



# MEMBER HANDBOOK

*PADNET is a program of*



**Revised on:**

**October 14, 2022\***

\*This document is subject to revision. The most recent version is available at [padnet.tv](http://padnet.tv) and at the PADNET office.

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ABOUT PADNET

# PADNET is a program of the Long Beach Community Action Partnership

The Public Access Digital Network (PADNET) is Long Beach’s community media center and public access television station (Spectrum 32 / Frontier 41).

Through our media centers, we empower Long Beach residents with high-quality resources and training so they can create their own news, information, and entertainment programming that fosters pride and engagement in our community.

## Main Location (The Hub)\* and Hours

117 West Victoria Street

Long Beach, CA 90805

Mon-Fri – 9:00AM – 5:30PM

Sat – 8:30AM – 4:00PM

## Contact Info

(562) 216-4640

info@padnet.tv



@padnet\_tv



@padnettv

\*Satellite location information available on the website at padnet.tv.

# Access to professional video equipment, editing suites, and high-definition television and green-screen studios are the biggest perks of PADNET Membership.

We offer everything you need to produce your own, non-commercial video content for our public access channel, online, and beyond. In return, we require that you submit your creations for broadcast on our public access channel.

Independent producers can take advantage of all PADNET offers by signing up for an annual membership. Below are our available Membership levels and their benefits.

<b>Individual</b>	<b>Youth (under 24) / Student</b>	<b>Senior (55+) / Veteran</b>
<b>\$50</b>	<b>\$25</b>	<b>\$40</b>
<ul style="list-style-type: none"><li>• Professional field equipment*</li><li>• High-definition television and green-screen studios*</li><li>• Editing suites*</li><li>• Classes</li><li>• Submit videos for broadcast on public access channel</li><li>• Networking events</li></ul>	<ul style="list-style-type: none"><li>• Professional field equipment*</li><li>• High-definition television and green-screen studios*</li><li>• Editing suites*</li><li>• Classes</li><li>• Submit videos for broadcast on public access channel</li><li>• Networking events</li></ul>	<ul style="list-style-type: none"><li>• Professional field equipment*</li><li>• High-definition television and green-screen studios*</li><li>• Editing suites*</li><li>• Classes</li><li>• Submit videos for broadcast on public access channel</li><li>• Networking events</li></ul>

\* with proper certification

<b>Group: Nonprofit</b> \$150	<b>Group: Business</b> \$250
<ul style="list-style-type: none"> <li>• Professional field equipment*</li> <li>• High-definition television and green-screen studios*</li> <li>• Editing suites*</li> <li>• Classes</li> <li>• Submit videos for broadcast on public access channel</li> <li>• Networking events</li> <li>• Four individual memberships</li> </ul>	<ul style="list-style-type: none"> <li>• Professional field equipment*</li> <li>• High-definition television and green-screen studios*</li> <li>• Editing suites*</li> <li>• Classes</li> <li>• Submit videos for broadcast on public access channel</li> <li>• Networking events</li> <li>• Four individual memberships</li> </ul>

\* with proper certification

**CUSTOM PACKAGES**

PADNET can also design a group membership package for you and your friends. All you need is four or more individuals. Contact [info@padnet.tv](mailto:info@padnet.tv) for more information.

**HOW TO BECOME A MEMBER**

You can sign up for a membership online. Visit [PADNET.tv/membership](http://PADNET.tv/membership) and click on "Join Now". Fill out the registration form, select the membership type, and submit. Allow up to 5 business days for PADNET to contact you regarding membership payment and activation. Once your membership is active, you can login to [PADNET.tv](http://PADNET.tv) to sign up for classes, upload content, and more.

**BROADCAST MEMBERSHIPS**

Content creators who do not need access to media training classes, video equipment, and other media production resources may still submit media content to the PADNET Channel. Broadcast Memberships are the solution to showcase and share videos in the community without the added cost of a regular membership. By contributing \$25 a year, you can request specific playback times for broadcast and request a series time slot for a daily, weekly, or monthly series.

**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.

# All video content created using PADNET equipment, editing suites, and studios are required to be submitted for broadcast.

PADNET Members are independent producers responsible for submitting video content in a timely manner. Programming produced using PADNET's resources must also include the following credit:

***Facilities and equipment provided by PADNET.tv***

This credit is required to remain on screen for at least three seconds. The PADNET Credits graphic can be found by visiting [PADNET.tv/submit-video](https://PADNET.tv/submit-video). A black or white version can be downloaded to use in your video.

If you produce programming using PADNET's facilities or equipment, the program must first be broadcasted on PADNET's public access channel. Once that first broadcast has occurred, members are free to share the program with other channels, online video sites, social media, or their 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 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 about any topic or subject matter. There are, however, some forms of content that cannot be submitted for broadcast on PADNET's channel nor on the website:

## PROHIBITED CONTENT

### Commercial Content

Commercial content is material primarily designed to promote the sale of products or services. **There may not be any commercial material or advertising** -- nor any promotion 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 is programming with excessively violent material, offensive language, excessive nudity, graphic depiction of medical procedures, or sexually explicit material. Programs that contain adult content will only air between the hours of 11pm and 5am. **When requesting playback for video content, the Member is responsible for informing the Channel Coordinator 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 “Violations” for more information).

Any shows containing Adult Content will have a 10-second slide aired before the video with the following disclaimer:

*“The following program is an Independently Produced Video and its contents is in no way associated or endorsed by PADNET.tv. Intended for Mature Audiences Only. Viewer discretion is advised.”*



# PADNET only accepts media files for playback on our channel. We cannot accept tapes or DVDs.

When your video creation is ready for playback, follow these instructions to submit it for broadcast on PADNET's public access TV channel:

- If your video was produced with PADNET resources (i.e equipment, studio, or edit suites), it is required to add a PADNET credit that states "**Facilities and equipment provided by PADNET.tv**". A graphic can be found by visiting [PADNET.tv/submit-video](https://padnet.tv/submit-video).
- Do not include bars, tone, slate, or countdown.
- Output the file according to the following specs:

- *Frame Size: 1920 x 1080 or 720 x 480*
- *Frame rate: 29.97*
- *File type: .mov or .mp4*
- *Codec: h.264*
- *Audio 48 kHz*

- Name your file in the following format: **Series Title** (if applicable) – **Episode Number** (if applicable) – **Program Title**. Example: Long Beach Lens – Olivia Munn Returns – Episode 24
- Widescreen is OK, but it may be letterboxed on playback
- If your video editor cannot output this file format, download Mpeg Streamclip, a free application for both Macs and PCs that will help you properly encode your video.

If your file is **over 5GB**, please put your video(s) on a flash drive and bring it to The Hub in person.  
If your show file is **5GB or less**:

- **Go to the online form.** Log in to your member dashboard at [PADNET.tv](https://padnet.tv). Select Projects on your dashboard, and then Submit Program & Upload Video.
- **Fill out the form.** Complete the Submit Program form and click Next. (You only need to provide a Program End Date if your video is time-sensitive. Otherwise, just leave it blank.)
- **Upload or deliver your media file.** Select your file, click Upload, and wait for it to finish. (You can only upload one video at a time.)

PADNET staff will contact you if we have any issues with your video submission. If everything looks good, you'll receive an email from [playback@padnet.tv](mailto:playback@padnet.tv) with broadcast times for your show. Shows considered "Filler" will not receive playback times unless requested by the Member. Please allow a minimum of 14 days for us to broadcast your video and make it available on our website at [padnet.tv/watch](https://padnet.tv/watch) and [padnet.tv/schedule](https://padnet.tv/schedule).

## **PROGRAM DEFINITIONS & LENGTHS**

- SPECIAL – A program that is not part of a regular series, such as a documentary, short film, music video, or a one-time event.
- 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 at least two times, with additional airings as time in the schedule permits
- Members can request initial air times and the Channel Coordinator will try to accommodate their requests
- Specials have no length restrictions

### **SERIES Policies:**

A series time slot provides regular playback days and times for new episodes airing daily, weekly, bi-weekly, or monthly. Series programming lengths are as follows:

- 15 minute time slot = 13:00-14:30 minute episodes
- Half-hour time slot = 24:00-28:30 minute episodes
- 45 minute time slot = 43:00-44:30 minute episodes
- One Hour time slot = 56:00-58:30 minute episodes

Any series episodes that do not fall within the total run time will be returned to the Member.

## **OBTAINING A SERIES TIME SLOT**

Producers who submit 3 episodes of a series may obtain a series time slot. In order to maintain the time slot, Members agree to submit a new episode of the series at least once a month. You can request a series time slot by sending an email to [playback@padnet.tv](mailto:playback@padnet.tv). Depending on the availability, we will do our best to accommodate your first, second or third choice.

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 acknowledgment.

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 PADNET is a serious offense and will result in an automatic six-month suspension from the station and facilities. 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 suspended.

PADNET offers classes in everything you need to know to create your own videos. Free access to our video equipment, filming studios, and editing suites comes with completing certain courses (detailed below) plus a current PADNET Membership.

PADNET offers two types of Media Training: Certification Classes and Expert Content Classes. Visit [PADNET.tv/classes](https://PADNET.tv/classes) to learn more about what each class offers.

**Producing at PADNET 1** is our free orientation class, and a prerequisite for every other class we offer. So, take that one first before you dive into a specific topic.

**Certification Classes** provides hands-on media training, tools, and resources in video production. Attendance and completion of these classes allows PADNET Members to have free access to video equipment, studios, and/or edit suites. Certification Classes are offered more frequently throughout the year. The chart on page 13 specifies which classes are required for free access to resources.

**Expert Content Classes** are supplemental training to enrich the basics of video production with additional, more advanced techniques. These classes are offered on special occasions based on the interests of the members. Expert Content Classes may include workshops about screenwriting, Adobe After Effects, Adobe Photoshop, and advanced editing in Final Cut Pro X 2 and Adobe Premiere 2.

A **PADNET Membership** and attendance in **Producing at PADNET 1** class are the first two requirements for gaining free access to equipment and facilities. Additional requirements are listed below:

RESOURCE	CLASS REQUIREMENTS
<i>DSLR Camera Package</i>	<i>Field Production: DSLR Camera</i>
<i>JVC 150/200 Camera Package</i>	<i>Field Production: JVC Camera</i>
<i>Phone Stabilizers</i>	<i>Field Production: Filming with Phone Stabilizers</i>
<i>Lowel Light Kit</i>	<i>Field Production: Lighting</i>
<i>Multi-cam studio at The Hub</i>	<i>Studio Production 1: Producing, Lighting, &amp; Graphics Studio Production 2: Camera, Audio, &amp; Floor Managing Studio Production 3: Studio Directing</i>
<i>Robotic Cameras</i>	<i>Studio Production 1: Producing, Lighting, &amp; Graphics Studio Production 2: Camera, Audio, &amp; Floor Managing Studio Production 3: Studio Directing Studio Production: Robotic Cameras</i>
<i>Edit Suites</i>	<i>SELECT ONE CLASS:</i> <ul style="list-style-type: none"> <li>● <i>Editing: Final Cut Pro X 1</i></li> <li>● <i>Editing: Premiere Pro 1</i></li> </ul> <i>Editing exams are available for a fee to bypass editing classes.</i>

Class fees, descriptions, and schedules can be found at [padnet.tv/classes](http://padnet.tv/classes).

CLASS POLICIES

Space is limited in all classes. We encourage students to register at least 48 hours in advance. No walk-ins.

Arrive to class on time. Students who arrive late will **not be permitted to attend the class.**

If a registered student can no longer attend a class, our refund policy are as follows:

- **Full refund/credit\*** if the Student notifies PADNET more than 48 hours prior to the class start time.
- **Partial refund/credit\* (50% of class fees)** if the Student notifies PADNET with less than 48 hours prior to the class start time.

**\*\*IF A STUDENT DOES NOT NOTIFY OF THEIR ABSENCE PRIOR TO CLASS START TIME, OR LEAVES BEFORE CLASS COMPLETION, THE STUDENT WILL NOT RECEIVE A REFUND, CREDIT, OR CERTIFICATION.\*\***

We require a minimum of three students to host a class. If fewer than three students are registered, we may cancel the class. If your class is canceled, we will contact you to reschedule or issue a full refund.

\*Credit can be applied to classes only.

## PADNET Members are independent producers responsible for using PADNET equipment, edit suites, and studio.

PADNET Members are expected to follow the policies that apply to all PADNET resources:

- Members must have an approved project proposal on file that can be referenced for all reservations.
- Reservations can be scheduled up to 60 days in advance and are on a first-come, first served basis. Allow up to 5 business days for PADNET staff to approve reservations.
- Staff at PADNET satellites cannot approve reservations or provide technical assistance. Contact PADNET staff at our main location (The Hub) regarding reservations and member assistance.
- Members are responsible for the cost of repair or replacement for any equipment that is damaged, lost, misused, or stolen. When you reserve to use PADNET equipment, you sign a contract that says you are accepting liability for that equipment. PADNET does not offer insurance for members, but encourages members to obtain a homeowners or renter's 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.
- All video content created using PADNET equipment, editing suites, and studios are required to be submitted for broadcast.
- Programming produced using PADNET's resources must include the following credit: **"Facilities and equipment provided by PADNET.tv."** This credit is required to remain on screen for at least three seconds. The PADNET Credits graphic can be found by visiting [PADNET.tv/submit-video](https://www.padnet.tv/submit-video). The black or white version can be downloaded to use in your video.

Additional policies for specific resources are listed in the Member Handbook on Pages 16 - 21. Members are also expected to understand the Code of Conduct on Page 22 and Violations on Pages 23 - 26 in the Member Handbook.

## PADNET Members are responsible for taking good care of our equipment.

When using PADNET equipment, you agree to the following 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. A PADNET staff member will also verify equipment's condition when it leaves our facility and when it is returned.
- Members will have access to only one single camera package at a time. No exceptions.
- Equipment can only be picked up and returned by the member whose name is on the reservation.
- Members can schedule up to two reservations a month. If you reach your monthly maximum, you may call PADNET the day before or the day of your desired time to check equipment availability.
- Members can check out equipment for a maximum of 7 days.
- Equipment must be returned to the same location where it was checked out.
- If you are unable to pick up reserved equipment at your appointed time, please call to let us know. Failure to contact PADNET Staff prior to your scheduled pick-up may result in a minor violation.
- Returning equipment more than 15 minutes late is considered a minor violation; returning equipment more than 2 hours late is a major violation.
- You must supply your own expendable batteries.

The policies listed on Page 15 of the Member Handbook for all PADNET Resources also apply to the use of Field Equipment. Members are also expected to understand the Code of Conduct on Page 22 and Violations on Pages 23 - 26 in the Member Handbook.



Edit Suites are available to PADNET Members on a first come, first served basis. Reservations are recommended.

When you use PADNET's edit suites, you agree to the following policies:

- Members can reserve edit suites for up to 4 hours at a time with a monthly maximum of 16 hours. If you reach your monthly maximum, you may call PADNET the day before or the day of your desired time to check edit suite availability.
- If you are unable to arrive for your edit suite reservation, please call to let us know. Failure to contact PADNET Staff prior to your expected arrival time may result in a minor violation.
- Members must provide their own external hard drive to save the 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 overtime fee.

Edit suite reservations **MUST END ON TIME**. PADNET Members agree to vacate the edit suite area by the end of the reservation time. **Failing to do so results in both a Minor Violation AND an Overtime Fee of \$2.50 per minute past the Reservation End Time.** Overtime stops when the following is fulfilled:

- 1) The edit suite workspace is back to its original condition.
- 2) The Member and their belongings have fully vacated the edit suite workspace.
- 3) If it is past PADNET's hours of operation: The Member and their belongings must fully exit the building for overtime to stop.

The policies listed on Page 15 of the Member Handbook for all PADNET Resources also apply to the use of the Edit Suites. Members are also expected to understand the Code of Conduct on Page 22 and Violations on Pages 23 - 26 in the Member Handbook.

## Satellites are additional locations for access of equipment and edit suites.

Staff at PADNET satellites cannot approve reservations or provide technical assistance. Contact PADNET staff at our main location (The Hub) regarding reservations and member assistance.

Proper certification and approved reservations are required for use of equipment and edit suites at all satellite locations.

All Satellites determine the rules and policies of their locations. It is the member's responsibility to be aware and abide to the Satellite's rules and policies.

Failure to vacate the Satellite location before closing time will result in a violation.

The policies listed on Page 15 of the Member Handbook for all PADNET Resources also apply to the use of resources at PADNET Satellite locations. Members are also expected to understand the Code of Conduct on Page 22 and Violations on Pages 23 - 26 in the Member Handbook.

STUDIO POLICIES

Studio certified PADNET Members may reserve the studio up to 60 days in advance. Due to high demand, please cancel at least 48 hours prior to the taping.

A studio certified PADNET Member can reserve the multi-cam studio for up to four hours at a time, with a monthly maximum of 6 hours. If you reach your monthly maximum, you may call PADNET the day before your desired time to check studio availability.

**Members must be on time for studio reservations and must call if they are going to be more than 30 minutes late. A no-show will result in a minor violation.**

Before and after a studio production, Members need to complete a walk-through with PADNET staff to verify the condition of the studio. Allow up to 15 minutes to complete each walk-through. Members are responsible for the cost of repair or replacement for any equipment that is damaged, lost, misused, or stolen.

All individuals operating studio equipment must be current PADNET Members and certified to operate the studio equipment (see chart below). It is the responsibility of the Member, not PADNET staff, to find individuals to fill the crew roles for their studio production.

STUDIO EQUIPMENT	REQUIREMENTS FOR OPERATING EQUIPMENT
Inscriber (graphics software) Teleprompter Lights and dimmer board	Studio Production 1: Producing, Lighting, and Graphics*
Cameras (JVC GY-HM790) and pedestals Microphones and audio mixer Studio intercom	Studio Production 2: Camera, Audio, & Floor Managing*
Video switcher	Studio Production 3: Directing*
Robotic Cameras (PTZ cameras)	Studio Production: Robotic Cameras*

\*A current PADNET Membership and completion of Producing at PADNET is also required.

PADNET staff is available for questions and technical troubleshooting. PADNET staff should not be working any crew roles on the Member's production unless the Member has arranged to hire PADNET staff for [production services](#). Arrangements for production services must be made at least 14 days prior to the production.

The Member needs to provide PADNET staff with a written list of all crew members and guests who will be in the studio. PADNET Members are responsible for informing their cast, crew, and other guests to comply with all PADNET policies. Children should be supervised at all times. Infants under 6 months are not permitted in the studio at any time.

A maximum of 15 people can be in the studio at one time. Members must delegate a crew member to be responsible for guests arriving. PADNET staff cannot manage your guests.

The following items are not permitted in the studio unless a written request is approved by PADNET Staff prior to the day of your reservation. Written requests can be submitted to PADNET Staff. Allow up to 7 business days for requests to be reviewed. Requests submitted on the day of the reservation will be denied.

- Food & drink
- Animals
- Industrial machinery
- Vehicles and anything with a motor
- Live music performances (approvals may be limited to Saturdays only)
- Studio audiences

Under all circumstances, the following activities are **strictly prohibited** by the Member and/or their guests and may result in a violation for the Member responsible for the production:

- Use of PADNET/LBCAP printers, copy machines, and office equipment
- Scavenging the building for set pieces (furniture, plants, artwork, etc.)
- Storing set pieces in the building
- Climbing ladders to adjust studio lights
- Smoke, incense, smoke/fog machines, and hazers in the building
- Lit candles, open flames, and pyrotechnics
- Connecting non-PADNET devices into the control room system (with the exception of USB drives for file transfer)
- Changing the configuration, connections, and settings of the studio/control room equipment, menu settings, and software

- Failure to properly clean and return the studio, control room, and training room to its original condition after it has been used
- Failure to vacate the studio before the reservation end time
- Failure to vacate production facilities before closing time

Studio reservations **MUST END ON TIME**. PADNET Members agree to vacate their crew, set, and other belongings out of the studio by the end of the reservation time. **Failing to do so results in both a Minor Violation AND an Overtime Fee of \$2.50 per minute past the Reservation End Time**. Overtime stops when the following is fulfilled:

- 1) The studio, control room, and training room is back to its original condition.
- 2) The Member, their crew, and belongings have fully vacated the studio, control room, and training room.
- 3) If it is past PADNET's hours of operation: The Member, their crew, and belongings must fully exit the building for overtime to stop.

The policies listed on Page 15 of the Member Handbook for all PADNET Resources also apply to the use of the Studio. Members are also expected to understand the Code of Conduct on Page 22 and Violations on Pages 23 - 26 in the Member Handbook.

## Our community media center is a shared space.

In an effort to maintain a safe environment where everyone has a positive experience, we expect all visitors to treat each other with respect and consideration.

A code of conduct will be observed at all times. The following activities are strictly prohibited in the building and building property, including the parking lot. **The following activities may result in a suspension of access privileges:**

- Physically or verbally threatening or harassing any person in any way.
- Fighting, disrupting 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.
- 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.
- 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.
- 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.

VIOLATIONS

To ensure the integrity of our community media center, PADNET Members and their guests are expected to follow all policies.

Violations have been established for failure to follow policies and procedures. PADNET Members are responsible for informing all guests of the policies. Any actions against these policies, by the Member or their guests, will result in a violation for the Member.

A **MINOR VIOLATION** will result in the following actions and remain on record for 12-months:

- 1st Minor Violation = written warning
- 2nd Minor Violation = final written warning
- 3rd Minor Violation = 3-month suspension from using PADNET equipment and facilities

A **MAJOR VIOLATION** will result in the following actions and remain on record for 12-months:

- 1st Major Violation = 3-week suspension from using PADNET equipment and facilities
- 2nd Major Violation = 6-month suspension from using PADNET equipment and facilities
- 3rd Major Violation = Permanent suspension from using PADNET equipment and facilities

Minor and Major Violations are a result of, but not limited to, the following activities:

ACTIVITY	MINOR VIOLATION	MAJOR VIOLATION
Failure to vacate production facilities by the end of the reservation time without pre-authorized extension. (This violation may also include an overtime fee.)	X	
Failure to vacate The Hub at PADNET, or it's satellite locations, before closing time. (This violation will also include an overtime fee).	X	
Returning equipment more than 15-minutes late. (This violation can be waived if Member contacts PADNET Staff before the expected return time.)	X	

ACTIVITY	MINOR VIOLATION	MAJOR VIOLATION
Returning dirty and/or damaged equipment without notifying PADNET Staff.	X	
Failure to properly clean and return the studio, control room, training room, equipment, and edit suites to its original condition after it has been used.	X	
Operation of equipment or use of facilities in an incorrect, unsafe, or inappropriate manner, which might result in damage.	X	
Improper packaging of equipment for transport.	X	
Reserving or checking out equipment for another PADNET Member unless otherwise specified and approved.	X	
Listing private phone numbers or addresses on a program without the consent of the owner.	X	
Behaving in a rude, disrespectful manner while at PADNET or participating in a PADNET event.	X	
Failure to maintain current file and contact information, or failure to respond to communication from PADNET staff.	X	
Failure to show up for a reservation for equipment pick-up, edit suites, or studio. (This violation can be waived if Member contacts PADNET Staff before the expected reservation time.)	X	
Scavenging the LBCAP building for props and set pieces	X	
Use of PADNET 's logo without expressed written permission from management.		X



ACTIVITY	MINOR VIOLATION	MAJOR VIOLATION
Breach of the Compliance, Reservation, or Playback Request form.		X
Falsifying your physical address.		X
Misrepresenting yourself as PADNET "staff" or an employee of LBCAP/PADNET.		X
Failure to submit a program produced with PADNET equipment and/or facilities for initial cablecast on a PADNET channel.		X
Submitting a program containing prohibited content		X
Failure to notify PADNET that your program contains adult content.		X
Use of PADNET equipment for the purpose of making a profit, including charging guests or covering events for profit.		X
Using equipment and facilities for any purpose unrelated to the production of programs for telecast on PADNET channels.		X
Abuse, vandalism, or failure to maintain equipment and facilities.		X
Failure to assume responsibility for the cost of repairing or replacing the equipment damaged under Member's reservation, or failure to return equipment through intent, negligence, loss, or theft.		X
Returning equipment more than 2 hours late or failing to return equipment. (This violation can be waived if Member contacts PADNET Staff before the expected return time.)		X

ACTIVITY	MINOR VIOLATION	MAJOR VIOLATION
Attempted equipment maintenance or disassembly.		X
Changing the wiring/cabling of the studio or an editing suite without specific authorization in advance by PADNET management.		X
Removal of equipment from the equipment storage area without proper checkout procedures and/or without signing a reservation form.		X
Checking out equipment for use by a non-certified producer, or for a suspended member.		X
Physically or verbally threatening, harassing or repeatedly behaving in a disrespectful manner to PADNET Members, staff, or other visitors.		X
Using or possessing alcohol, marijuana, or other controlled substances in the building and building property, including the parking lot.		X
Possessing firearms or other deadly weapons in the building and building property, including the parking lot.		X
Bringing food or drinks into the studio without a written request and approval from staff prior to the reservation day.		X
Bringing food or drinks into the control room, computer lab, or edit suite areas.		X
Appearing nude or semi-nude (genitals covered) in the building and building property, including the parking lot.		X
<p>Failure to report monetary underwriting funding in excess of \$400 to PADNET.</p> <p>(This violation is an automatic 6-month suspension for the first offense. A second offense results in a permanent suspension.)</p>		Automatic 6-month suspension

**APPEALS PROCESS**

PADNET Members may appeal their violation to the Executive Director. 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.