



# User Guide

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## Introduction

### Welcome

The Cities of Hayward and Fremont (“the Cities”) have arranged for the studio production facilities at Chabot College to be available for public, educational, and government access use. These facilities are called the Community Media Center (“CMC”).

The following User Guide has been designed to explain the responsibilities of users of the CMC and the requirements for access to any channels, facilities and/or equipment. Please read through all of these policies. All Program Producers and Program Providers must fill out and sign documents acknowledging and agreeing to follow the policies of the Community Access Channels. The staff at Chabot College are responsible for the day-to-day operation of the Community Access Channels and can be consulted for clarification or questions regarding these rules.

This User Guide will evolve with the growth and development of CMC and the experiences of those who use its facilities and services. Any modifications to this User Guide, the Statement of Compliance or any forms will be posted at the studio at Chabot College and noted in an email to be distributed within 15 days of their effective date.

### Definitions

“**Community Access Channels**” are channels 28 and 29 on the Comcast cable system which have been designated by the Cities pursuant to state law for use by the community for public and educational access purposes.

“**Community Media Center**” (CMC) are the facilities at Chabot College designated by the Cities of Hayward and Fremont for use by the community for PEG access and community access purposes and managed by Chabot College.

“**Educational access**” means educational or instructional programming.

“**PEG access**” is an acronym for Public, Educational, and Government Access.

“**PEG access or community access equipment**” refers to production equipment or facilities managed by Chabot College pursuant to agreement with the Cities that are available for the community to create programs that are broadcast on the Community Access Channels.

“**Program Producer**” refers to an individual who has been certified by Chabot to use the PEG access equipment/facilities.

“**Program Provider**” means the person who signs a program contract agreement permitting them to submit a program for cablecast on the Community Access Channel and accepts responsibility for program content.

“**Public/Community Access**” means the ability for local groups and individuals to use PEG access equipment and/or channels on a first-come, first-served basis.

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## Community Access Channels (Channels 28 and 29)

Community Access Channels 28 and 29 are provided by Comcast as a requirement of its state video service franchise issued by the California Public Utilities Commission and ordinances passed by the Cities.

Community Access Channels 28 and 29 are available for presentation of locally produced and provided programs.

Community Access Channels 28 and 29 are available without charge to any qualified Community Access Program Producer or Provider for non-commercial programming purposes on a first-come, first-served, non-discriminatory basis.

Community Access Channels 28 and 29 are available to community-based organizations or non-profit organizations to post their community events and happenings on its electronic bulletin board.

## Facility

The Cities have made arrangements with Chabot College to provide the following facilities for PEG access purposes:

- CMC facility located at: Chabot College, Hayward, CA
  - 25555 Hesperian Blvd., Building 100 Room 120, Hayward, CA 94545
- Website: <https://www.mediacycenter.community/>
- Telephone: 510-723-7604
- Email: [peg@mediacycenter.community](mailto:peg@mediacycenter.community)

## Code of Conduct

We attempt to create an environment of cooperation, creativity, and community. In order to maintain this environment so everyone involved can have a positive experience, it's important that everyone understands and follows the Code of Conduct.

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

The following activities are not allowed on 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
- Engaging in sexual behavior
- Nudity
- 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 the CMC/Chabot College studio

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- Soliciting, for any purpose, including asking for money, contributions or donations unless such activity has been approved by CMC staff
  - 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 that is disruptive or dangerous to others or the business activities of the CMC or Chabot College during any on-site studio production or CMC activity
  - Video or audio recording or photographing of any individuals without prior consent
  - Smoking inside the building

The Code of Conduct must be observed at all times, including during production in the studios. If the content of a studio program would violate the Code of Conduct, that content must be produced off-site.

## Non-Commercial Speech

Advertising is not allowed on Community Access Channels 28 and 29. However, Program Producers and Program Providers are permitted to give credit with audio and video any individual, business or institution that helps defray production costs, see Underwriting for more information. A business or individual may not underwrite a program in which it appears.

The following content is specifically prohibited from all programming:

- Price information
- Calls to action or inducements to buy
- Verbiage that directly references sales, promotions, and endorsements
- Product or service comparisons
- Commercial website addresses and phone numbers may not be used except to give credit to underwriters

**Exception:** Government agencies, community-based organizations or non-profit organizations may promote their services.

## Constitutionally Protected Speech

All speech and expression is constitutionally protected by the First Amendment of the United States Constitution except:

- Any material that is libelous, slanderous or other defamation of character; or material that is an unlawful invasion of privacy
- Any material that violates state or federal law relating to obscenity
- Any material that violates local, state or federal laws
- Any unlawful use of copyrighted material

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## Equal Opportunity / Non-Discrimination Policy

CMC policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation or any other consideration made unlawful by federal, state or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

## Eligibility, Orientation, Certification and Volunteering

### Eligibility

CMC services are available to any resident of Hayward, Fremont or an individual who is involved with a community-based or non-profit organization, educational institution, or local government agency located in those cities on a first-come, first-serve basis. Proof of individual or organizational residency is required in the form of: (a) a valid driver's license or photo ID; or (b) a current utility bill or other proof of residency with your mailing address (required, if address is not up-to-date on photo ID); or (c) a letter from a Hayward- or Fremont-based organization, educational institution or business which indicates affiliation. A resident organization may designate a non-resident to be their Program Producer/Provider. All CMC Program Producers and Program Providers must meet the eligibility requirements above.

### Orientation, Becoming a Certified Program Provider

To assist potential access Program Providers to be prepared to submit programming for cablecast on a Community Access Channel, the CMC conducts orientation meetings or individual orientation sessions. The orientations address the PEG access mission, the availability of PEG access services, equipment and facilities, and how to apply to submit a program for cablecast on the Community Access Channels. Attendance at an orientation meeting/session is a prerequisite to submitting a program for cablecast or enrolling in a training workshop. Once the orientation is completed successfully and a Statement of Compliance is on file, you become a Certified Program Provider with the CMC. Certified Program Providers can submit programs, but will require additional certifications to use CMC's studio and equipment and become a Certified Program Producer.

### Orientation, Becoming a Certified Program Producer

In order to become a Certified Program Producer an individual must fulfill all qualifications as listed above to be a Program Provider and must obtain additional certifications before they are able to use CMC's studio and equipment. CMC offers three certification categories: studio, field kit and workstation. Once an individual is successfully certified in a category, they can request use of the resource. CMC offers three paths for certification to become a Program Producer: workshop attendance, passing of a proficiency test or demonstration of skills through volunteering.

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## Volunteering

CMC welcomes interested community members to volunteer at our facility. Once a person becomes certified in a certain area, they may add their name, contact information, areas of interest, certification levels and summary of production experience to a register of volunteer crew members. CMC will provide this register to Program Producers who need volunteers for their productions. Program Producers are responsible for reaching out and coordinating with volunteer crew members – not CMC staff.

## Submitting a Program for Cablecast

### Responsibility and Liability for Program Content

At the time a completed program is submitted for scheduling, the Program Provider must submit a signed CMC Playback Application or Episode Playback form which holds the Program Provider liable for program content. Furthermore, through the Playback Application and the Episode Playback form, the Program Provider agrees in writing to fully indemnify and save harmless Chabot College, the City of Hayward, the City of Fremont and Comcast Cable from any and all claims, demands, damages, or other liabilities, including legal fees and expenses that may arise as a result of cablecasting the program.

### Program Definitions

**Series:** A collection of programs with the same title and general format, which are of a consistent length.

**Single Program:** A program that is not part of a regular series, such as a movie, special event, or one-time talk show. Single programs are intended to be infrequent and are not to exceed the frequency of a regular series.

**Shorts & Fillers:** A program that is less than 15 minutes long, which will be scheduled to fit in between regularly scheduled content.

### Scheduling Programs

We will attempt to schedule programming according to thematic blocks in an effort to attract more viewers to the channel. Program Providers should choose themes according to those categories that best relate to their material. Recently produced local content will be given scheduling priority in slots reserved for such special programming.

Program Providers may request specific telecast times and staff will match channel space with requested times whenever possible, according to posted guidelines. Programs are scheduled a minimum of five days ahead of telecast.

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## Single Program Policies

A single program will air once with at least two scheduled repeats. Additional airings are based on time availability.

Scheduling a single program is a way to bring viewers recent, local programming on a timely basis.

Program Providers may submit the same single program only once during a programming quarter. We will try to accommodate additional requests for air based on availability.

Single programs can be up to two hours in length; longer formats are more difficult to schedule and may not receive a repeat airing. The suggested length of a single program is one hour.

## Series Program Policies

Each episode of a series program will air once at the scheduled timeslot; CMC staff may schedule additional repeat playbacks of the episode to fill gaps in the channel schedule.

The series Program Provider agrees to submit an episode in the series at least once a month while the series is active. In order to qualify as a series, 51% of the content in each episode shall be new to the channel.

Program Providers can keep the same time slot, assuming all rules and regulations are followed and the Program Provider is submitting new content per episode as described above. However, a series may be rescheduled to accommodate better overall scheduling according to thematic areas. No time slot is guaranteed to any continuing series.

Series episodes with regular time slots must conform to the following lengths: 26-29 minutes, 56-59 minutes, 86-89 minutes, or 116-119 minutes. Series episodes that run over these times may be cut off to accommodate scheduling continuity.

Regular series may be daily, weekly, bi-weekly or monthly. Program Providers should choose the frequency that matches their production capacity. A daily series must have newly produced content daily to qualify for such frequent scheduling.

## Single Program vs. Series Program

A series Program Provider may not submit a single program that is essentially an episode of their series under a different title or of a different length.

## Obtaining a Series Time Slot

Once you have three episodes of your program complete with a plan to continue producing at least one new episode monthly, you're ready to apply for a series time slot. You will need:

- Three programs that are ready to air
- Completion of an Orientation Session, Statement of Compliance and Playback Application

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- Proof of residency in the form of: (a) a valid driver's license or photo ID; or (b) a current utility bill or other proof of residency with your mailing address (required, if address is not up-to-date on photo ID); or (c) a letter from a Hayward- or Fremont-based organization, educational institution, or business which indicates affiliation

Playback Applications for regular series time slots are submitted at least one week before the first air date. At this time, we are best able to schedule your series according to themed programming blocks designed to better attract viewers to your series.

## Number of Series

In order to equitably share the finite channel space, a Program Provider may have only two series in rotation at a time, but may submit single programs for playback that are clearly different than their series in content, title and length.

## Required Paperwork

All persons wishing to submit a program for cablecast must be Certified Program Providers and have a signed copy of the State of Compliance on file with the CMC. A Playback Application is required for each new series or single program on the access channels. An Episode Playback form is required for each episode of a series.

## Submitting Your Program

Program Providers must submit their programs, along with the Playback Application/Episode Playback form, at least five days before the air date, this is to ensure that the files can be checked for any errors and valid formats.

## Program Provider Identification

Program Providers are required to list their name in a program credit not less than five seconds in length displayed in a legible font.

## CMC Credit

Series or single programs made at the CMC studio or with CMC equipment must credit the Community Media Center at the end of each episode. For example, a title screen or voiceover with the following wording is appropriate:

*"This production was made possible by the use of the facilities and services of the Community Media Center."*

## Technical Requirements

Program Producers/Providers are highly encouraged to submit their programs in digital format. The only other format CMC will accept is DVD, however if a DVD is submitted it may take longer than five days to schedule the program. Submitted DVDs must be reclaimed within two weeks, otherwise they will be discarded.

Do not include black, color bars, pre-roll or post-roll in your digital file or DVD.

The preferred content format is:

- H.264 Codec
- .mov File Extension
- High Profile
- 1920x1080 Frame Size
- 29.97 Frames Per Second
- AAC-LC Audio Codec
- 48Khz Audio Sample Rate

However, we can also accept the following formats:

Supported Codecs	File Extension	Profile	Level	Frame Size (w x h)	Frame Rate	Audio Codec	PCM Audio Bits Per Sample	Audio Sample Rate
MPEG2	.mpg .mpeg	Main(420), 422	Main, High-1440, High	720x480 1440x1080 1920x1080	29.97	MP2 (MPEG 1 Layer 2) PCM	16, 24, 32	44.1Khz, 48Khz
DVCAM	.avi .mov . mp4			720x480	29.97	PCM	16, 24, 32	48Khz
DVCPRO	.avi .mov . mp4			720x480	29.97	PCM	16, 24, 32	48Khz
DVCPRO HD	.avi .mov . mp4			720x480	29.97	PCM	16, 24, 32	48Khz
DV50	.avi .mov . mp4			720x480	29.97	PCM	16, 24, 32	48Khz
H.264	.mov .mp4	Main, High, High 10, High 422		720x480 1920x1080	29.97	AAC-LC		48Khz
XDCAM SD	.mov			720x480	29.97	PCM	16, 24, 32	48Khz
XDCAM HD	.mov	Main (420)	High-1440, High	1440x1080 1920x1080	29.97	PCM	16, 24, 32	48Khz
XDCAM HD 422	.mov	422	High	1920x1080	29.97	PCM	16, 24, 32	48Khz
XDCAM EX	.mov .mp4	422	High	1920x1080	29.97	PCM	16, 24, 32	48Khz
IMX	.avi .mov			720x480	29.97	PCM	16, 24, 32	48Khz
Apple ProRes	.mov	422, 422HQ, 422LT, 422Proxy		720x480 1920x1080	29.97	PCM	16, 24, 32	48Khz

Please contact us if you have any questions. CMC may reject your digital file if it is exported with a codec or profile which makes the file unnecessarily large.

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## Contact Information

Program Providers must have current public contact information on file with CMC. This may be an email address or phone number that the Program Provider will allow to be given out to viewers who would like to contact them about their program.

## Promoting Your Program

Each series or single program can submit a video promo or bulletin board message to air on CMC channels. It is the responsibility of the Program Provider to make a slide or video promo. CMC's logo is not available to use on your program or in your promotional materials, except by request. If the program is an adult themed program, promos will air at the appropriate later time.

## Losing a Time Slot

A Program Provider may lose a series time slot by failing to maintain a current program contract, failing to submit a playback form, or failing to submit programs according to schedule. To reestablish a series, the Program Provider must attain good standing and apply first-come, first-served for a series time slot.

## Transferring a Time Slot

Time slots may not be transferred to another Program Provider. Program Providers may not substitute other programs in their allocated time slots.

## Prescreening

Community Media Center does not prescreen the content of any program that is submitted for playback, but may view portions of a program to ensure technical standards are met. We reserve the right to ask for proof of permission to telecast any copyrighted material. The Program Provider takes on all liability for the content that is produced on their program (see Statement of Compliance).

## Preempting

CMC reserves the right to preempt any program in the event that time sensitive content needs to air on occasion. However, if a program was not played due to human or technical error, that program can have one additional airing.

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## Studio and Equipment Use

### Resources and Requirements

Single camera field kits, editing workstations and studio facilities are available to all Certified Program Producers to create non-commercial content for community access channels. Programs produced with community access facilities and equipment provided by CMC/Chabot College may not be distributed on commercial channels and may not be used for commercial purposes.

Program Producers must be certified in the specific resource before they can request use of that resource.

Program Producers are required to complete a Project Proposal form for any series or single program prior to reserving the studio or equipment.

Minimal assistance from CMC staff will be available for the development and production of public access programming.

### Equipment Use Policies

#### *Studio*

Program Producers with studio reservations are required to check in with CMC staff, sign a Release of Liability and claim their reservation within 15 minutes of the scheduled starting time. When finished, Program Producers will be required to return all equipment to the correct location, to remove all set materials and props provided by the Program Producer and to leave the studio and control room in an orderly condition for the next Program Producer. Program Producers are required to check out with staff at the completion of their reserved time. All studio use must be completed at least 15 minutes prior to closing time. A parent or legal guardian must be present at all times during a production by a certified minor. CMC may post additional guidelines.

#### *Field Kits*

Program Producers are required to check-in with CMC staff within 15 minutes of the appointed check-out time and present identification upon request. CMC staff will inform the Program Producer of the check-in time. The Program Producer is responsible for determining that the equipment is in working condition and the unit is complete at the time of the check-out. Any malfunctions or surface damage must be noted on the equipment checkout sheet. The Program Producer is fully responsible for the return of all the equipment in an undamaged condition.

#### *Editing Workstations*

Program Producers with editing reservations are required to check in with CMC staff and claim their reservation within 15 minutes of the scheduled starting time. Editors must vacate the editing system by the completion of their reserved time unless the following time is unreserved or the next editors have not claimed their reserved time. Editors are

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required to check-out with staff at the conclusion of the editing session. All editing reservations must be completed at least 15 minutes prior to closing time.

## Reservations

Program Producers must reserve studio and equipment and set appointments for checkouts with CMC staff on a first-come, first-served basis. Reservations may be made online, by email, by telephone or in person. Reservations for single programs may be made up to four weeks in advance. Reservations for series programs may be made up to eight weeks in advance. A Program Producer who is more than 15 minutes late in claiming any reservation forfeits the entire reservation unless an extension is authorized by CMC staff.

Program Producers are limited to the following number of uses per project per specified time period, including advance notice where applicable, unless otherwise authorized in advance by CMC:

- Studio: One four-hour use per week, one-week notice
- Field Kits: Three uses per month
  - Monday – Thursday: 24 hours per use
  - Friday – Monday: 72 hours per use
- Editing Workstations: One four-hour use per week

Additional equipment use is available on a stand-by basis.

## Reservation Violations

Canceling a studio or equipment reservation with less than 24 hours' notice is considered a violation (See "Violations" for an explanation of actions that can result in loss of equipment use privileges).

Studio and equipment bookings may be given to other qualified individuals if the Program Producer or crew are over 15 minutes late and have not called to hold their reservation.

If studio or equipment reservations are cancelled three times in a one-month period: (1) series Program Producers will lose their regular studio or equipment use time slot; and (2) single Program Producers must meet with CMC staff and resubmit a project proposal, unless they have arranged for a leave of absence with CMC staff due to extenuating circumstances.

Program Producers may not trade or sell their reservations.

## Liabilities for Equipment Use

CMC assumes responsibility for wear and tear, unless misuse or neglect is obvious. Program Producers are responsible for the cost of repair or replacement due to damage, misuse or theft.

If equipment is stolen:

- Notify CMC immediately

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- File a police report; Provide law officers with proof of forcible entry, details of physical assault and any other related specifics
  - As soon as possible, give CMC a written report of all relevant details, including copies of police reports

## Technical Problems

If you experience any technical problems with CMC equipment or facilities that are not caused by operator error and affect the outcome of your production, please notify CMC staff.

## Important Information for Program Producers/Providers

### Underwriting

After receiving approval from CMC staff, Program Producers and Program Providers are permitted to give credit with audio and video to any individual, business or institution that helps defray production costs. A business or individual may not underwrite a program in which it appears. Government agencies, community-based organization or non-profit organizations may underwrite a program in which it or its representative appear. In general, credits may provide identification to acknowledge the identity of the underwriter (also known as sponsor).

**Placement and Frequency of Underwriter Credits:** Credits may be displayed at the opening, logical mid-breaks and/or ending of the program with a maximum of two credit sequences per half-hour.

**Length of Underwriter Credits:** Individual underwriter credit time may not exceed 15 seconds in length; total credit time for all underwriters may not exceed 60 seconds per 30 minutes of program time.

**Introduction Requirement:** In order to clearly identify underwritten content, underwriter spots must be introduced with language from the Program Producer, such as “This program has been made possible in part by a grant from (underwriter(s)).”

**Exception:** Government agencies, community-based organizations or non-profit organizations may promote their services.

### The following is specifically prohibited:

- Calls to action or inducement to buy
- Comparative or qualitative language, such as “efficient, economical, dependable, dedicated, prompt, fair price, reliable and excellent”
- Comparisons to other companies or other companies’ products or services
- Price information
- Verbiage that directly references sales, promotions and endorsements of for-profit businesses
- Any reference to “pay-per-call,” 900 numbers or information services phone numbers where use of the phone line incurs additional charges as defined by the Federal Communications Commission

### Underwriter credits may include:

- A logo or slogan that identifies but does not promote
- Location, phone number, email address or website

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- Visual depictions of an underwriter's general products, services or facility
  - Value-neutral descriptions of a product line or service

Underwriting support is meant to cover the costs of your production and is not meant to be a source of income for yourself. At any time, CMC reserves the right to see financial documentation detailing your production costs and underwriting revenues.

Final authority determining the appropriateness of underwriting credits is the sole responsibility of CMC.

## Fundraising On Air

After receiving approval in advance from CMC, Program Producers/Providers may conduct fundraising activities during a program cablecast on a Community Access Channel, if the activities meet the following criteria:

- All funds generated from fundraising activities shall be used only in support of the Program Producer's/Provider's cable casting activities on Community Access Channels
- The purpose of the fundraising activity must be clearly stated during the cablecast at least once every half-hour
- The purpose and method of the fundraising activity must have been previously approved by CMC

No Program Producer/Provider may use such channels to raise funds for any other organization or any purpose other than that stated above. This shall not, however, prevent the cablecast of public service announcements, including announcements (which do not include prices) of fundraising events or activities for community-based or non-profit organizations.

During an auction or similar fundraising activity within a program:

- Credit announcements may identify particular products or services
- Credit announcements shall not include promotion of such products or services beyond that necessary for the specific auction purposes
- Visual exposure may be given to a display in the auction area including the underwriter's name and trademark and product or service, or a representation thereof

## Adult Content

Adult content includes programming with excessively violent material, offensive language, nudity, graphic depiction of medical procedures or sexually explicit material. Adult content will only be aired from 1:00 a.m. to 4:00 a.m.

Programming with mature language or which is intended for mature audiences will be scheduled from 10:00 p.m. to 1:00 a.m. When filling out the Playback Application, the Program Provider must inform the staff that their program contains such adult content. The program must have the following displayed as a graphic.

*"The following program contains [include the specifics of all aspects of the content that may be 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."*

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## Libel and Copyright Infringement

Program Providers are bound by the same libel and copyright laws that affect broadcast, cable and print media. These areas of concern include false accusation, defamation, libel, or the ridicule of an individual or organization, and use of another person's copyrighted material without their permission.

The Program Provider bears the legal consequences of and responsibility for the production – not CMC, the Cities, Chabot College or staff. Program Providers are required to sign the Statement of Compliance to acknowledge their liability.

## Ownership, Distribution and Copyright of Program Produced in Part or in Whole with PEG Access Equipment Managed by CMC/Chabot

Programs produced with PEG access equipment and facilities are non-commercial, televised exclusively on PEG access channels. Program Producers/Providers using PEG access equipment managed by CMC/Chabot are required to sign a Statement of Compliance and Playback Application that:

- Specifies right of first play by the CMC of the program on PEG access channels managed by the CMC
- Prohibits use of programming for advertising or solicitation and prohibits use on commercial channels
- Defines the process to be followed in the event of a subsequent sale by or to a government agency or non-profit organization (all other sales are prohibited):
  - Such sales will require payment to CMC/Chabot to reimburse for the facility/equipment rental and usage utilized to produce the program at the rate posted when the sale/distribution agreement was made (see Appendix A for reimbursement rates)
  - Program Producers/Providers are fully and solely responsible for their programs, and will sign a program contract in which they agree to indemnify and hold harmless CMC and all other named parties from claims, demands, damages or other liabilities
  - Program Producers/Providers may register and establish a copyright at his or her discretion
  - Program Producers/Providers may retain full ownership and distribution rights to programs by using equipment not managed by the CMC
- Allows Program Producers/Providers to apply for a waiver for additional distribution

## Access for Political Candidates

Political candidates are subject to the same rules as other users of the CMC channels. Programs endorsing any particular candidate will not be played within 24 hours prior to the Election Day. Individual candidates may not use the on air bulletin board.

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## Violations

### Minor Offenses

The following Minor Offenses against the Community Media Center Rules and Regulations will result in Disciplinary Actions:

- Failure to return equipment on time or to cancel a reservation with sufficient notice
- Late return of equipment without an authorized extension
- Return of functional but dirty equipment
- Unsafe or improper use of CMC equipment
- Improper packing of CMC equipment for transport
- Attempted disassembly or repair of any CMC equipment
- Making reservations on behalf of others
- Smoking, drinking or eating while using CMC equipment or facilities
- Any other violation of the CMC User Guide

### *Disciplinary Actions*

For a first violation in the case of a Minor Offense, the user committing the offense will be given a verbal warning.

For the second violation in the case of Minor Offense, the user committing the offense will receive a written warning.

For the third violation in the case of a Minor Offense, the user committing the offense will be suspended from using the resource(s) involved in the offense for 90 days to one year, depending on the severity of the offense.

Additional violations will be handled on a case by case basis.

### Major Offenses

The following Major Offenses against the Community Media Center User Guide will result in immediate forfeiture of access privileges:

- Using equipment for the purpose of making a profit, including charging guests or covering events for profit
- Use of equipment and facilities for any purpose not related to the production of programs for telecast on CMC managed channels
- A community Producer/Provider representing himself/herself as “staff”
- Changing the wiring/cabling of the studio without specific authorization in advance by CMC staff
- Abuse, vandalism or theft of CMC equipment and facilities
- Appearing nude or semi-nude (genitals uncovered) in the CMC facility
- Behaving in a violent, disruptive or threatening manner or repeatedly behaving in a disrespectful manner to CMC staff, volunteers or other CMC users
- Using or possessing alcohol or controlled substances at CMC
- Possession, use, or sale of illegal drugs, weapons or contraband

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- Breach of the Statement of Compliance or Playback Application
  - Falsifying your physical address

**Any individual or group cablecasting a program that violates any item in the above list will immediately lose all production privileges and the program or series in question will be permanently removed from the Community Access Channel schedule.**

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## Appendix A

### Reimbursement Rates

If a Program Producer elects to sell their program for distribution, such sale will require payment to the CMC/Chabot to reimburse for the facility/equipment rental and usage utilized to produce the program according to the fee schedule below. The CMC is solely responsible for determining the total hours CMC's facility/equipment was utilized to produce the program.

#### *Studio*

<b>Hourly Rates</b>	Reimbursement Rate
Facility	\$85
Facility & Equipment	\$185

#### *Field Kit*

<b>Daily Rates</b>	Reimbursement Rate
Camera & Tripod	\$100
Wireless Mic Kit	\$75

#### *Editing Bay*

<b>Hourly Rates</b>	Reimbursement Rate
Windows Workstation	\$25
Mac Workstation	\$25