



MEMBER HANDBOOK



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January 4, 2017*

*This document is subject to revision. The most recent version is available at padnet.tv and at the PADNET office

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MISSION

The Long Beach Public Access Digital Network's mission is to empower Long Beach residents with quality resources to create and share locally produced news, information and entertainment that fosters community pride and civic engagement.

WHERE TO FIND US

PADNET is located in the same building as our umbrella organization, The Long Beach Community Action Partnership.

Long Beach Public Access Digital Network

117 Victoria Street

Long Beach, CA 90805

(On Victoria St. near Long Beach Blvd.)

Phone: 562-216-4640

Email: info@padnet.tv

PADNET HOURS at The Hub

Equipment Checkout and Returns

- WED - FRI, 3PM - 6PM
- SAT, 10AM - 3 PM

Studio & Editing Suites

- WED - FRI, 3PM - 7PM
- SAT, 10AM - 4 PM
- SUN, appointment only for studio reservations (30 days in advance)

STAFF LIST AND CONTACT INFO

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MEMBERSHIP ELIGIBILITY

PADNET Members are considered independent producers. You must be a resident of the city of Long Beach to become a member of PADNET. There are different types and levels of memberships available so you can choose the one that works best for you, your organization, or business. Memberships are annual and must be renewed each year.

Members are eligible to submit programming for playback by filling out the Playback Request Form. Members will also be eligible to use the facilities and equipment at PADNET with proper certification.

Membership Levels and Benefits

Individual	\$50
Youth (under 24) or Student	\$25
Senior (55+)	\$40

Membership Benefits:

- Access to PADNET's classes, production facilities and equipment (with proper certification)
- Attendance at member-only events

GROUP MEMBERSHIPS*

Organizations (non-profit)	\$150
Business	\$250

Group Membership Benefits

- Membership benefits for up to four members PLUS...
- A fifteen second *thank you* spot produced by PADNET that will air weekly for one year
- Logo on the "supporters" page of the PADNET website with a link to your site

PADNET can design a group membership package that's right for your organization or business including discounted classes for 5 or more students.

DONOR MEMBERSHIPS

Donor memberships are the right choice if you, your organization or business would like to support PADNET but may not be interested in taking classes or learning production. We can create donating membership packages based on the needs of the donor.

HOW TO BECOME A MEMBER

Long Beach residents, organizations and businesses can sign up for membership online at padnet.tv. Your user name will be your email address and members will choose their own password.

Before you sign up for a membership, you will be required to watch the PADNET orientation video. This short video will explain what PADNET is and how you can best utilize the equipment, classes, facilities and other resources.

Once you have completed the online video orientation, the page will refresh to a registration form. Fill out the form and select the membership type. Once the registration form is submitted, look out for an email from us regarding your membership activation and registration payment. Please allow up to 48 hours for that email. After payment is made, your membership will be active. You can log in to the site and start signing up for classes, uploading content, and more.

CONTENT AND PROGRAMMING

PADNET Members are considered independent producers. Programming produced using PADNET's facilities and equipment must include the following credit:

Facilities and equipment provided by PADNET.tv

Credit is required to remain on screen for at least five seconds. PADNET Credits graphic can be found at padnet.tv by going to Membership > Membership Rules and Downloads.

If you produce programming using PADNET's facilities or equipment, the program must be first broadcast on PADNET. Once that first broadcast has occurred, members are free to share the program with other channels, online video sites or your personal website.

Producers assume complete creative control over the content of their programs and must abide by programming policies. PADNET does not pre-screen programs for content considerations, but regularly views portions of a show to ensure technical standards are met. Producers assume all legal responsibility for and retain all rights to the content of their program. Producers must first secure all releases, copyrights, etc. The producer's signature on the Playback Request Form verifies the producer's acceptance of full responsibility for program content and releases PADNET, Long Beach Community Action Partnership and the Board of Directors from any liability resulting or legal fees and expenses incurred as a result of cablecasting the program. All current producers must have a Compliance Form on file with the Programming Department. A Playback Request Form is also required for each episode of your program.

Public Access Television is a forum for non-commercial, constitutionally protected speech. Public access programming can generally be produced with little or no outside content control. There are, however, some forms of content that cannot be submitted for cablecast on PADNET's stations nor on the website:

PROHIBITED CONTENT

Commercial Content

Commercial content is material primarily designed to promote the sale of commercial products or services. **There may not be any commercial material or advertising** -- nor any promoting of raffles, lotteries or gambling enterprises on PADNET's channel.

The following constitutes commercial programming and is **not** allowed on PADNET's channel:

- Calls to action (e.g. “Come on down to Joe’s pizza!” or “Buy one today!”)
- Comparative language (e.g. “The best mortgage rates in town!”)
- Product placement or the visual display of a product or service in the spot (e.g. Placing a water bottle with the logo from the sports shop that donated to your show on the edge of the desk of the host; operating a toaster from an appliance manufacturer that donated to your show).

Non-Protected Speech

- Any material that is libel, slanderous or other defamation of character;
- Any material that violates local, state or federal laws;
- Any unlawful use of copyrighted material;
- Any material that violates state or federal law relating to obscenity
 - “Obscene Material” is defined by the courts as the following:
 1. To the average person, applying contemporary community standards, taken as a whole, appeals to the prurient interest;
 2. Obscene material, which is defined by the U.S. Supreme Court in Miller v. California, 413 U.S. 15, 24 (1974): “A work which, taken as a whole, (1) appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) lacks serious literary, artistic, political, or scientific value.” PADNET Long Beach (its Board, agents, and employees) is not authorized to determine whether or not a program is obscene.
 3. No material may be aired that violates any City, County, State, or Federal laws.

Content submitted and aired on PADNET containing prohibited materials will result in a Major Violation.

RESTRICTED CONTENT

Adult Content: Adult content -- such as programming with excessively violent material, offensive language, excessive nudity, graphic depiction of medical procedures, or sexually explicit material -- will only air between the hours of 11pm and 5am. When filling out the Playback Request form, the producer must inform the Programming Department staff that their program contains Adult Content. If you are unsure, PADNET staff can help determine if the content is “adult” in nature. In the event of a dispute, the Executive Director will make the determination. Failure to notify PADNET that your program contains adult content is a major violation and will result in a suspension from the facility (see “Rule Violations” for more information)

The show must have the following language displayed as a graphic and as a voice-over announcement prior to the beginning of the program:

“The following program contains material (include the specifics of all aspects of the content that could be potentially objectionable to others: excessive violence, excessive profane or offensive language, excessive nudity, sexually explicit material, graphic depiction of medical procedures) that some viewers may find objectionable or inappropriate.”

UNDERWRITING GUIDELINES

Underwriting is when a business or individual donates a product, service, or funding (money) to assist a production/project in return for a non-commercial acknowledgement.

In exchange for their support, businesses or individuals may receive a “thank you” ONLY at the beginning or end of a show (not during). Underwriting spots can be no more than 15 seconds in length and can include the following:

Contact information
Photo / logo, music
Voice-over or on screen text acknowledging sponsor

In kind underwriting support, such as products or services, does not have a limit and does not need to be reported to PADNET.

For monetary underwriting funding, there is a \$400 per person per calendar year limit without reporting the income to PADNET. This is the threshold established by the IRS before an individual has to report the funding as income.

If you plan to receive more that \$400 of monetary underwriting funding per person, per calendar year, you must notify PADNET and schedule a meeting to enter into a case-by-case agreement regarding how the funding will be handled.

Failure to report monetary underwriting funding in excess of \$400 to the PADNET is a serious offense and will result in an automatic six-month suspension from the station. The loss of membership fees will not be compensated. If, upon returning after six months, a member violates the policy a second time, that member will be permanently prevented from being a PADNET member/producer.

SUBMITTING YOUR SHOW

PADNET only accepts media files for playback on our channel. We cannot accept tapes or DVDs. If your show file is **5GB or less**, it can be uploaded via padnet.tv > Membership > Submit Program. If you upload on the website, you will fill out an electronic version of the Playback Request Form. You will have the option to publish your video to the Video On Demand on padnet.tv.

If your show file is **over 5GB**, it must be dropped of at the station. Please bring it on a flash drive that will be returned to you after we transfer the media. All shows must have a Playback Request Form or they will not be played on the channel. Playback Request forms are available at padnet.tv > Membership > Membership Rules & Downloads.

It's important that you format your file correctly. Please refer to Playback Formats, at padnet.tv > Membership > Membership Rules & Downloads, for detailed instructions of how to format your file. If your file is not formatted correctly, we will not be able to play it back on the channel.

When you submit your show, **allow a minimum of 14 days until it is broadcasted** on the channel and when it becomes available on Video on Demand. You will receive an email from playback@padnet.tv providing you with playback times for your show or if there were any issues with your file. **Shows considered “Filler” will not receive a time slot notification email unless requested by producer.**

PROGRAM DEFINITIONS/LENGTHS

- SPECIAL – A program that is not part of a regular series, such as a documentary, entertainment, an event or a one-time talk show.
- SERIES – A collection of daily, weekly, bi-weekly, or monthly programs with the same title, length and general format.
- FILLERS – Any content less than 15 minutes in length that may be inserted between regularly scheduled programs at the discretion of the Channel Coordinator.

SPECIALS Policies:

- A special will air a minimum of twice, with additional airings as time in the schedule permits
- Producers can request initial air times and the Channel Coordinator will try to accommodate their requests
- Specials can be up to three hours in length

SERIES Policies:

- Producers agree to submit a new episode of the series a minimum of once a month. Series Programming Slots are the following length and frequency (any episodes that do not fall within TRT (Total Run Time) ranges below will be returned to the producer):
 - 15 minute (13 to 14:30 minutes): Daily, Weekly, bi-weekly, or monthly
 - Half hour (24 to 28:30 minutes): Daily, Weekly, bi-weekly, or monthly
 - 45 minute (43 to 44:30 minutes): Daily, Weekly, bi-weekly, or monthly
 - Hour (56 to 58:30 minutes): Daily, Weekly, bi-weekly, or monthly

OBTAINING A SERIES TIME SLOT

Once you have submitted three pilot episodes, you can request a series timeslot. Send an email to playback@padnet.tv to make the request. Depending on availability, we will do our best to accommodate your first, second or third choice.

TRAINING AND CERTIFICATION

Access to PADNET equipment and facilities require registration and attendance in PADNET’s media training classes. Completion of each class certifies members to gain access to certain resources. The chart below specifies which classes are needed in order to reserve certain equipment and use certain facilities.

	MEDIA CLASSES							
	PADNET MEMBERSHIP	PRODUCING AT PADNET	FIELD PRODUCTION	SHOOTING WITH A DSLR CAMERA	FINAL CUT PRO X	STUDIO 1	STUDIO 2	STUDIO 3
SUBMIT PROGRAMMING TO CHANNEL SPECTRUM 32/FRONTIER 41/PADNET.TV	X							
SUBMIT PROJECT PROPOSAL FOR A PRODUCTION	X	X						
USE FIELD EQUIPMENT JVC 150/200 CAMERA, MICROPHONES, AND LIGHT KIT	X	X	X					
USE DSLR EQUIPMENT CANON 5DMARKIII CAMERA AND MICROPHONES	X	X		X				
USE EDIT SUITES FINAL CUT PRO X	X	X			X			
USE GREEN SCREEN STUDIO JVC 150/200 CAMERA, MICROPHONES, AND LIGHT KIT	X	X	X					
USE MULTI-CAM STUDIO	X	X				X	X	X

X = REQUIRED

PADNET Members are considered independent producers. All members who would like access to PADNET’s equipment, edit suites, and/or studios are required to take **Producing At PADNET**. This free seminar is a prerequisite covering the details of field and studio production at PADNET, and will allow members to submit Project Proposals, which are necessary to reserve equipment, edit suites, and studios.

Members who are interested in reserving and using equipment meant for use outside of PADNET’s facilities are recommended to register, attend, and complete **Producing At PADNET** and either of the following classes:

- **Field Production** – for access to JVC 150/200 camera, microphones, light kit, and green screen studio at the Main Library PADNET Satellite
- **Shooting with a DSLR Camera** – for access to Canon 5D Mark iii camera and microphones

PADNET’s full HD Digital Multi-Cam Studio at The Hub is a pre-existing infrastructure for video production. This includes high definition cameras, video switcher, audio mixer, lighting grid, dimmer board, teleprompter and green screen. Members who are interested in reserving and using the Multi-Cam Studio at The Hub will need to register, attend, and complete **Producing At PADNET** and ALL of the following classes listed below:

- **Studio 1** - Studio Production and Graphics
- **Studio 2** - Camera, Audio & Floor Manager
- **Studio 3** - Studio Directing

Members who do not wish to reserve the studio but are interested in helping another member with their studio production may do so. However, they will also need to take certain studio classes in order to operate certain studio equipment. See the chart below for a list crew duties in the studio and the classes required.

Studio 1	Certifies members for: - creating titles using Inscriber - operating the teleprompter - adjusting lights and operating dimmer board
Studio 2	Certifies members for: - operating studio cameras - setting up microphones and operate audio board - acting as floor manager
Studio 3	Certifies members for: - operating video switcher

Members who are interested in reserving and using our iMac editing suites are recommended to register, attend, and complete **Producing At PADNET** and **Final Cut Pro X**.

CLASS DESCRIPTIONS

PRODUCING AT PADNET

Cost: FREE | 3 Hours

This seminar will focus on the basics of producing videos in both the field and in the studio. Topics include pre-production and show development, PADNET policies, equipment planning, protecting yourself from liability, day-of- production tasks and post-production responsibilities.

CERTIFICATION: Allow members to submit Project Proposals, which are necessary to reserve equipment, edit suites, and studios.

FIELD PRODUCTION

Cost: \$65 per class | 8 Hours

Learn how to set up a production in the field. This class offers hands-on training in the PADNET camera equipment, shooting techniques, lighting, audio and proper set-up and breakdown of equipment. You’ll also learn the procedures and policies for checking out PADNET equipment.

CERTIFICATION: Allows members to gain access of JVC 150/200 camera, microphones, light kit, and the green screen studio at the Main Library PADNET Satellite. Project Proposals are required for all equipment reservations.

SHOOTING WITH A DSLR CAMERA

Cost: \$75 per class | 6 Hours

Members learn how to operate and effectively use the Canon 5D Mark iii to create more cinematic videos. This class will also cover proper shooting technique, shot composition, proper audio recording, and equipment care.

CERTIFICATION: Allows members to gain access of Canon 5D Mark iii camera and microphones. Project Proposals are required for all equipment reservations.

FINAL CUT PRO X

Cost: \$100 per class | 8 Hours

Members will receive step-by-step training on editing videos using Final Cut Pro X. This includes organizing clips, transitions and effects, and arranging clips on a timeline.

CERTIFICATION: Allows members to gain access to edit suites. Project Proposals are required for all edit suite reservations.

STUDIO 1: STUDIO PRODUCTION & GRAPHICS

Cost: \$50.00 | 3 Hours

Members will receive information on how to prepare and plan for a studio production. This includes discussion of show formats, scheduling, seeking crew, and an overview of PADNET's studio policies. Members also learn how to create graphics using Inscribe, operation of the teleprompter, how to adjust the lights, and operation of the dimmer board.

CERTIFICATION: Studio 1 allows members to create titles using Inscribe, operate the teleprompter, adjust the lights, and operate the dimmer board.

Reservation of Studio requires registration, attendance, and completion of the following classes: Producing at PADNET, Studio 1, Studio 2, and Studio 3.

STUDIO 2: STUDIO CAMERA, AUDIO & FLOOR MANAGER

Cost: \$50 | 3 Hours

Members will learn how to operate the studio cameras and pedestals, discuss composition and safety protocol, and receive instruction about acting as a liaison between the studio floor and the control room. The class will also focus on training members on the PreSonus audio mixer, mixing audio channels and utilizing the proper microphones for your production.

CERTIFICATION: Studio 2 allows members to operate studio cameras, set up microphones, operate audio board, and act as Floor Manager on a studio production.

Reservation of Studio requires registration, attendance, and completion of the following classes: Producing at PADNET, Studio 1, Studio 2, and Studio 3.

STUDIO 3: STUDIO DIRECTING

Cost: \$100 | 6 Hours

Members will learn proper directing techniques and how to manage a production crew. Members will also receive an in-depth training of our Broadcast Pix video switcher and how to use the green

screen with virtual sets.

CERTIFICATION: Studio 3 allows members to operate the video switcher.

Reservation of Studio requires registration, attendance, and completion of the following classes: Producing at PADNET, Studio 1, Studio 2, and Studio 3.

CLASS POLICIES

Students must register for classes at least 48 hours in advanced. Walk-ins are not accepted. All classes require a minimum of 3 students. If a class has less than 3 students, the class will be cancelled and a PADNET staff member will contact you to reschedule or issue a refund.

If a registered student can no longer attend a class, the student can receive a full refund if PADNET is notified with more than 48 hours in advance of the class time. If the student cancels with less than 48 hours of the class time, students will receive 50% of their payment back or a half credit toward another class.

If a registered student does not show up for class, the student will not receive a refund or credit.

EQUIPMENT POLICIES

It is the responsibility of the member checking out the equipment to be sure that the equipment is in good working order when checked out and returned.

Members are responsible for the cost of repair and replacement of any equipment due to damage, loss, misuse or theft. When you use the facility or check out and/or use equipment from PADNET, you are accepting liability for that equipment. PADNET does **not** offer insurance for members, but encourages members to obtain a homeowners or renters insurance policy that includes liability coverage to protect you in the event of a claim or litigation as a result of the use of PADNET's channel space, facilities, equipment or other resources.

Other important information about checking out equipment:

- You or the producer that you are working with must have a Project Proposal on file and reference that project for equipment reservations.
- Allow up to 48 hours for your reservation to get approved.
- Equipment can be checked out for a maximum of 48 hours. In the event that PADNET or PADNET's Satellites are closed 48 hours from the checkout date, members must return equipment on the next operating day.
- Equipment must be returned to the same location in which it was checked out from.
- Equipment must be picked up and returned by only the member whose name is listed on the reservation. This member will also be the one who is responsible for the equipment and incur charges for broken or missing equipment. The member will be required to sign a contract for the equipment.
- PADNET staff and the member will check all of the equipment to ensure that it is working condition during both the checkout and check-in process.

- No shows for equipment pick up are considered a minor violation, but a violation can be avoided if member calls before their scheduled pick-up time.
- **Returning equipment more than 15 minutes late is considered a minor violation; returning equipment more than 2 hours late is a major violation.**
- A member can schedule up to two reservations a month.
- Reservations can be scheduled up to 60 days in advance and reservations are on a first-come, first served basis.
- Expendable batteries are not provided. **You must supply your own.**

EDIT SUITES POLICIES:

- Members can reserve edit suites up to 60 days in advance.
- Members must have a Project Proposal on file, or be working with another member's project proposal, before an edit suite can be reserved.
- A no show for your edit suite reservation is considered a minor violation; however, a violation can be avoided if you call to cancel before your scheduled time.
- Members can reserve edit suites for up to 4 hours at a time with a monthly maximum of 16 hours.
- Members must provide their own external hard drive to save footage for editing and video projects. PADNET does not allow members to store footage and projects onto the edit suite computers. **All footage and projects will be deleted off the computers nightly.**
- If there is an available reservation time following your reserved block, you may request to extend your editing time during your appointment.
- Members must stop using editing suites before facilities close. Failure to vacate production facilities before closing time will result in a minor violation and/or overtime fee.

SATELLITE POLICIES:

Satellites are additional locations for access of equipment and edit suites. Satellite staff is not PADNET staff and will not provide member services such as reservations nor technical assistance.

Proper certification and approved reservations are required for use of equipment and edit suites at all satellite locations. Only PADNET Staff can approve reservations. Satellite staff does not have the authority to approve reservations.

A Green Screen Studio is available only at the Main Library Satellite. Certification in Producing at PADNET and Field Production is required for reservation of the Green Screen Studio. Approved reservations are required for use of Green Screen Studio at Main Library Satellite. Only PADNET Staff can approve reservations. Satellite staff does not have the authority to approve reservations.

All Satellites determine the rules and policies of their locations. It is the member's responsibility to be aware and abide to Satellite's rules and policies. Failure to vacate the Satellite location before closing time will result in a minor violation.

STUDIO POLICIES:

Reservation of Multi-Cam Studio at The Hub requires PADNET Members to register, attend, and complete **Producing At PADNET, Studio 1, Studio 2, and Studio 3**. All studio reservations must have a Project Proposal on file.

All studio reservations require a Project Proposal. A member can reserve the studio for up to 4 hours at a time on weekdays and 6 hours on weekends, with a monthly maximum of 6 hours. The studio may be reserved up to 60 days in advance. Because of high demand, cancellations must occur at least 48 hours prior to the taping.

Studio reservations for Sundays are by appointment only and must be requested 30 days in advanced. Approval of Sunday appointments will be determined by PADNET staff. Cancellations of Sunday studio reservations must be made 8 days in advanced. Cancellations of Sunday studio reservations made with less than 8 days notice will result in a 60 day suspension from Sunday studio reservations and/or an inconvenience fee.

Live band music is restricted in the studio Mon – Fri since it will cause disruption to neighboring businesses. Live band performances can film in the studio on weekends only.

ALL STUDIO PRODUCTIONS MUST END ON TIME! Failure to vacate production facilities before closing time without pre-authorized extension will result in a minor violation and/or overtime fee.

BEFORE THE SHOOT

All producers and crew participants working in the studio must be current PADNET members in good standing and **each crew member must be certified in the positions they are filling**. For example, a crew member who is Studio 1 certified may operate the lights and teleprompter but is not permitted to operate other equipment such as the studio cameras, audio board, or video switcher.

It is the responsibility of the member producer, not PADNET staff, to recruit crew members for their productions.

Members must be on time for appointments and must call if they are going to be more than 30 minutes late. If there is a no show for the studio reservation, it is considered a minor violation.

When the member producer arrives for the shoot, they need to complete a walk-through of the studio with a PADNET staff member to verify the condition of the studio before the start of the production.

The member producer needs to provide the PADNET staff member with a written list of all crew members and guests who will be in the studio. The member producer of the studio production must advise guests and other talent to comply with all PADNET policies, including restrictions on advertising and direct appeals for funding. Children should be supervised at all times. Infants under 6 months are not permitted at any time in the studio.

The member producer needs to come prepared with video releases and any materials needed for the production, including an external hard drive and/or blank DVD-R's to save the video files. LBCAP resources such as printers and copy machines are not available for member use. Members are responsible for obtaining their own sets and set pieces cannot be stored at PADNET. PADNET may have some simple set pieces for member use (two chairs and a table, etc.), but the pieces may become overused in many of the studio productions. **Under NO circumstances are PADNET members allowed to scavenge the LBCAP building for set pieces (furniture, pictures, etc.).**

Members must obtain prior approval from the PADNET staff to bring in any animals, industrial machinery, vehicles, studio audiences, and any other obstructions that may cause damage to the studio. **Food, drinks and smoking are not permitted in the studio or control room.** If your show requires food (i.e. a cooking show) prior approval must be obtained.

Due to liability issues, members are not allowed to climb on any of the ladders to adjust the lights on the lighting grid. PADNET will have presets on the lighting dimmer from which members can choose. Crew members who have the Studio 1 certification will be able to adjust the light controls (tilt, pan, focus) from below with the lighting pole.

There will be a PADNET staff member available for questions **but the PADNET staff member should not be considered a member of the crew** unless the member has arranged to hire a PADNET staff member for the production.

DURING THE SHOOT

With the exceptions of USB drives for music, computers for presentation or prompter use, or other pre-approved devices safely plugged into the studio bulkhead or components, do not integrate non-PADNET devices into the control room system. **Do not connect, disconnect, or reconfigure anything in the patch bay, behind the consoles, or within the cameras or camera menus. Do not change the settings of the Broadcast Pix switcher or manipulate any Windows Control Panel settings on any computer. Do not update any software.** The Producer and other crew members need to notify PADNET staff immediately if any of the equipment is malfunctioning or broken.

Please limit the number of people not directly involved with the offer production to ensure safety and a productive work environment. If available, members may use PADNET's training room as a green room. Maximum of 15 people can be in the studio at one time.

Members must have someone responsible for guests arriving. PADNET staff cannot handle this for you.

Smoke Machine/Hazers will not be allowed in the studio.

AFTER THE SHOOT

Once the shoot is done, the studio producer needs to transfer their show file from the studio AJA external hard drive to their personal external hard drive for their own use and to provide a copy to PADNET. The studio must be returned to its original condition after a production. All of the equipment must be turned off and returned to the designated areas in a secure and tidy manner. Please turn off all the lights and ensure that all trash has been disposed of in the proper receptacle. If the training room was used, please clean up and return tables and chairs to its original position. If the studio and training room is not returned to its original condition, the producer of the production will receive a minor violation.

Remember: ALL STUDIO PRODUCTIONS MUST END ON TIME! Failure to vacate production facilities before closing time without pre-authorized extension will result in a minor violation and/or overtime fee.

MEMBERS USE OF THE FACILITY

PADNET's facilities and equipment will be available to members for the purposes of creating non-commercial content for the Station's Public Access Channel and website.

CODE OF CONDUCT

At PADNET, we work to create an environment of cooperation, creativity, and community. In order to maintain this environment so everyone can have a positive experience while at our facility, it's important that staff, producers, volunteers and guests understand and follow this Code of Conduct:

Treat everyone with respect and consideration. Be mindful that we're sharing a community space. Follow the staff's instructions in use and handling of PADNET equipment and facilities at all times.

The following activities are not allowed on PADNET premises, **and violation of the following may result in suspension of access privileges:**

- Physically or verbally threatening or harassing any person in any way.
- Using sexually explicit language, obscene gestures or racial, religious or ethnic slurs that are likely to upset or disturb the peace of staff, clients, volunteers or visitors.
- Nudity.
- Engaging in sexual behavior.
- Defacing, damaging, or destroying property.
- Possession, use or sale of illegal drugs, weapons or contraband.
- Possession or consumption of alcohol in any public or common area of the building without prior authorization. Alcohol may be consumed at events with prior authorization.
- Being "under the influence" of alcohol or other substances, taken prior to arrival at PADNET.
- Soliciting donations or payments for any purpose, unless such activity has been approved by PADNET.

- Assembling for the purpose of disturbing the public peace.
- Committing any unlawful act.
- Fighting, disrupting other activities, or in any other way creating a disturbance which is disruptive or dangerous to others or the business activities of PADNET during any on-site or off-site PADNET activity or meeting.
- Video or audio recording, or photographing, of any individuals by producers, guests, or visitors on PADNET premises, including staff or members of the public, without prior consent.
- Smoking inside the building.

The Code of Conduct must be observed at all times.

RULE VIOLATIONS

To ensure that the equipment and facilities remain available and in good working order, the following rules and corresponding violations have been established.

Access producers or staff may report violations to the PADNET Program Manager. Upon verifying that a rule violation has occurred, the PADNET Program Manager will issue a written statement to the producer describing the rule violation and sanctions.

MINOR VIOLATIONS

1. Failure to vacate production facilities by the end of the reservation time without pre-authorized extension.
2. Failure to vacate The Hub at PADNET before closing time without pre-authorized extension. (This minor violation can be waived if member agrees to pay an overtime fee.)
3. Failure to vacate any Satellite location before closing time.
4. Turning in equipment more than 15 minutes late.
5. Return of dirty and/or damaged equipment.
6. Operation of equipment or use of facilities in an incorrect, unsafe, or inappropriate manner, which might result in damage.
7. Improper packaging of equipment for transport.
8. Reserving or checking out equipment for another producer unless otherwise specified and approved.
9. Listing private phone numbers or addresses on a program without the consent of the owner.
10. Behaving in a disrespectful manner while at PADNET or participating in a PADNET event.
11. Failure to maintain current file and contact information, or failure to respond to communication from PADNET staff.
12. No shows of reservations (equipment, edit suites, and/or studio)
13. Going over your allotted reservation time for equipment, edit suites, and/or studio
14. Scavenging the LBCAP building for props and set pieces

A minor violation will result in the following actions and remain on record for twelve months:

- Written warning for the first minor violation
- Final written warning for the second minor violation

- Suspension from equipment and facilities for the third minor violation for a period of three months

MAJOR VIOLATIONS

1. Use of PADNET 's logo without expressed written permission from management.
2. Breach of the Compliance, Checkout, or Playback Request form.
3. Failure to submit a program produced with PADNET equipment and/or facilities for initial cablecast on a PADNET channel.
4. Use of PADNET equipment for the purpose of making a profit, including charging guests or covering events for profit. Some underwriting funding is allowed and the guidelines are specified in the Underwriting section of this handbook.
5. Using equipment and facilities for any purpose unrelated to the production of programs for telecast on PADNET channels.
6. Abuse, vandalism, or failure to maintain equipment and facilities.
7. Return of equipment in damaged or unworkable condition without notifying staff and not assuming responsibility for the cost of repairing or replacing the equipment, or failure to return equipment through intent, negligence, loss, or theft
8. Returning equipment more than two hours late.
9. Attempted equipment maintenance or disassembly.
10. Changing the wiring/cabling of the studio or an editing suite without specific authorization in advance by PADNET management.
11. Removal of equipment from the equipment storage area without proper checkout procedures and/or without signing a checkout contract.
12. Checking out equipment for use by a non-certified producer, or for a producer on suspension.
13. Behaving in a violent, disruptive or threatening manner -- or repeatedly behaving in a disrespectful manner -- to PADNET staff, volunteers or clientele.
14. Using or possessing alcohol or controlled substances at PADNET.
15. Possessing firearms or other deadly weapons at PADNET.
16. Possession of food or drinks when working with any production or post-production equipment within PADNET -- with the exception of cooking shows, capped water bottles stored on the floor, or water for guests.
17. A community producer representing him/herself as "staff" (Member producers are not "PADNET" producers, but rather independent producers using the equipment and facilities of PADNET)
18. Appearing nude or semi-nude (genitals covered) in the PADNET facility.
19. Falsifying your physical address.

A major violation will result in the following actions and will **remain on record for twelve months:**

- Three week suspension from the facility for the first major violation
- Six month suspension from the facility for the second major violation
- Permanent suspension from the facility for the third major violation

APPEALS PROCESS

PADNET members may appeal their violation to the Executive Director. If the member does not agree with the Executive Director's decision, the member can appeal to the PADNET Advisory Committee. If suspension from equipment and facilities use is imposed, the suspension will remain in effect throughout the appeal process.

RIGHT TO REFUSE SERVICE

PADNET reserves the right to refuse access to its services, facilities and equipment to anyone who:

1. Appears to be under the influence of alcohol or illegal drugs.
2. Behaves in a fashion that is detrimental to other facility users, and/or staff, including harassment, antagonizing or verbal abuse, or interferes with the orderly conduct of business.
3. Owes any money to PADNET.
4. Has intentionally violated policies and procedures.
5. Has deliberately presented false or misleading information to staff.