



Welcome to MCM!

McMinnville Community Media

McMinnville Community Media gives you the opportunity to step behind the TV screen, to explore television production, and to share your ideas, interests and stories with your community. You can learn and develop skills here at MCM to turn your creative energy into compelling television programs. MCM invites you to discover the excitement and challenges of community media.

On MCM you'll find programming reflecting the unique character and wide diversity of our Yamhill County community. Our commitment to the Constitution's First Amendment guarantee of free speech means that within our doors and channel space you will find a wide range of programming -- religions, public affairs, arts, education, sports, political and social activism, entertainment, community events and affairs and more.

We encourage you to explore your interests and share them with the community on our channel. From dedicated producer to lighting crew to camera operator to script writer to on-screen talent, our volunteers are the heart and soul of community media and what makes MCM unique.

To make the best use of limited resources, we have developed policies and operating procedures designed to benefit everyone. This handbook will inform you about policies and help you use MCM to your best advantage. If you have any questions about MCM's services or resources, please ask. We are happy to assist you in any way we can.

Circumstances may arise that are not outlined in this handbook. Should this occur, MCM management will create guidelines that aim to most equitably share resources amongst community media users.

We invite you to learn, grow, and help produce great television with the MCM family.

MCM is television for the people and by the people!

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About Public Access



1.0

With its public, educational, and government access services, MCM provides community producers with cameras, studio facilities, mobile production equipment, editing equipment, technical training, media consultation, and staff assistance. MCM also provides access to channel time on the local cable system so community producers can get their programs out to viewers. Public access producers create programs spanning a wide range of styles and interests, including informational and interview programs, school events, music, local events and religion. MCM community producers fill gaps in commercial programming by covering local arts, entertainment, religion, education, government, and local public affairs. These programs reflect the wide range of their community's thoughts, opinions and beliefs.

MCM doesn't produce programming for community producers. We enable them to do it themselves!

Quick Overview to Get Started



2.0

Producer Preview

2.1

The first step in getting involved at McMinnville Community Media is to attend a Producer Preview. This 60 minute workshop gives an overview of the resources available at MCM, explains why access exists and includes a tour of the facility. The Preview is free and includes plenty of opportunity to ask questions. To sign up for this workshop call MCM during business hours Wednesday through Saturday.

Certification

2.2

To use MCM equipment, you must first pay the yearly activity fee then take the appropriate workshop that teaches you how to operate that particular set of gear. When you're certified, you may begin volunteering.

Volunteer

2.3

Volunteering on programs produced by MCM or by other independent producers is a great way to gain experience and to build connections that will help you when you're recruiting a crew for your own program.

Activity Fees

2.4f

To reserve production equipment, you must first pay MCM's annual activity fee. This fee allows you to check out MCM equipment, including field, studio and editing equipment (once workshops are successfully completed) for a full year. The MCM year runs from July 1 to June 30. You may choose to work off the fee by volunteering. (See section 5.2, "Volunteer Time Replacing Activity Fee" for more information.)

Scheduling Equipment

2.5

Reserving and checking out equipment will go faster and more efficiently if you know what pieces of equipment will be needed, the date of the shoot, and an alternate date in case the equipment is not available. Staff can provide helpful advice for your shoot.

Scheduling Playback Dates

2.6

The last step is to fill out the appropriate MCM Cablecast Request and turn it in with your program. Our staff will schedule your program for playback after the finished program is received.

Submitting a Program for Playback

2.7

MCM makes channel time available for McMinnville citizens and organizations to cablecast programs. Any resident of McMinnville may submit a program to MCM for cablecast as long as the program is commercial free, does not solicit funds in any way, contains no copyrighted material, or violates laws pertaining to obscenity, libel or slander.

The person submitting the program must take responsibility for obtaining any appropriate copyright clearances. The program provider must sign a Cablecast Request Form before MCM can cablecast a program. The Cablecast Request certifies that any copyrighted material is used with proper authorization and that the content of the program is not illegal and does not violate MCM policies.



MCM Services



3.0

MCM's Access services include field and studio production equipment, editing facilities, training workshops, special workshops, and staff assistance.

"Speak Out"

3.1

No time to produce your own programming? MCM's *Speak Out* is an interview style program cablecast from MCM's studio for community members who don't have the time or inclination to learn how to produce their own program. Each community member has up to 15 minutes to talk about topics of interest. *Speak Out* is an easy way for community members to share information, publicize community events and to express opinions. Community members act as their own host and time is scheduled on a first-come, first-serve basis.

To schedule a *Speak Out* appearance, contact MCM at 503 434 1234.

Community Bulletin Board

3.2

The Community Bulletin Board (CBB) appearing on Channel 11 is an ideal place for non-profits to promote future events, explain their services and provide information. The CBB is available for public service announcements (PSAs), non-commercial messages and the promotion of programs scheduled on channel 11. McMinnville organizations and individuals may submit PSAs to promote non-commercial events and services. MCM staff reserves the right to edit announcements to fit the CBB space. Messages must be limited to one CBB page.

CBB Procedures

- a. Residents and organizations having primary operations within contracted areas may use the CBB services at no charge.
- b. The CBB announcement submission form is available on the MCM website: www.mcm11.org.
- c. CBB requests may be mailed, faxed, e-mailed or delivered to MCM. No oral submissions are accepted.
- d. The person submitting an announcement must provide their name, phone number and (if applicable) the name of the organization that they represent.
- e. Each individual and/or organization is limited to a maximum of (4) four submissions per month.
- f. Messages will not be accepted more than 60 days in advance of events.
- g. Submissions must be non-commercial and may not include prices.
- h. Messages may not appear for more than 21 days.

CBB Content Requirements

- a. The announcement text should include: who, what, where, when and a "For more information" phone number (unless it is promoting a specific public access program).
- b. Items must include a start and stop date. Ongoing announcements must be resubmitted monthly.

- c. Announcements may not include ticket prices but may state "For ticket information, call _____."
- d. Announcements may not solicit funds or mention prices in any way. No commercial web sites are permitted. .com and .net are presumed commercial sites; however, .edu, .gov, and .org are permitted.
- e. Community generated announcements should not include the MCM name or logo.
- f. All CBB announcements are subject to the Cablecast Agreement requirements.

Videotape Duplication

3.3

Copies of MCM-produced programs are available for a duplication fee. McMinnville Community Media programming is copyrighted and may not be sold or rebroadcast without written permission from MCM. Some programs submitted by community producers are available for duplication.

Workshops and Other Training Opportunities

3.4

Producer's Preview

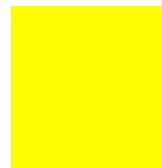
An overview of the resources available at MCM, the Preview session explains why access exists and includes a tour of the facility. It's a chance to ask questions and see how you can be involved in community media! Producer's Preview is a pre-requisite for all other MCM workshops.

Workshops

MCM offers basic instruction in digital media production and media literacy. MCM also offers advanced workshops as staffing permits. Workshop descriptions, pre-requisites, and schedules are posted at the studio and on the MCM website at www.mcm11.org. Workshop attendance is required before an individual is certified to use that equipment. Individuals may only operate equipment on which they are certified.

Additional Resources

MCM has a selection of handouts designed to give additional information and tips about good production techniques. These handouts include other forms you may need for your production such as talent releases, copyright information and other useful documents.



Volunteers



4.0

Volunteer Services support MCM's mission by:

- Providing programming which reflects the natural diversity of Yamhill County communities.
- Playing an active role in providing beneficial community programming.
- Assisting staff during local event coverage.
- Assisting local agencies and non-profits through educational and service oriented programming.
- Providing valuable support services to the organization.

MCM would probably not exist without its volunteer base!

Anyone with a curiosity about what community media is all about is invited to join us for an orientation workshop that is held each month. At that point it's up to you to decide if you would like to become involved at MCM. We welcome new people of all ages—as individuals, families, and groups. The only requirement is a desire to learn and try something different.

Individuals interested in production may volunteer in three ways—working on MCM productions, volunteering for production projects created by community producers or, lastly, producing their own program. Everyone is encouraged to volunteer on programs other than their own so that they may hone

their skills and build a network for their own future projects. Community media relies on people who help each other.

First Steps to Getting Involved

4.1

MCM participants should fill out a Volunteer Information Form at the front desk!

There is a space on the form for your signature if you would like to be included in the Volunteer Directory. This directory is updated periodically and is a resource for volunteer producers looking for crew, but we will not publish your name and phone number without your written permission.

Volunteering for MCM Productions

4.2

Let us know if you would like to volunteer on MCM productions. Be sure you have filled out the Volunteer Information form. Every effort will be made to match your interests, skill level, and schedule. You may perform volunteer work in lieu of fees; however, you must make these arrangements through MCM staff and receive a volunteer letter of understanding pertaining to your duties.

Check the marker board outside the control room for upcoming volunteer opportunities!

MCM requires professional behavior from volunteers who serve on staff productions. There may be some clothing requirements depending on the event. Volunteers may be reimbursed for expenses, and food and drink will be provided during long shoots.

Volunteering on Community Producer's Programs

4.3

Volunteering on community producer's programs is a great way to gain experience with the equipment and people at MCM. Here are tips to help you get involved:

1. Be sure you have filled out the Volunteer Information form so your personal information is listed in the directory. When a producer calls you, do not hesitate to ask him/her about the content of their show and what crew positions you will be filling. You have the right to feel comfortable in the setting in which you are volunteering.
2. Watch for postings of requests for crew on the bulletin board and in the MCM Clipboard, our email message service.
3. Spend some time at MCM getting to know people and attend special events and meetings.
4. Talk to the MCM Program Coordinator who may be able to give you additional information about programs in need of crew.
5. Take as many workshops as possible so you are versatile in your skills. This increases the likelihood of receiving calls and the variety of productions you can work on.

Be a Program Producer

4.4

Now that you have your training and your production is well planned, you need a crew. As a community producer one of your roles is to be a volunteer coordinator. This isn't difficult. It simply demands that you remember how you like to be treated when you help someone out and then applying that knowledge. Steps to finding and keeping crewmembers are:

1. Consult the Volunteer Directory (a list of all potential volunteers, their availability, certification, and likes in programming).
2. Follow the hints provided on the first page of the directory when making your calls.
3. Provide feedback—especially encouragement if you have a new person.
4. As a way of saying "thanks" provide refreshments for the crew. And if it is a long shoot—make the food and drink substantial.
5. Be respectful of the time volunteers are donating to your project. Don't ask them to stand around for long periods with nothing to do.
6. Say "thanks" and do it often—verbally, with a note, a candy bar, etc.

The Volunteer Directory is a tool for helping Community Producers find crew members.

Other Volunteering Opportunities

4.5

Volunteers also assist MCM by serving on the board of directors, helping with special events and promotions, mentoring new volunteers, assisting with office support, computer services, and facility projects.

Recording Volunteer Time

4.6

MCM maintains a log at the front desk. It's important for each participant to sign-in and -out and state the nature of your activity. The log provides evidence of how much the public uses our facility and is proof of your volunteer activity.

Volunteering at MCM helps develop skills in television production, communication, teamwork, leadership, and to make contacts and friends. Plus there is the satisfaction of knowing you've contributed to the vitality, culture, and democratic process in our community.

Activity Fees and Underwriting



5.0

Annual Activity Fees

5.1

All facility users and workshop students must pay the annual activity fee. The Activity Fee fiscal year runs from July 1 to June 30. Activity fee rates are posted in the MCM lobby. MCM does not accept activity fee payments on an installment basis.

MCM offers an Individual Activity Fee, as well as an Organizational Activity Fee.

Organizations are defined as local non-profit groups with 501(c) tax exempt status from the IRS, or duly recognized chapters of national, state, or regional non-profit organizations with a primary place of operations in McMinnville. Also included are local, state, or federal government agencies, colleges, schools, and school districts located in McMinnville.

The Organizational Fee allows up to ten members of your organization to take basic training workshops at MCM and check out and use MCM equipment to create programs.

Volunteer Time replacing Activity Fee:

5.2

Procedures allow a prospective client to exchange volunteer hours for an Activity Fee payment. In the case of an individual Activity Fee, 20 hours of volunteer time are required to fulfill this requirement. For an organizational fee, 67 hours of volunteer time are required. MCM staff will provide a letter of understanding outlining volunteer responsibilities before anyone may substitute time for a fee. A volunteer will be granted full facility privileges after at least 50% of the volunteer time requirement is satisfied.

Prorated Activity Fees:

5.3

For those organizations and individuals who pay an Annual Activity Fee for equipment use, the year is considered running from July 1 to June 30 of the following year. Should a user pay an Activity Fee for the first time after January 1 of any year, a prorated Activity Fee is available equal to one-half the usual yearly fee. If an organization or individual is reinstating a partially paid Activity Fee from a preceding year, the full amount of the Activity Fee is required.

Getting Paid for Your Work

5.4

McMinnville Community Media is a non-profit organization whose mission is to build community through media. MCM does not exist to enable community producers to make a profit. However, when you produce through the facilities of MCM, another party may compensate you for your work. The following guidelines apply to this situation:

1. Productions done by community producers for another party are subject to all existing MCM policies and procedures.
2. MCM reserves the right to contact the clients of community producers who are using MCM facilities or equipment to inform them of MCM's policies and procedures.

3. All programming produced with MCM equipment and facilities must have its first showing on MCM before being released for any other redistribution.
4. Community producers may charge only for their time and are expressly prohibited from charging clients for the use of MCM facilities or equipment.
5. MCM may elect to recover production-associated costs when a third party compensates a community producer.

Underwriting Program Production

5.5

Producers are encouraged to seek funding for the production of community access programs. Likewise, community groups are encouraged to develop supportive relationships with certified producers to promote the development of community programming. No access resources, however, may be used for commercial purposes or for personal gain.

A. Underwriting is defined as financial or in-kind support given to a producer to facilitate expression and use of the access channel. Underwriting is permitted with the understanding that it constitutes a donation to support the producer's work and is not compensation for use of cablecast time or access resources.

B. Funding sources may be credited within access programs according to the underwriting guidelines. Any individual, business or institution that helps defray production costs may be given sponsor credits.

C. Credits may be placed at the opening, logical mid-breaks or end of programs.

D. Up to 60 seconds of underwriting credits are allowed for every 29 minutes of program time, with no more than 15 seconds *per* underwriter.

E. Producers are encouraged to use the following credit format: "The (following/preceding) community program is possible in part by a grant from (name, address)

F. The video portion of the credit may include slides, pictures, character-generated graphics and/or logo, not to include product representations. Underwriter location, phone numbers, and/or web sites may be used. Sponsor logos may be used, sized no larger than 25% of the screen. Underwriting announcements may not include a call to action.

G. A "for more information" phone number, web site, or e-mail address is treated as an underwriting credit, and can *only* appear as a part of the *underwriting credits*.



Equipment Use



6.0

MCM strives to make equipment available to as many community producers as possible. To fulfill this goal, MCM has developed a set of reservation and usage guidelines which are designed to keep equipment in good operating order, to make equipment available to as many people as possible, and to make it easy and efficient for people to check out equipment.

MCM equipment enables community producers to create programming for MCM channels. Equipment is not to be used for any other purpose. Violations may lead to facility restrictions.

Reservations

6.1

Reservations may be made in person or over the phone. Reservations are first-come, first served and depend on equipment availability. No reservations may be made more than 30 days in advance. You will have the best chance of reserving the equipment you need by talking directly with an MCM staff person. Messages left on an answering machine are unlikely to be filled to your satisfaction.

You are responsible for equipment you check out. Read the agreement carefully.
If you're going to be late returning equipment, it is important to notify us.

You'll sign a usage agreement for equipment you check out that assures everything is present and in good working order. Double-check the equipment list for accuracy before you sign the agreement.
You are responsible for treating equipment properly. You'll be responsible for damage to the equipment while it is checked out to you. This responsibility includes damage in the studio even if it was caused by someone on your crew.

When you sign the usage agreement, the equipment you check out is your responsibility!

When checking out equipment, you are responsible for making certain that every member of your crew has been certified by MCM. No one other than individuals who have taken MCM's classes and been certified should operate MCM equipment.

When you return equipment to MCM you will be asked to demonstrate that it is all in good working order. Please allow 15 minutes for checking in equipment.

When using MCM facilities you are expected to clean up when you're done. Sweep the floor of the studio, clean up stray any papers you've left in the edit suites or control room and clean up anything you or your crew left in the lobby.

Field Camera Reservations **6.2**

McMinnville Community Media provides Digital Video (DV) Cameras, microphones, tripods, and accessories for check out by producers with paid activity fees that have completed the necessary training. Producers are allowed a maximum of 72 hours of equipment reservations at any one time. Gear checked out on Fridays may be kept until Tuesday without exceeding this limit.

After returning equipment, producers must wait at least 24 hours before checking equipment out again.

Producers may be granted one extension of an existing reservation per month, as long as it does not conflict with another producer's reservation. An extension is for one extra day.

Equipment may not be reserved by the same person for consecutive weekends.

Each reservation is limited to one camera. You may not have more than one camera checked out at a time.

Studio Reservations **6.3**

You may have up to 4 hours of studio reservations at any one time.

Editing Suite Reservations **6.4**

You may book up to 10 hours per week on editing and dubbing equipment. You may book up to six hours a day but may not exceed the 10 hour per week limit. You may book only one edit room at a time.

Canceling Equipment Reservations **6.5**

Only the person who makes a reservation may cancel it. You should notify MCM of a cancellation a minimum of 24 hours in advance. Adequate notification of a cancellation makes it more likely that someone else will be able to use the equipment. If you don't notify us of a cancellation at least 24 hours in advance, you will receive a notice of policy noncompliance.

Equipment Policy Compliance **6.6**

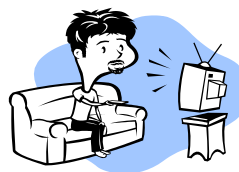
MCM equipment policies are designed to gain the maximum use of equipment for the largest number of clients. This goal can be met only with your cooperation.

If you don't follow the equipment use policies you may be restricted from using MCM facilities and equipment. Should you fail to observe requirements concerning equipment check-out and use, you'll be notified by staff in writing. Should you receive two notices within a 6 month period you will be restricted from using MCM facilities and equipment for up to three months.

Following a three-month restriction, community producers will be on probation for one year. If you receive two notices during this probation, you will be restricted from using MCM facilities and equipment for up to one year.

Following a one-year restriction, community producers will be on probation for two years. If you receive two notices during this probation, you will be permanently restricted from using MCM facilities and equipment.

Gross negligence with MCM equipment, intentional disregard for MCM equipment use policies, or program material violating applicable laws may result in immediate and permanent restriction from using MCM equipment and facilities.



Programming

7.0

Programs submitted for playback on an MCM channel must be accompanied by Cablecast Request Form. By signing the Cablecast Request you acknowledge the program's content is your responsibility. Programs conforming to MCM guidelines will receive a minimum of two plays. Additional plays are at the discretion of staff pending current programming availability.

Non-Commercial Content

7.1

Programs submitted for cablecast must not contain commercial announcements or calls to action. Sale of goods or services, displaying products, mentioning prices, or other commercial content is not allowed.

Single Program Submission Guidelines

7.2

A single program is one that is scheduled on a case-by-case, first-come, first-served basis. Single programs may be submitted at any time by completing and signing a Cablecast Request form.

Definition of New Program:

7.3

A program submission is classified as "new" when at least 51% of the content has not been previously cablecast.

Repetitive Programming:

7.4

A "play" shall consist of cablecasting program material once on MCM channels. Repetition of redundant material (looping) is not permitted.

Use of Staff Production Materials

7.5

McMinnville Community Media does not allow access to staff production materials (video & audio recordings, notes, draft scripts, electronic media, etc.) by the public. After a staff production is cablecast copies of the program may be obtained for a duplication fee. Use is limited to private viewing. No resale, cablecast, broadcast, or retransmission is permitted without written permission from MCM.

Premiere Hours

7.6

Premiere Hours are those between 5:30pm and 11pm. Each series submitter is limited to a total of three premiere hours of programming per week. The three-hour limit includes single programs.

Foreign Programming Sponsor

7.7

Foreign programs (those produced outside MCM) must have a local sponsor for each program submitted. A local sponsor is someone living in McMinnville who is willing to submit the program for cablecast, take responsibility for it, and sign the cablecast request.

All program providers are encouraged to attend the Producer Preview before they submit programs for cablecast. The Preview acquaints people with MCM's facility, policies, and procedures and helps them make the fullest use of the facility and resources. There is no charge for this class.

Program Prohibitions

7.8

To encourage diverse expression that reflects the diversity of our community, McMinnville Community Media has very few limitations on programming. However, MCM facilities and channel time are not available for programs containing:

1. Any solicitation of funds or advertising designed to promote the sale of products or services
2. Inappropriate material as defined by all relevant laws
3. Lottery information, gift enterprise, or similar schemes
4. Any material requiring union residual or other payment including, but not limited to, talent and crew unless those payments have been executed or waived
5. Any slanderous, libelous, or unlawful material
6. Any material copyrighted or subject to ownership or royalty rights, union residuals, or other payments, unless submitter has obtained all necessary permissions, releases, or licenses to authorize cablecasting of such material.

Potentially Objectionable Programming

7.9

MCM provides means for the protection and practice of free speech. MCM protects the right of all members of the community to speak and for all sides of an issue to be heard.

Not all materials that may be legal uses of the First Amendment protection of free speech may be appropriate for all age groups. MCM staff is neither qualified nor permitted to advise producers about the legality of questionable material.

All persons requesting cablecast time at MCM are required to disclose, on the Cablecast Request Form, the presence of any profanity, excessive violence, nudity or explicit sexual material. (Advisory Material)

Potentially objectionable programming is cablecast between the hours of 11 PM and 5 AM. Providers of potentially objectionable programming must include the following message in video and audio at the beginning of their program:

"The following program contains material which may be offensive to some viewers or may be inappropriate for viewing by children. MCM is not responsible for the content of this program."

Failure to disclose the presence of Advisory Material is a violation of MCM's Policies and Regulations and will result in an immediate 90-day suspension of MCM cablecasting privileges and a written warning to and verbal consultation with the person who submitted the program for cablecast.

Programming Policy Compliance

7.10

McMinnville Community Media policies are designed to make channel time available to the largest number of producers possible.

Should you fail to observe MCM programming requirements you'll be notified by MCM staff in writing. If you receive two notices within a 6 month period you will be restricted from using MCM facilities and equipment for up to three months.

Following a three-month restriction, community producers will be on probation for one year. If you receive two notices during this probation, you will be restricted from using MCM facilities and equipment for up to one year.

Following a one-year restriction, community producers will be on probation for two years. If you receive two notices during this probation, you will be permanently restricted from using MCM facilities and equipment.

Intentional disregard for MCM policies, or program material violating applicable laws, may result in immediate and permanent restriction from using MCM equipment and facilities.

Viewer Notification of Program Content

7.11

Programs that accept live calls will include the following disclaimer run by the program's producer prior to live cablecast at the beginning of the show and at a logical mid-break:

"Advice, counseling, or opinions expressed in the following program represent views of the program participants and do not represent the opinions of McMinnville Community Media. MCM is not responsible for this program's content."

Media Sales



8.0

As a convenience to producers, MCM sells blank mini-dv, vhs, and s-vhs videotapes and DVDs. This service is available to MCM volunteers and community producers only and is subject to supply. Available formats and prices are posted in the checkout area.

Minors Using MCM Facilities



9.0

MCM facilities are available to community members of all ages. To fulfill legal requirements and to protect minors, certain rules and regulations apply to minors. A minor is anyone under the age of 18.

Permission of a parent or guardian is required before a minor may reserve or checkout MCM equipment. Parents or guardians may sign a user agreement extension that allows minors to checkout or reserve equipment without the parent or guardian being present at each checkout. This agreement is valid for six months from the date it is signed. The parent or guardian must sign the agreement in the presence of an MCM staff person and should be prepared to show identification.

Community Producers are responsible for insuring that working conditions and job duties are safe and do not endanger any individual. Under no circumstances should minors be allowed to perform dangerous duties or for which the minor has not been adequately trained.

Parental or guardian consent is required before minors may work on programs with potentially objectionable content.

Minors may not use power tools at MCM. Minors under the age of 16 are prohibited from setting or operating studio lighting equipment or using the studio lighting ladder. Minors 16 and older must have signed permission from a parent or guardian to set or operate studio lighting equipment or to use the studio lighting ladder. No minor will be asked to lift excessive weights.

Persons under the age of 14 are required to have a parent or guardian present when attending MCM classes.

Violation of the above policies by a community producer may lead to immediate restriction from using MCM facilities and equipment.

Facility Restrictions



10.0

McMinnville Community Media will restrict individuals who have shown a serious, intentional, or prolonged inability to follow MCM policies and procedures.

To make efficient use of resources and to provide a safe and productive work environment for community producers and others, MCM has instituted a progressive restriction policy.

Any individual will receive a warning in writing identifying the behavior that violates MCM policies and what needs to happen to correct the behavior. Following the written warning, anyone violating MCM policy may be restricted from using MCM facilities for up to three-months.

Following a three-month restriction, a user will be placed on probation for one year. If MCM policies are violated during the probation, the user may be restricted for up to one year.

Following a one-year restriction, the probationary period is two years. If MCM policies are violated during this time, a user may be permanently restricted from using MCM facilities and equipment.

The following may lead to immediate and permanent restriction from using MCM facilities and equipment: Theft - unauthorized use of equipment - cablecasting unauthorized material – assault - abusive behavior – harassment - consumption of alcohol or use of illegal drugs on MCM premises or while operating MCM equipment - performance of an unlawful act while on MCM premises or when using MCM equipment - negligent or intentional endangerment of facilities or people - bringing firearms on MCM premises without written permission of the executive director - operating equipment under the influence of drugs or intoxicants - failure to pay for damaged, stolen, or lost equipment. An individual may submit an appeal in writing to the MCM Board of Directors.



Harassment



11.0

McMinnville Community Media is committed to maintaining a working and learning environment that is free of discrimination and harassment.

Harassment of employees and volunteers at MCM based on gender, race, color, religion, national origin, ancestry, age, sexual orientation, and physical or mental disability is prohibited. Harassment includes, but is not limited to, unsolicited remarks, gestures, or physical conduct; display or circulation of written materials or pictures degrading to gender, racial, ethnic or religious groups; and verbal abuse or insults directed or made in the presence of members of a racial, ethnic or minority group.

Harassment of employees and volunteers at MCM is unacceptable conduct and will not be tolerated. Sexual harassment is defined as any conduct which has the purpose or the effect of unreasonably interfering with the physical or mental activities of an employee, volunteer, or visitor or which creates an intimidating, hostile or offensive environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct that is sexual and offensive in nature.

Any person who believes that he or she is a victim of harassment while using MCM facilities is encouraged to contact, either verbally or in writing, the Executive Director.

All complaints will be investigated within a reasonable amount of time, typically within five days of receiving the complaint. Any individuals named in the complaint will be notified in writing that an investigation is taking place.

The ED will respond to the complaint in writing within 30 days of receiving the complaint. All responses will include the information that if the complainant is not satisfied with the ED's response, he or she may appeal to the Chairperson of the MCM Board of Directors. The Chair will review the complaint with either the Executive Committee or the full Board at its next regularly scheduled meeting following receipt of the appeal. The complainant will receive a response within 30 days.



Grievance Procedure



12.0

A person who feels denied fair access to the resources of McMinnville Community Media should send written notification to:

Executive Director
McMinnville Community Media
318 NE Norton Lane
McMinnville, OR 97128

Appeals may be referred to: Chairperson, MCM Board of Directors, at the same address.