



## **BROOKLYN FREE SPEECH TELEVISION FACILITY AND EQUIPMENT USE POLICIES**

### **Intro to Brooklyn Free Speech Television**

Brooklyn Free Speech Television, a community media program of BRIC, is made possible through cable franchise agreements that allow cable companies to operate in the City. The public owns these rights-of-way—the streets and sidewalks—through which all the cables run to the home. These rights-of-way are a very valuable public trust. In exchange for being allowed to run a profitable business on land that the public owns, the City receives a small percentage of the revenue and a number of public channels on the system.

The framers of the Constitution recognized that a healthy democracy demands a lively conversation about who we are as people and what we strive to be as community. Several decades ago, Congress created Public Access channels to fill the role of the Town Square in the electronic age. BRIC is proud to provide Brooklyn Free Speech Television to the public as a free, fair, and open space for community conversation and free expression.

### **How Can You Use BRIC's Brooklyn Free Speech Television Studios and Equipment?**

If you'd like to use BRIC's equipment and /or studios, edit suites or multimedia lab to produce your program, you'll need to become a **Certified Producer**. A Certified Producer is trained to use the equipment and facilities to create programs for cablecast on Brooklyn Free Speech. Use of BRIC resources is for the exclusive purpose of producing Public Access programs for cablecast on Brooklyn Free Speech. Use of BRIC Media Center equipment or facilities for any other purpose is not allowed.

### **How to Become a Certified Producer**

To become and remain a Certified Producer, follow these four steps:

1. Provide a current government-issued photo ID and proof of Brooklyn residency.
2. Attend a BRIC Media Education orientation session. Orientation is required for all anyone wishing to use BRIC Media Center studios or equipment, regardless of previous experience. Orientation gives an overview of policies and procedures. It is not designed to be a technical or training workshop. The orientation is a pre-requisite for all BRIC Media Education certification courses.
3. Attend and successfully complete the Field Production, Editing or Television Studio certification classes.
4. Volunteer on other Brooklyn Free Speech shoots as a studio or field crewmember.

Orientation and class schedules are available online at [BRICartsmedia.org/ME](http://BRICartsmedia.org/ME).

### **Using the Facilities**

Certified Producers are eligible to use the equipment on which trained. There are no charges for equipment use, but there are a few rules aimed at making sure the experience is fair and fulfilling, for all.

All graduates interested in using the BRIC Media Center to produce a program for Brooklyn Free Speech must be assigned a tentative program channel time. Simply submit a New Series Application or a Special Application. Once a time slot is assigned, reserve equipment use time by submitting a request form for:

- TV Studio A
- TV Studio B
- Mini Studio,
- Edit Suite, or
- Field Equipment

When applying for a channel-time slot, another Certified Producer may be listed as co-producer of the show. A Certified Producer may produce one show and co-produce one show, or may choose to co-produce two shows.

### Equipment Use Allotment System

Producers receive an allotment of BRIC resources based on estimated time needs for each project. This allotment allows a Certified Producer to reserve and use BRIC Media Center equipment or facilities. For each 28-minute program, Certified Producers are allowed to use the equipment and/or studio on which they were trained for one of the following session areas:

I Am Certified In		My Session Length to Produce ONE (1) Episode Is
Television Studio Production (BRIC House)	➡	One, 3 hour block in Television Studio A or B, and 12 hours of editing
Mini Studio Production	➡	One, 2 hour block in the Mini Studio and 12 hours of editing
Video Production in the Field	➡	One field production check-out block and 12 hours of editing
Video Editing with Premiere <b>ONLY</b>	➡	12 hours editing

Programs are granted equipment allotments based on the frequency of cablecast. Reservations are made as each episode is completed. Unused allotments are non-transferable and may not be carried over.

My Show Cablecasts...		I Am Granted This Many Equipment Reservations Per Quarter
Weekly	➡	up to 13 equipment reservation sessions
Bi-Weekly (every two weeks)	➡	up to 6 equipment reservation sessions
Monthly	➡	up to 3 equipment reservation sessions
One-time special	➡	1 session <b>ONLY</b>

Our reservation system will only allocate equipment use time as episodes are scheduled air-times by Programming. However, we recognize that a Certified Producer may have a single program or episode which uses a longer form, such as documentary film. Additional equipment sessions may be allotted on a case-by-case basis following a meeting with the Community Producer Liaison. This meeting will be for review of progress and submission of a production plan for approval.

### General Rules for Facilities Use

1. All producers and crewmembers operating equipment should present their Certified Producer ID card to the operations staff on duty at Public Equipment.
2. The Producer is fully responsible for the conduct and behavior of all crewmembers, talent, and guests involved in the production.

3. Casual conversations should be kept to a minimum when outside of the studio or control room. Please take conversations to the lobby or outside.
4. Cell phone should not be used in the common work areas of the media center. Cell phone calls should be taken in the lobby or outside.
5. Use of non-prescribed or illegal drugs is prohibited on these premises. Consumption of alcohol is only by permission of the Vice-President of Community Media and limited to certain productions or social events.
6. Anyone who appears to be under the influence of alcohol, non-prescribed or illegal drugs will be asked to leave. This is entirely at the discretion of BRIC staff.
7. Operation of BRIC equipment under the influence of alcohol, or non-prescribed, or illegal drugs is grounds for suspension or loss of privileges.
8. Under no circumstances are weapons allowed in the BRIC Media Center.
9. Animals are not permitted on the premises. The only exceptions are help animals, such as guide dogs, and animals that are part of a production by permission of staff.
10. BRIC staff has the authority to stop a production that involves unsanitary conditions that pose a health risk, activities that could result in injury to people or damage to property, activities involving dangerous materials, activities that would be inappropriate or illegal in a public place such as a library or park, or any illegal act.

### **Reserving Television Studio A, Television Studio B, or the Mini Studio**

After the TV Studio Production certification course is completed and channel-time is scheduled, Certified Producers can reserve studio time with Public Equipment staff.

1. All reservations are made on a first-come, first-served basis.
2. Reservations for studio time may be made up to one calendar month in advance.
3. Certified Producers must submit Studio Request Forms to Public Equipment, at least 48 hours prior to the reservation date.
4. Last minute reservations may be accommodated on a space-available basis at staff discretion.
5. High demand prevents back-to-back booking of studios on Saturday.
6. Studio cancellations must be communicated to Public Equipment staff no later than five hours in advance of start time. Late cancellations may be charged against allotted equipment time.
7. Continued late cancellations, or failure of the producer, crew, or talent to appear for a scheduled studio sessions will result in the forfeit of studio reservations and may result in restriction from future studio use.
8. Reservations cannot be transferred.

### **Using Television Studio A, Television Studio B, or the Mini Studio**

The Studios both operate under the following policies:

1. Reserved time includes set up, rehearsal, shooting, and cleanup.
2. The studios may only be used to produce programs for cablecast on Brooklyn Free Speech.
3. The Producer reserving the studio must be present at all times during the studio session.
4. The Producer reserving the studio is the exclusive party liable for any equipment damaged during the studio session, no matter who was operating the equipment at the time.
5. Set up begins when the Producer arrives. Staff *may* permit a certified member of the crew to begin set up without the Producer if the request is made to BRIC staff by the Producer at least 30 minutes prior to the reservation start time. The Producer reserving the studio remains liable for any equipment damaged during the studio session.
6. Failure by a producer, crewmembers, or talent to appear on time for a scheduled studio session may result in the cancellation of the studio session. Studio reservations may be held 30 minutes past the scheduled check-in time before the session is cancelled.

7. No changes may be made to studio equipment wiring without authorization from staff. Adding equipment to the studio control room equipment chain without permission could result in suspension.
8. Only producers who have successfully completed the Studio Workshop can be part of the studio crew.
9. Studio A and B productions have a minimum four person crew. This does not include a producer-host. Producers are expected to provide their own certified studio production crew.
10. Only crewmembers, talent and studio audiences are permitted in the studio during a session.
11. The maximum studio occupancies are: Studio A (60), Studio B (40), Mini (5).
12. Equipment problems should be reported immediately to staff. Producers will be credited for any downtime caused by legitimate equipment malfunction and may re-schedule based on studio availability. Producers will not be credited for downtime due to operator error.
13. Eating and drinking are not allowed in any studio. Exceptions: Talent may be provided with water. Food may be used as a prop during production.
14. Producers are welcome to bring props and sets. However, neither can be stored at the BRIC Media Center. All items brought into the studio must be removed by the end of the session.
15. Studios must be struck and returned to clean, normal operating condition before the end of the reserved block of time. To allow for complete studio striking, Studio A or B productions must end 30 minutes before the end of the reservation time; Mini Studio, 15 minutes. The producer is responsible for keeping track of production time.
16. Failure to vacate the studio on time may affect future use of the studio. Repeated refusal to vacate the studio when asked by staff will result in the suspension of privileges.

### Using the Green Room

Certified Producers may use the Green Room for crew and for guests that are scheduled to appear on their show.

1. Up to ten people can be in the Green Room at one time. Please alert Public Equipment in advance if the number of on-air guests exceeds ten.
2. Only on-air guests and crew are permitted in the Green Room.
3. The reservation holder is responsible for all children connected to facility use. An adult must supervise children at all times. Failure to do so is a rules violation.
4. The Green Room must be left in clean and orderly condition.
5. Casual conversations should be kept to at a low-volume in the Green Room. Please take louder conversations outside.

### Common Areas and Conference Room

1. The lobby and halls are shared by everyone in the facility. They may not be reserved. Please be respectful of other productions and patrons.
2. Any Producer who has more than ten people in the common areas must provide a crewmember exclusively to manage the guests.
3. The Conference Room may be reserved as additional space for guests and crew, if available. Please keep in mind, the Conference Room is quite often used for official BRIC business— BRIC staff has priority at all times. Producers wishing to use the conference room in conjunction with a production may request it on a first-come, first-served basis. Please check with staff to ensure that the day and time you're requesting is available. **We will do our best to accommodate requests, but Conference Room reservations are always subject to change without notification.**

## **Definition**

A “*Producer*” for the purposes of this section is a person who has successfully completed BRIC’s Field Production class and received certification as a Field Producer.

## **Signing Out Field Production Equipment**

1. Producers must present their Certified Field Producer ID card to Public Equipment staff if requested.
2. Producers must check out equipment in person.
3. Producers must check out scheduled equipment on time. Equipment may be held for 30 minutes past the scheduled checkout time. Failure to appear on time for a scheduled checkout will count as a regular session.
4. Producers must set up and test each piece of equipment prior to leaving the BRIC Media Center.
5. Once the producer has tested the equipment, a staff member must approve the Equipment Request Form. Any defects, missing parts, or damages must be brought to the immediate attention of BRIC staff and noted on the checkout form by the producer.
6. Producers sign the equipment checkout, assuming full responsibility and liability for the safe operation and return of all items.
7. The form includes the exact date and time the equipment should be returned. It must be returned on time.
8. Allow at least 30 minutes for field equipment checkout.
9. Only Field Certified Producers can operate BRIC-owned equipment.

## **Returning Field Production Equipment**

1. Equipment must be returned by the Producer who borrowed it. With prior notice to BRIC, the Producer can also arrange for the registered Co-Producer of the project to return the equipment. In either case, the borrowing Producer is responsible for any damage or loss to the equipment.
2. Producers are responsible for timely return of all equipment listed on the check-out form.
3. Please allow a minimum of 30 minutes for returning equipment.
4. Producers must demonstrate that all equipment listed on the check-out form is being returned in proper working order.

## **Terms of Use**

1. Equipment must be used only the Producer who borrowed it or by another Certified Field Producer.
2. Equipment must be safeguarded and kept in a locked building when not in use. Equipment may not be left in a parked car at any time, even if the vehicle is locked.
3. Equipment may not be taken on an airplane, and may not be taken more than 50 miles from BRIC
4. Equipment may not be operated in the rain or other severe weather conditions.

## **Organizational Use**

Brooklyn nonprofit organizations are eligible to borrow field production equipment through a Field Certified staff member or sponsored volunteer. The staff member or volunteer is considered Producer, and must comply with all of the Terms of Use above. However, the organization takes responsibility in the case of any damage, loss or theft of the equipment. The organization agrees to reimburse BRIC for expenses, as discussed below.

### **Lost, Damaged or Stolen Equipment**

1. Producers are liable for the cost of replacing or repairing any equipment that is lost, stolen or damaged.
2. The cost to replace or repair equipment will be determined by BRIC. Replacement cost is based on purchase price at the time of the loss. The Producer will be invoiced for loss or damage, including a breakdown of costs. Payment is due within 60 days and equipment privileges are suspended until payment is received. A payment plan may be arranged on a case-by-case basis. BRIC will use all avenues to collect full payment including engaging authorities and taking legal action.
3. For stolen equipment, Producer must immediately file a policy report and submit a copy to BRIC within 24 hours of the loss.

### **Penalties**

The following may result in penalties:

- Missing or lost equipment
- Damaged equipment
- Equipment returned late
- Failure to follow Terms of Use above
- Equipment reserved or checked-in improperly.

Penalties may include restrictions or a temporary hold on the Producer's equipment use privileges, or in some cases a termination of use privileges.

### **Other Policies**

Every Producer who borrows equipment takes full responsibility for all recordings made with the equipment, and must use the equipment in accordance with all other applicable policies of BRIC, which can be found below:

<https://BRICartsmedia.org/resources>

### **Reserving Field Production and Editing Equipment**

1. Reservations are always on a first-come, first-served basis.
2. Production must be completed within the set reservation times.
3. To reserve equipment or editing time, a producer should submit a Reservation Request Form at least 48 hours prior to the desired date.
4. Reservations and cancellations must be made in advance, in person or by phoning 718.683.5645 during regular operating hours.
5. Last minute reservations may be accommodated on a space-available basis at staff discretion.
6. Reservations are nontransferable.

### **Signing Out Field Production Equipment**

1. Producer must present their Certified Producer ID card or other ID to Public Equipment staff if requested.
2. Producers must check out equipment in person.
3. Producers must check out scheduled equipment on time. Equipment may be held for 30 minutes past the scheduled checkout time. Failure to appear on time for a scheduled checkout will count as a regular session and may also result in the suspension of privileges.
4. Producers must set up and test each piece of equipment prior to leaving the BRIC Media Center.

5. Once the producer has tested the equipment, a staff member will approve the Equipment Check-out form. Any defects, missing parts, or damages must be brought to the immediate attention of BRIC staff and noted on the checkout form by the producer.
6. Producers sign the equipment checkout, assuming full responsibility and liability for the safe operation and return of all items. The form includes the exact date and time the equipment should be returned.
7. Allow at least 30 minutes for field equipment checkout.
8. Only Field Certified Producers can operate BRIC-owned equipment.

### **Returning Field Production Equipment**

1. Producers must return all equipment themselves.
2. Producers are responsible for timely return of all equipment listed on the check-out form.
3. Please allow a minimum of 30 minutes for returning equipment.
4. Producers must demonstrate that all equipment listed on the check-out form is being returned in proper working order.
5. The following conditions will lead to a suspension of field production use privileges:
  - a) Missing equipment;
  - b) Damaged equipment;
  - c) Lost equipment;
  - d) Equipment returned late;
  - e) Misused equipment; or
  - f) Equipment reserved, signed out, or checked-in improperly.
6. The producer will lose future reservation allotments for late equipment returns.
7. Chronic lateness may result in suspension of BRIC equipment privileges.
8. Producers are liable for the cost of replacing or repairing any equipment that is damaged. Cost of replacing the damaged equipment will be determined by BRIC staff. The producer will be invoiced for loss or damage, including the costs of repairs or replacement. The total cost of repairing or replacing the equipment must be paid in full within 60 days. Equipment privileges will be suspended until payment is made.
9. Producers are liable for the cost of replacing lost or stolen equipment. The Producer must file a police report immediately. The police report must be submitted in person to staff within 24 hours of the loss. A payment plan may be arranged on a case-by-case basis.
10. Failure to immediately alert BRIC staff to a theft or loss, or to submit a police report, or pay for replacement will result in immediate suspension of privileges. BRIC will use all avenues of collecting full payment for the lost or stolen equipment.

### **Using Editing Stations**

1. Producers must present their Certified Producer or other ID card to BRIC staff, if asked.
2. Editing stations may only be used for programs cablecast on Brooklyn Free Speech.
3. Only edit certified producers may operate the editing stations.
4. Failure to appear on time for a scheduled editing session may result in loss of reservation. Reservations will be held for 30 minutes past the scheduled check-in time. A cancelled session will count against allotted time.
5. Producers should be self-sufficient in editing. Technical assistance is limited.

6. Producers should report equipment problems immediately. If downtime is due to equipment problems, the producer may reschedule the session based upon availability. Producers will not be credited for downtime due to operator error.
7. Producers should provide their own headphones. PE has a limited number available.
8. Producers may not alter any edit room wiring, attempt to connect other equipment, make technical adjustments, or re-configure the equipment in the editing stations. External hard or flash drives may be used.
9. Editing sessions must end five minutes before the hour. It is the responsibility of the producer to keep track of time. Repeated refusal to vacate a station when asked by BRIC staff will result in the immediate suspension of editing access privileges.
10. There is absolutely no eating or drinking in the editing area.
11. The producer must leave the editing station clean and ready for the next producer.
12. A producer must inform staff if leaving the edit station prior to the end of the scheduled session time.
13. Producers must use the assigned edit station. The producer must request permission to use an alternate station.
14. Producers may only use one edit station at a time.
15. Producers who fail to follow these rules may have field equipment and editing privileges suspended or permanently revoked.

## **Disciplinary Actions**

### **Purpose of Disciplinary Actions**

We would like for everyone who uses these facilities to have an experience which is fulfilling. BRIC's policies are set-up to insure that the equipment and facilities remain in good working order and that they are used in a way that fulfills BRIC's mandate to serve all the public fairly. Violation of these policies can have a negative impact on the experience of others in the community.

For this reason, BRIC may need to initiate disciplinary actions against anyone who violates rules or procedures.

### **Minor Facilities Violations**

Disciplinary action can be taken for minor rules violations, including:

- Failure to return equipment on time, and in proper working order.
- Returning equipment that has been improperly packed or is dirty.
- Failure to properly strike or clean a production studio, green room or facility after using it.
- Failure to leave facility before closing time.
- Failure to leave studio or edit suite by the end of reserved time.
- Leaving children unattended.
- Smoking, drinking, or eating in any restricted areas of the BRIC Media Center.
- Creation of conditions, intentional or unintentional, disruptive of normal staff or public activities

### **Disciplinary Actions for Minor Violations**

BRIC may impose the following disciplinary actions in cases involving minor violations:

- 1st: verbal warning with a notation to file.
- 2nd: written warning.
- 3rd: suspension of all BRIC Media Center privileges for 30 days.

### **Major Violations**

BRIC may take appropriate disciplinary or legal action for major violations of guidelines, rules, and procedures, including:

### **False Statements**

- Knowingly providing false information on any BRIC document or to BRIC staff.
- Falsely identifying yourself as a BRIC or BRIC Media Center employee.

### **Misuse or Abuse of Equipment or Facilities.**

- Unauthorized use of BRIC production or office equipment
- Failure to return equipment
- Chronic loss of or damage to equipment
- Failure to reimburse BRIC for lost or damaged equipment
- Removal of equipment or other materials from our BRIC Media Center without proper sign-out.
- Use of BRIC equipment by non-certified or suspended users during a reservation
- Use of BRIC facilities for commercial or profit-making purposes, including
  - charging guests to appear on a program; or
  - charging others to use an assigned time slot; or
  - pretense of having purchased time on the BRIC channels; or
  - use of BRIC equipment to produce programs for commercial purposes

### **Anti-Social Behavior**

- Theft of or vandalism against property belonging to BRIC, staff members, volunteers, visitors, community producers, or their guests
- Verbal, physical or electronic abuse, or harassment of BRIC staff, interns, apprentices, board, volunteers, producers, or visitors
- Operating equipment under the influence of alcohol or illegal drugs
- Bringing narcotics on the premises
- Bringing weapons onto the premises
- Chronic disregard of BRIC guidelines, rules, and procedures
- Other behavior which disrupts normal staff or community activities

### **Disciplinary Actions for Major Violations**

BRIC's management may suspend use of equipment, facilities and other resources as a result of a major violation.

- First major violation: 90 days.
- Second major violation within two years: six months.
- Third violation within three years: one-year suspension.
- Fourth violation: Permanent suspension of all BRIC Media Center privileges.

Any conduct which endangers BRIC facilities, staff, other individuals, or their property may result in permanent revocation of privileges without regard to the number of previous violations.

The minimal condition for reinstatement of user privileges in cases of lost or damaged equipment or facilities includes restitution for such loss or damages.

### **Chronic Violations**

A pattern of rule violations will be considered as a whole. A minor violation following major violations may result in a suspension longer than 90 days.

### **If Asked to Leave the Premises**

BRIC staff may request that any person leave the premises immediately if that person:

- Interferes with the orderly conduct of BRIC activities, facilities, or programs.
- Appears to be under the influence of alcohol or drugs, or consumes, sells, or dispenses drugs on these premises.

- Represents a threat to the health, safety or well-being of others.
- Is under suspension.

Failure to respect a request to leave the premises is a major infraction. The police may be called. Disciplinary or legal action may follow.

### **Notification of Disciplinary Action**

BRIC will notify anyone who has been cited for a violation. The written notification will include the infraction and disciplinary action. Conditions for the reinstatement of the user's privileges may be included.

### **Appeal**

Appeals should be in writing and submitted to BRIC's Vice-President of Community Media. A response to the appeal will be within 14 days. The Vice-President of Community Media, within 30 days of the initial appeal, may choose a committee consisting of four BRIC staff members and four Certified Producers to hear the appeal. In this case, the Vice-President of Community Media will make the final ruling with input from the committee. Any cablecast or facility access restrictions will remain in effect pending the outcome of an appeal.

*Version: April 25, 2019.*

*Policies are updated regularly. Please be sure to refer to the most current version.*