

Rules for Studio Use (Live or Taped Program)

The County of Calaveras has a long-term lease with this Studio (known as Paul Moeller Studio). The purpose of this Studio is to provide Calaveras County residents with equipment to produce video programs for Public Access Television. The County establishes its own operating rules for use of the Studio, and the County has hired a Studio Manager to carry out the rules in a reasonable manner.

Only the Studio Manager may schedule Studio time, and it shall be on a first-come non-discriminatory basis. The Studio Manager will be guided by established rules but may also take into account Community interests.

Production of programs for private or commercial purposes is prohibited.

The content of programs produced in the Studio must adhere to relevant State and Federal laws.

A minimum of ten working days notification is required for scheduling a studio production.

In order to reserve the Studio and/or equipment, a Producer must submit this Reservation Form along with the following:

- A synopsis or script of the proposed program (attached)
- A list of required Studio equipment
- Amount of time needed to set up
- Time for recording
- Amount of time needed to clean up
- Amount of rehearsal time
- A staffing list
Names of crew members, with demonstrated competency on the reserved equipment, must be provided by the Producer to adequately staff the Control Room, Camera(s), Audio, Titling, Directing, etc., as indicated by the Producer's synopsis/script.
- The Producer must present "proof of clearance" of any copyrighted material to be used.(attached)
- The Producer must sign a waiver, in advance, taking full responsibility for program content, equipment and procedures. (attached)
- The Studio Manager maintains full control over use of the Studio and Control Room equipment at all times.

The finished Program should not exceed 90 minutes in length.

It is recommended that the Producer schedule rehearsal time. If the Manager observes that the participants are not prepared, the Manager has the option of canceling the scheduled program.

The participants are permitted to use any prop belonging to the Studio, or they may bring their own props. At the conclusion of the program, all in-house props must be stored in their original location and all brought-in props must be removed from the Studio.

Producer, production crew and performers must be on time. The scheduled production may be cancelled if the production crew arrives more than 30 minutes after the start of the reserved time.

No studio production may take place without the Studio Manager's (or designee's) supervision.

The Studio is a public facility. Anyone may observe a program being recorded or cablecast, just so long as the observer(s) does not disrupt the program or disturb the person(s) presenting the program.

Other facilities (i.e. editing bays, duplicating system) may be booked on a non-interfering basis by other Producers at the same time, unless the Producer of the program describes (in writing) how each facility is needed for his/her programming. The Studio Manager shall make the determination on each request.

Requirements

Please complete the following as thoroughly and accurately as possible:

Request date for Studio and facilities _____

Time of day requested _____

Date for run-through or checkout before production takes place _____

Time needed for run-through/check-out prior to production _____

Set up time needed day of production _____ Taping time needed day of production _____

Clean-up time needed _____ Total Time needed day of production: _____

Please list all the equipment and props you will need:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Control Room

The Studio Manager is in full control of all activities in the Control Room. The Control Room staff must demonstrate competency in the use of Control Room equipment. If the Manager observes that a "technician" is not competent with the equipment assigned to him/her, he/she will be denied use of the equipment, even if this jeopardizes the production. It is the responsibility of the Producer to make sure the crew members have demonstrated competency prior to the production. NO ONE EXCEPT THE MANAGER WILL BE ALLOWED TO CHANGE CABLES OR MOVE PIECES OF EQUIPMENT IN THE CONTROL ROOM.

Switcher/Intercom (name required) _____

Soundboard (name required) _____

Character Generator (Titler) and Recorder (name required) _____

Video Inserts (if needed) _____

Studio

Unless the cameras do not need to be touched during the program, a camera operator is required at each camera position where camera adjustments are needed during the program.

Camera Operator (name required) _____

Camera Operator (name required) _____

Camera Operator (name required) _____

The Management will take all reasonable care to properly maintain the Studio's equipment, including props, lights, cameras, tripods, cables, etc. However, a hazardous environment does exist in the Studio. The Producer and Assistants agree to hold harmless Calaveras County, the Calaveras County Board of Supervisors and the Management of the Studio as a result of any accidents or injuries while using the Studio.

I take full responsibility for the equipment and props that I will be using, as well as the safety of my crew. I acknowledge that all of the information I have furnished is as accurate as possible.

Producer's Signature _____ Today's date _____

Print Name _____

Assistants accept the terms of liability (signature(s) required):

Every program that is produced with the use of Studio equipment must have the following text added to the Producer's program:

"The Producer (indicate name) accepts full responsibility for the planning, recording, editing and content of this program."

While the Producer of a program retains the ownership and copyright of the program, the Producer permits Public Access Television to cablecast the Producer's program up to five times. The Producer is requested to donate a copy (on SVHS or DVD) of the program to the Studio's Archives for future cablecasting.

The Studio Manager is required to deny programming rights to any Producer:

1. Having inadequate crew
2. Inability to begin and end programming as scheduled
3. Where the quality of the video image and/or the audio recording and/or the technical procedures make it difficult for a viewer to understand the content of the program.

NO SMOKING IN ANY PART OF THE STUDIO

NO FOOD OR DRINKS IN CONTROL ROOM

NO PETS UNLESS THE ANIMALS ARE A PART OF THE PROGRAM

IF PROBLEMS OCCUR, THE STUDIO MANAGER'S DECISION IS FINAL