the Benesh Building and the Parking Garage. There is no access to an elevator at this entrance. The Benesh Building management maintains an electronic lock at the entrances that is schedule to be unlocked during normal business hours. The timing of the alley way entrance does not follow the same timing as the main entrance.

SECTION X: OTHER SERVICES

1. **COMMUNITY BULLETIN BOARD:** MPACT provides a free service to both members and other non-profit organizations to help promote community events. Information regarding the event can be sent to MPACT either by filling out a grid form or, submitting an informational flier at least four (4) weeks prior to the event. The event information will be scheduled to run on MPACT for at least two (2) weeks. MPACT staff has the right to edit copy to fit the available space if content of message needs to be drastically altered, MPACT staff will contact the person that submitted the request. This service is limited to official non-profit organizations and their Federal Tax Exempt ID Number must be included in the request. Other restrictions may apply.
2. **AUDIO & VIDEO PUBLIC SERVICE ANNOUNCEMENTS:** Another free service that is offered to nonprofit organizations are public service announcements (PSA). MPACT will reach out to non-profits that are not an organizational member to produce a PSA that will run on MPACT. The organization will be encouraged to become a member so it can utilize this service on a monthly basis or, to produce their own video programs. An extension of the free PSA service is using the audio portion of the production so it can be used on MPACT's community radio station. Radio only PSAs are also available to any non-profit. It is encouraged that all organizations interested in this service schedule production time with the program director and have a written script ready for the production. It is also encouraged that a representative from the organization read the script. MPACT staff will do the production work to record and edit the production. Restrictions may apply.

3. **COMMUNITY RADIO STATION:** As our mission statement indicates at the beginning of this policy document, MPACT offers to our members training to produce radio programming on our community radio station. Please refer to our specific radio policies document for more details.

APPENDIX: DOCUMENTS & FORMS

APPENDIX A.

MEMBERSHIP APPLICATION

Membership/Donation Form

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE: _____

EMAIL: _____

☐ Donation \$ _____ - Thank you!

☐ Individual Membership \$10.00

(Training is required for equipment usage. An additional charge of at least \$15 must be submitted prior to scheduled training session.)

(For residents in the City of Monroe, MI or Monroe Charter Township, MI.)

☐ Individual Monroe County Membership \$75.00 (Training is required for equipment usage. An additional charge of at least \$15 must be submitted prior to scheduled training session.)

☐ Organizational Membership \$100.00

☐ Option 1: Our organization has five members needing to be trained in television production.

☐ Option 2: Our organization is interested in recording up to twelve 60 second Public Service Announcements (PSA) with the assistance of MPACT staff.

☐ I am interested in becoming a Radio Operator on **Rewind 94.3**.

APPENDIX B.

APPLICATION FOR UTILIZATION OF A PUBLIC ACCESS CHANNEL AND IT'S FACILITIES

APPLICATION FOR UTILIZATION OF A PUBLIC ACCESS CHANEL AND ITS FACILITIES



**20 W. FIFTH STREET
MONROE, MI 48161 (734) 243-5707**

Applicant recognizes and agrees to abide by the following restrictions:

1. Production facilities of MPACT are available for the creation of programming designed for local cablecast, and are not available for personal use or monetary gain.
2. Applicant recognizes and agrees to abide by the rules and regulations imposed by the FCC and other authorities having regulations regarding the use of the cable access facilities. MPACT will have an updated copy of all pertinent rules and policies available for public view.
3. Applicant agrees to make all appropriate arrangements with, and obtain clearances from broadcast stations, networks, sponsors, music licensing organizations, performers, representatives, and without limitation from the foregoing, any and all other persons as may be necessary to transmit its program material over the MPACT designated channels.
4. In recognition of the fact that MPACT has no control over content of the access cablecast, the applicant agrees to indemnify and hold the MPACT Board of Directors and MPACT staff harmless from any and all liability or other injury or damage in law or equity, which claims result from applicant's use of the access facility.
5. Applicant recognizes that the Federal Communications Commission requires MPACT to maintain available for inspection record of all persons applying for the use of the designated access channels and agrees that this application may be use for such a record.
6. Applicant states that he has read and understands MPACT "Rules and Procedures" governing the use of the cable access channels, and agrees to abide by each and every term and condition contained and accepts all legal responsibility and liability for failure to do so.

Applicant's Signature

Date

Confirmation of reservation: _____

Time required for production: _____

Coordinator's approval: _____

Date: _____

Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: Home: _____ Work: _____

Organization Represented: _____

Address: _____

Phone Number: _____ Contact Person: _____

Do you require MPACT Production Facilities to complete your program? _____ Yes _____ No _____

If yes, what kind of facilities do you require? _____ Studio _____ Remote Camera _____ Post Production

Have you completed an MPACT Production Course? _____ Yes _____ No

If yes, when? _____

Do you require a list of qualified volunteers? _____ Yes _____ No

Outline of proposed production (include name of show, benefits to viewer, ideas to be presented, etc.):

Estimated length of proposed program: _____

Format: _____ DVD _____ MPEG2

APPENDIX C.

CABLECAST REQUEST FORM



CABLECAST REQUEST FORM

Name:
Address:
Telephone Number:
Program Title:
Program Description:

Request Dates of Playback

Date____/____/____ Time:_____

Date____/____/____ Time: _____

MPACT will make every effort to run the program on the dates and at the times requested. However, if the dates are not available, MPACT reserves the right to run the program on alternative dates and times.

An "Applicant" as referred to in this request form, is the person who carries the burden of both legal and financial responsibility connected with the production/program. In the case of a minor (an individual under 18 years of age or still in high school), an adult must sign as the responsible individual.

Applicant agrees to make all appropriate arrangements with, and to obtain all clearances and rights from broadcast stations, networks, sponsors, and music licensing organization, performers' representatives, and without limitation from the foregoing, any and all other persons (natural and otherwise) as may be deemed necessary to transmit its program material over the participating cable systems.

Applicant's Signature: _____ Date: _____

APPENDIX D.

PARTICIPATION AGREEMENT AND RELEASE FORM



PARTICIPATION AGREEMENT AND RELEASE FORM

In consideration of my participation in the Monroe Public Access Cable Television program

Titled _____

I hereby grant my continuing consent to photographing, recording or the reproduction in any manner of my likeness, voice and activities including the use of video tapes and audio tapes.

I further authorize MPACT, its agents and assignees to make unlimited use of such reproductions including without limitation cable casting to the public the reproductions of MPACT's participating cable systems.

I understand that I will not receive any financial compensation for my participation in the cable television program. The producer of this program may use my name, my likeness and my biography for publicizing this program.

I hereby indemnify and hold harmless MPACT, the producer; any person, firm or corporation connected with the program from and against any claims, liabilities cost and expenses arising or any materials furnished by me for the program.

This continuing Agreement was signed this day _____ of _____, 20_____

**** FOR ALL CABLECASTS IN WHICH I APPEAR AFTER THE ABOVE DATE ****

PRINT LEGAL NAME

SIGN LEGAL NAME

APPENDIX E.

ANTI-PAYOLA/ANTI PLUGOLA AFFIDAVIT

ANTI-PAYOLA / ANTI-PLUGOLA AFFIDAVIT

I, _____, do hereby state the following:

(a) That I have read the notices posted at Radio Station _____ (the "Station"), and have received copies of Section 73.1212 of the Federal Communications Commission's Rules and Regulations;

(b) That I have been fully informed and advised that it is a policy of the Station to fully comply with the above Rules of the Federal Communications Commission and the laws of the United States;

(c) That neither I nor any member of my immediate family have any present direct or indirect ownership interest in (other than an investment in a corporation whose stock is publicly held), serve as an officer or director or, whether with or without compensation, or serve as an employee of, any person, firm or corporation engaged in:

1) The publishing of music;

2) The production, distribution (including wholesale and retail sales outlets), manufacture or exploitation of music, film, tapes, recordings or electrical transcriptions of any program material intended for radio broadcast use;

3) The exploitation, promotion or management of persons rendering artistic, production and/or other services in the entertainment field;

4) The ownership or operation of one or more radio or television stations;

5) The wholesale or retail sale of records intended for public purchase;

6) Underwriting on the Station, or any other station owned by its licensee (excluding nominal stockholdings in publicly owned companies).

(d) That I have not and will not:

1) take or receive any money, gift or other remuneration from any person, company or other entity for the purpose of playing any record or records or other programming content on the air;

2) take or receive any money, gift or other remuneration from any person, company or other entity for the purpose of refraining from playing any record or records or other programming content on the air;

3) take or receive any money, gift or other remuneration from any person, company or other entity for the purpose of promoting any business, charity or venture on the air without first informing the Station's General Manager;

4) promote any personal business venture which is unconnected with the station without first informing the Station's General Manager.

(e) That I have been advised and understand that failure to comply with the above rules and requirements will be grounds for my immediate dismissal without prior notice.

Date

(Affiant's Name)

APPENDIX F.

MPACT YouTube/INTERNET UPLOAD FORM



MPACT YOUTUBE/INTERNET UPLOAD FORM

(Form Must be Completed by the Producer for EACH Show to Be Uploaded)

Show Name		Date Submitted	
Producer Name			

Description (Guests on Show, Interesting Segments etc):

Tags (Keywords that Describe Your Show ie. "Jazz" "Entertainment" Etc.):

Email Address for YouTube Link to Be Sent: _____

Show Remove Date (Put "NA" for an Indefinite Date): ____/____/____

Reminder: If the show has **ANY** 3rd party copyrighted material (Music, Skits, Written or Read aloud pieces of work), YouTube WILL flag the file and may remove it from their service. It is strongly encouraged that all MPACT members refrain from using any copy written material in their productions. MPACT may reserve the right to not upload programs to MPACT YouTube channel.

All unsigned performances must provide written consent to the producer to use their material in a production. A copy of all permissions **MUST** be submitted to MPACT program director or executive director.

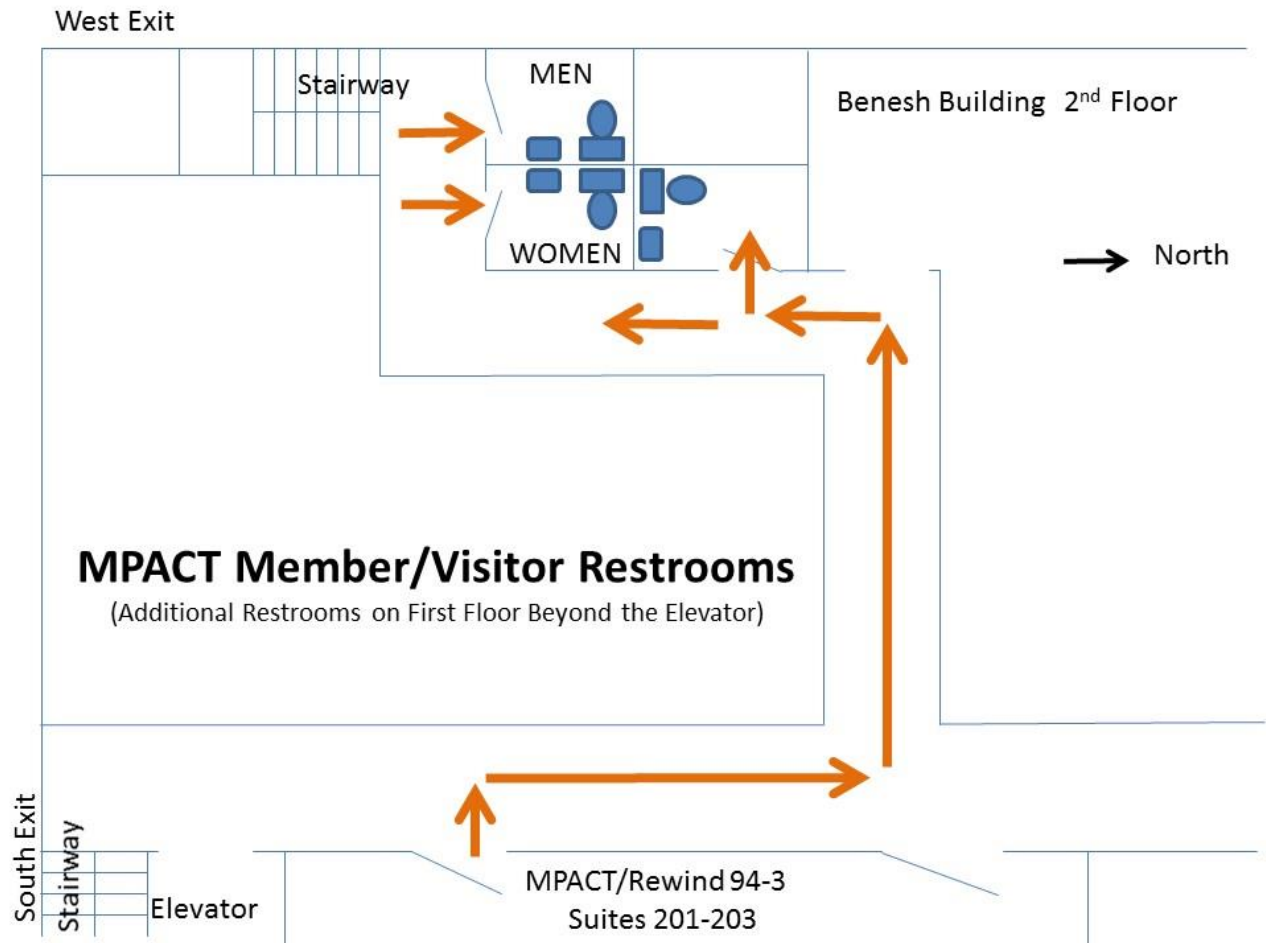
Producer Signature: _____ **Date:** _____

MPACT USE ONLY BELOW:

Received Date: _____ By: _____ Uploaded Date: ____/____/____

APPENDIX G.

MPACT MEMBER/VISITOR RESTROOM MAP



Revision approved by BOD 10_10_13,
adding Section V, 13. UNDERWRITING
CONTENT AND FORMAT

T:\Policies And Procedures\MISSION And Policies_10.10.13.Doc
T:\Policies and Procedures\2017_Policy Committee work on revision of
policies_SandiePierce_063017

Items in Red were revised by Sandie Pierce
Items in Green or highlighted in Yellow were revised by Milward Beaudry

T:\Policies and Procedures\2017_Policy Committee work on revision of policies Sandie
Pierce_063017\MISSION and Policies_090617

T:\2017_Membership Facilities and Equipment Use Policies_with cover and index_100517
