

Community Media Center of Marin
Member's Handbook
Procedures and Guidelines

Revised May 2026

CMCM Member Handbook
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WELCOME TO THE COMMUNITY MEDIA CENTER OF MARIN!

Our mission is to provide Marin County residents, schools, businesses and non-profits with production services, media training, access to media tools, and transmission of locally produced non-commercial content on the public and educational cable channels we manage.

Marin TV's Channel Listing:

Community Channel (Comcast 24 & AT&T 99): Non-commercial, protected speech community programming is submitted by Marin County residents and organizations.

Governmental Channel (Comcast 27 & AT&T 99): Programming serving the County and municipalities of Marin County submitted by city/county governments and their respective agencies.

Education Channel (Comcast 30 & AT&T 99): Programming serving the needs of Marin County educational institutions and a source of programming residents pursuing life-long learning.

CMCM also streams online via our website and can be found on these streaming services by downloading our 'Marin TV' app: Fire TV, Apple TV and ROKU.

CMCM strives to ensure that the channels we manage reflect the demographics and diverse viewpoints of the County we serve.

CODE OF CONDUCT AT CMCM

At CMCM, 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 while at our facility, it's important that everyone - staff, producers, volunteers, and guests - understand and follow the Code of Conduct.

- Please treat everyone with respect and consideration. Be mindful that we're all sharing a community space and that the use of the media center facilities is a privilege.
- Follow the staff's instructions in use and handling of CMCM equipment and facilities at all times.

The following activities are not allowed on CMCM premises, and violation of the following may result in temporary or permanent suspension of access privileges:

- Soliciting, for any purpose, including asking for money, contributions or donations unless such activity has been approved by CMCM.
- Video or audio recording, or photographing, of any individuals by producers, guests, or visitors on CMCM premises, including staff or members of the public, without prior consent.
- Smoking inside of the building.
- 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.
- Stalking or otherwise harassing members or staff away from the media center.
- Possession or consumption of alcohol in any public or common area of the building without prior authorization. Alcohol may only be consumed at events with prior authorization.
- Being "under the influence" of alcohol or other substances, taken prior to arrival at CMCM.
- Nudity or engaging in sexual behavior.
- Claiming to represent or be a CMCM staff member or a board member.
- Defacing, damaging, or destroying property.
- Fighting, disrupting other activities, or in any other way creating a disturbance which is disruptive or dangerous to others or the business activities of CMCM during any on-site or off-site CMCM activity or meeting.
- Assembling for the purpose of disturbing the public peace.
- Possession, use, or sale of illegal drugs, weapons or contraband.
- Committing any unlawful act.

The code of conduct must be observed at all times, including during production use to the studios. If the content of your studio program would violate the code of conduct, then that content must be produced off-site.

MEMBERSHIP

CMCM invites Marin County residents, businesses and non-profits to become members of the organization. Annual membership benefits include access to training workshops and our production equipment. The submission of programming for the channel is a requirement for the use of CMCM equipment.

CMCM Membership opportunities are as follows:

ANNUAL INDIVIDUAL MEMBERSHIPS RATES

Individual	$50
Students *(with current student I.D.)*	$35
Senior *(65+)*	$35

Individual, student and senior memberships includes a discount on media classes, free access to facilities and equipment, and one vote per membership during annual board elections.

ANNUAL ORGANIZATIONAL MEMBERSHIPS RATES

Non-profit (budget under 250K) $75
Non-profit (budget over 250K) $150
Organizational memberships include memberships for up to three organizational members, free access to facilities and equipment, and one vote per membership during annual board elections.

Proof of individual, organization and business residency within **Marin County** is required to become a member of CMCM. Acceptable forms of proof of residency include a CA drivers license, utility bill, bank statement, or voter registration. Post Office box numbers, personal letters, business letterhead, or business cards are not acceptable. CMCM reserves the right to ask an Individual member to provide additional proof of residency at any time (e.g. if mail sent to your Marin County residence address is returned to us, etc.).

Members who are under 18 must be supervised and/or sponsored by an adult/guardian while using the CMCM equipment and facilities. Members in good standing as of October 1 may vote in that year's Board of Directors Election.

Equal Opportunity / Non-Discrimination Policy

Organization 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.

TRAINING

To use CMCM's production equipment for an access show, members must take the corresponding training workshop:

To use the equipment, you must take this workshop:

Equipment	Workshop	Fee
Portable Field Camera & Mics	Field Camera Production (3 Sessions)	$105
Portable Field Lights	Field Lighting (1 Session)	$ 35
Edit Stations	Final Cut Pro/Da Vinci Editing (3 Sessions)	$105
CMCM Studio	Studio Production (4 Sessions)	$140
Podcast Studio	Podcast Studio (1 Sessions)	$50

Members will be "certified" to use production equipment once they've taken the training and demonstrated sufficient skill in operating the gear independently.

VOLUNTEERING

CMCM welcomes volunteers to our facility! In particular, we need volunteers to work with other members on studio shows and help out around the office. If you are interested in volunteering on studio productions, we highly recommend you take our studio production workshop. Contact our Operations Director if you are interested in other volunteering opportunities.

CMCM Member mixers are held to assist community producers and crew members meet, share skills and potentially collaborate and work together on projects.

CMCM also facilitates a volunteer list for members who have completed certifications different courses. To register as a CMCM volunteer, please go to our website at www.cmcm.tv/volunteer. To request a volunteer list please contact staff at the front desk. CMCM also has a discussion list which is used by many members looking for crew support from other members.

ACADEMIC INTERNSHIP PROGRAM

As a CMCM intern, you will gain experience in a nonprofit TV station setting and learn how PEG (Public, Education, and Government) Access Stations work for the community. Please note that this is mainly a production internship for students, but it will involve a wide range of tasks including some office and administrative responsibilities. The internship will provide free training in studio production, field camera production, editing, and equipment maintenance. Main responsibilities include crewing on studio shows, assisting members with questions, assisting with equipment maintenance and special projects.

Basic familiarity with video production is highly preferred among internship applicants. Candidates with a strong commitment to community media and a demonstrated willingness to learn technical production techniques will be considered. Candidates must be able to work and collaborate with a diverse group of members.

Internship Application Deadlines and How to Apply Applications are reviewed on an ongoing basis for specific projects. Internships may not always be available. Candidates are encouraged to submit their resume and internship application one month prior to the start date of the internship term for which they wish to be considered.

To apply, complete the CMCM internship application available at www.cmcm.tv/positions and submit it with your resume to the Operations Director by the specified deadline or email the documents to info@cmcm.tv.

PRODUCING A SHOW

Marin County residents, non-profit organizations, public agencies and schools may produce content for the public channel using CMCM's equipment and facilities. Here's how it works:

1) Attend a free orientation
2) Sign up as a CMCM member on Rueshare, our online member app.
3) Sign up for a workshop (studio, field production, editing, etc.) and receive equipment certificate to have access to equipment. If you have prior experience in these areas, you can request to "test out" of the workshop
4) Volunteer on shows or other productions to gain experience
5) Submit a PROJECT PROPOSAL to the Operations Director
6) Producers are required to complete their first episode, or their "special" four months after submitting their proposal
7) When complete, submit your show with a PLAYBACK APPLICATION

EQUIPMENT AND FACILITY USAGE

The facilities and equipment of the Community Media Center of Marin are a community resource intended only for productions that air on the channels of Marin TV. Members who are certified in the use of the equipment can make reservations via the web site RueShare app or in person through the staff at the front desk. *Please note: equipment and studio reservations can only be made after the producer has an approved project proposal on file with the Operations Director.* CMCM's equipment and facilities are available to members only for the purpose of creating non-commercial content for the community channels only. Under no circumstance may members use these resources for personal or commercial purposes, doing so will result in a major violation and loss of privileges.

Edit suite and field equipment reservations can be made up to a month in advance. Studio reservations can be made up to two months in advance. Series producers may keep their regular studio reservations as long as their series remains active on the channel.

CMCM Studio
Studio Producers with a regular weekly series may reserve the studio for up to three hour blocks four times a month. Producers can make special requests to shoot multiple programs per reservation. Producers wishing to produce a "special" in the studio (*not* a series episode) may reserve the space for up to three hours twice a month. Main studio programs must have a minimum of three certified members on their crew. Studio availability is limited and available only to productions requiring the capabilities of the studio (multi-camera production). Productions that can be equally produced with field equipment may be required to do so. *Please note: CMCM's entire facility has a maximum occupancy of 25 people. Please consider this when using the facility for shooting in studio.*

Field Equipment
Members certified in Basic Field Camera Production may reserve a camera up to a month in advance. Newly certified members may check out a camera up to four times to practice their skills. After that, a Project Proposal must be submitted to the Director of Operations. Once the Project Proposal is on file, certified field camera operators may make a maximum of four reservations per month, per program. CMCM's goal is to ensure that equipment dedicated to the community is used to produce programming shared with the community.

Field equipment may be checked out for up to 48 hours for weekday checkouts and 72-96 hours for weekend checkouts. If additional days are required, a fee of $20 per day may apply. Contact staff for extended reservation requests; otherwise, equipment must be retuned on time!

Field camera equipment must be checked out and returned during CMCM's open hours. CMCM's hours open to the public are Tuesday, Thursday Friday from 2 - 9 PM; Friday and Saturday from 11 AM – 6 PM.

Field equipment pickup and return schedule:

Pickup	**Return**	**Total Time**
Tuesday	Thursday	48hrs
Thursday	Saturday	48hrs
Friday	Tuesday	96hrs
Saturday	Tuesday	72hrs

Editing Stations
Use of edit stations require a sigh-in for record keeping purposes, reservations are not necessary but be aware the edit stations may not be available when classes are being taught in the lab.

Dubbing Station
Producers and members with an active program can use the dubbing station four hours a week for viewing or transferring footage from one format to another. Producers may use the station for viewing as needed. While drop-in use is allowed, reservations are recommended. Non-members can rent time on the system or pay for tape transfers to be made by CMCM staff.

Equipment Use Policies

- Canceling a reservation with less than 24 hours notice is considered a minor violation (see page 17 for explanation of major and minor violations).
- Equipment and facility bookings may be given to other members if the producer or crew are over 30 minutes late and have not called to hold their reservation.
- Series producers who cancel their studio reservations three times in a one month period will lose their regular timeslot, and members producing specials will need to meet with the Operations Director and resubmit a program proposal, unless they have arranged for a leave of absence with the Executive Director due to extenuating circumstances.
- Producers may not trade or sell their reservations.

Liabilities for Equipment Use

It is the responsibility of the borrowing member to be sure that their equipment package is in good working order upon pickup and return. CMCM will assume responsibility for damage as a result of wear and tear, unless abuse or neglect is obvious (e.g., the camcorder was dropped, parts missing, the camera was stolen due to being left unattended in a public space). Members are responsible for the cost of repair or replacement due to damage, misuse or theft.

Responsibility of Borrowers

Borrowers agree to take full responsibility for equipment in their possession and must take every precaution to protect the equipment in their care:

- Never leave equipment or production materials unattended, even for a minute. Always keep the equipment with you or directly in your view. If you must leave it briefly in a parked vehicle, park the vehicle where you can see it and lock the doors. Never leave equipment visible through car or van windows; cover it up or put it in the trunk. Never leave equipment in a car overnight.
- Never allow anyone to operate, handle, or borrow equipment except CMCM-certified users on your production crew.
- Never attempt to operate equipment in locations or under conditions which appear unsafe or where equipment could be damaged (beach or in rain)

If Equipment is Stolen

- Notify CMCM immediately.
- 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 CMCM a brief written report containing all the relevant details including copies of the police reports.
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Technical Problems

Should you experience any technical problems with CMCM equipment or facilities that are not caused by operator error and affect the outcome of your production, please notify the Operations Director.

CMCM's FEE FOR SERVICE MODEL

In order to generate revenue to maintain the center and its programs, CMCM does engage in fee for service work with non-profit and governmental agencies, and may on occasion engage members in these efforts on a for-hire basis. Members are not allowed to use CMCM equipment and facilities for their own personal financial gain. Any fee for service work must come through CMCM staff.

Technical / Quality Issues

It is our goal to deliver the highest quality content possible to our users. In order to achieve that goal, we must rely on our clients to provide us with as much information as possible about their production needs before production begins.

Technical problems that occur during the production that are deemed by CMCM staff as major and not the fault of the client will be remedied by the staff to the best of their ability at no charge. Technical or quality issues deemed by the CMCM staff as having occurred because of lack of preparation on the client's part (submitting computer graphics late, audio issues due to improper use of mics by talent or problems with an outside PA, failing to submit a rundown sheet, etc.), can be remedied by the staff following the production for an hourly editing fee (see rates under "CMCM Production Services"). *Please note: some technical issues may not be fixable, including certain kinds of audio distortion and tape glitches.*

Fee for Service Policies

- Fees for production services are due in full upon completion of the project.
- Fee for Service clients must provide 24 hours notice to cancel a reservation to avoid being charged in full for production service fees.

ACCESS TO THE CHANNEL

Eligibility Any resident of Marin County, or an individual who is involved with a community-based or non-profit organization in the county may submit non-commercial programming for playback on the community channel. Proof of individual or organizational residency is required (this information should be gathered at the Front Desk when membership is paid for). Marin County residents can also 'sponsor' a program produced elsewhere by a non-resident with the appropriate permissions. The sponsor must sign and submit a Playback Application and Statement of Compliance, and assumes liability for the program's content.

CMCM will attempt to schedule programming according to thematic blocks in an effort to attract more viewers to the channel. Producers 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 Definitions
SERIES: A collection or programs with the same title and general format, which are of a consistent length.
SPECIAL: A program that is not part of a regular series, such as a movie, special event, or one-time talk show. Specials are intended to be infrequent and are not to exceed the frequency of a regular series.
PUBLIC SERVICE ANNOUNCEMENTS: Videos for non-profit organizations can be submitted following the same format standards as Special program submissions. Video PSA's can be up to 2 minutes in length (longer PSA's can be submitted as specials), and will air during our Community Announcements on the Community Channel.

We also offer an on-air community calendar, which is available for non-commercial postings, via the CMCM website. Event titles, locations and contact info are limited to 50 characters and event descriptions to 310 characters. The community calendar airs throughout the day on all channels.

Specials Policies
- A special will at minimum air once with one scheduled repeat. Additional airings are at the discretion of CMCM based on availability.
- Scheduling specials is a way to bring viewers recent, local programming on a timely basis.
- Producers may submit the same special only once during a programming schedule. CMCM will try to accommodate additional requests for air based on availability.
- Specials can be up to two hours in length, though longer formats are more difficult to schedule and may not receive a repeat airing. The suggested length of a special is 58 minutes.
- A playback request form is required for all Specials programs.

Series Policies
- The series producer agrees to submit a minimum of one and up to four episodes in the series at least once a month over the course of a series programming schedule (six months). In order to qualify as a series, 51% of the content should be brand new to the channel (i.e. a weekly series must have a minimum of at least Twelve episodes during the bi-annual schedule).
- While we try to maintain consistency, series may be rescheduled to accommodate better overall scheduling, according to thematic areas. No time slot is guaranteed to **any** continuing series.
- Programs with regular time slots must conform to the following lengths: 28 minutes, 58 minutes, 88 minutes, or 118 minutes. Series programs that run over these times may be cut off to accommodate scheduling continuity.
- Regular series may be daily, weekly, bi-weekly or monthly. Producers should choose the frequency that matches their production capacity.

- **A daily series must have newly produced content daily to qualify.**

Obtaining A Series Slot
Once you have two episodes of your show, complete with a plan to continue producing at least one new episode monthly, you're ready to apply for a series slot. You will need:

- Two shows that are ready to air
- Compliance and Playback Application forms
- 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). Front Desk staff should provide this information to Programming when the public applies for membership.

Programming applications for regular series slots are submitted one month before the start of the new programming series schedule begins. At this time CMCM is best able to schedule your program according to themed programming blocks designed to better attract viewers to your program.

During an active schedule of series programming, a producer may still submit a programming application for a new series or special and CMCM will schedule it according to available time. This day and time may change in the following schedule when the producer resubmits their programming application.

Programming schedule for Series programs.

January 1st – June 1st
July 1st - December 31st

Renewing A Series
Series can be renewed by submitting a new playback application one month in advance. CMCM will send reminders via Email to the email addresses producers have provided. CMCM is not responsible for bad email addresses and the expiration of series that may result.

Number Of Series
In order to equitably share the finite channel space, a producer may have only one series in rotation at a time, but may submit specials for playback that are clearly different than their series in content, title and length.

GENERAL PROGRAMMING POLICIES

Required Paperwork
All current producers must have a signed Playback Application on file with the Programming Department. A playback request form is required for each episode of your program.

Submitting Your Show
Producers must turn in new shows five business days in advance of their scheduled airtime. You can turn in shows at the Center using a computer in our Edit Lab, ask a front desk staff member for assistance, during normal business hours (see our website) or use our Dropbox by prior arrangment. *Due to limited space we cannot store any physical media, videotape, DVD's, memory cards, etc., at the Center.* Please do not submit any master files for playback—create copies for CMCM submission. CMCM will not be responsible for damage to and/or removal of any media submitted.

CMCM Credit
Series or special programs made at CMCM or with CMCM equipment must credit the Community Media Center of Marin at the end of each episode. For example, a title screen or voiceover with the following words is appropriate:

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

Prescreening
CMCM doesn't prescreen every show that is aired for content, but may view portions of a show to ensure technical standards are met. We do reserve the right to ask for proof of permission for any copywritten material. The Producer or Resident Sponsor takes on all liability for the content that is produced on their show (see Compliance Form).

Non-Protected Speech
A show must not contain any slanderous, libelous or obscene material. Obscene Material is defined by the courts as the following:

- to the average person, applying contemporary community standards, taken as a whole, appeals to the prurient interest;
- depicts or describes sexual conduct in a patently offensive way;
- taken as a whole, lacks serious literary, artistic, political, or scientific value.

No material may be aired that will violate any City, County, State, Federal laws.

Transferring Slots
Time slots may not be transferred to another program provider. Program providers may not substitute other programs in their allocated time slots.

Special vs. Series
A series producer may not submit a "special" that is essentially an episode of their series under a different title, or of a different length.

Access For Political Candidates
Political Candidates are subject to the same rules as other users of the CMCM 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 Community Calendar for campaigning purposes.

Commercial Content and Production
There may not be any commercial material nor advertising, nor promoting a lottery or gambling enterprise on CMCM's channels. Use of CMCM equipment for the production of commercial content will result in a major violation of the code of conduct and suspension or banning.

Fundraising On Air
No fund raising is allowed which would result in financial gain for individuals or commercial enterprises. Qualified 501c3 non-profits or organizations with fiscal sponsors are exempt and may make limited appeals for support.

Advertising
Programs may not promote the for-profit sale of products or services, including pricing, or the promotion or endorsement of a trade or business. Programs may not discuss or show products or services made available by persons, corporations or institutions which have a commercial interest in the subject of the programs. Commercial underwriters of a particular program may not be a subject or focus of a program's content.

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

In exchange for their support, businesses or individuals may receive a text credit at the end of the program. Requests for new underwriters/supporters may appear only in the last two minutes of the show. The following can be included in an underwriting credit:

- Name of the underwriter in a credit roll or text card, maximum 10 seconds
- Voiceover acknowledging underwriters

*Important -- programs and underwriting credits **may not include:***
• Calls to action (e.g. "Call me!") or comparative language (e.g. "The best mortgage rates in town.") or use of the product or service in the spot (e.g. showing someone eating food from the restaurant that donated to your show.).
• Telephone numbers. Email addresses or web sites of commercial companies.
• Program content should not contain commercial web links or email addresses or phone numbers.
• Company logos or images of the underwriter establishment or products
Proper Identification of Underwriters and other Supporters:
Use this language in text credits to identify supporters:
"This program has been made possible in part through the support of ____"

Adult Content
Adult content includes programming with excessively violent material, offensive language, excessive nudity, graphic depiction of medical procedures, or sexually explicit material and will only be aired from 12:00 am – 4:00 a.m. Programming with mature language or which is intended for mature audiences will be scheduled after 10:00 pm. When filling out the Playback Request form, the Producer must inform the Programming Department staff that their show contains such Adult Content. The show must have the following displayed as a graphic and as a voiceover prior to the program beginning:

"The following program contains material (*include the specifics of all aspects of the content that could be potentially 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."

Preempting
CMCM reserves the right to preempt any show in the event that time sensitive content needs to air on occasion. But, if a show was not played due to human or technical error, that show can have one additional airing at a time arranged by the Digital Media Manager.

Promoting Your Show
We encourage producers to promote their shows via social media tools and general outreach. Each series or special producer can submit an on-air promotion via the CMCM website. These promotions will air on Marin TV's between-program bulletin board. CMCM's logo is not available to use on your show or in your promotional materials except by request.

Acceptable Content Formats
CMCM accepts shows via digital file formats. Requirements for shows in each format are as follows:

Digital Files
We accept MOV or MP4 files for playback.
All export settings should be set to: Resolution: 1920x1080 Frame Rate: 29.97 Video Bitrate (kbps): 6000+, Audio AAC 4800Mhz.
The file containing your show can be submitted via Dropbox, using an Edit Lab Computer here at the Center, or if uploaded to YouTube a URL can be sent for download. All digital submissions should be named according to the following convention: *Showname_episode_airdate* (For example, MyShow_001_011510.mpg).

If you have physical media like Videotape or DVD's please come into the Center and convert them to digital files for playback submission.

Contact Information
Producers must have current public contact information on file with CMCM. This may be an address, email or phone number that the producer will allow be given out to viewers who would like to contact them about their show.

GENERAL MEMBER RULES AND REGULATIONS

Loss of Privileges
To ensure that the equipment and facilities remain available and in good working order, the following rules have been established. Community producers or staff may report violations to the Operations Director or Executive Director. Upon verifying that a rule violation has occurred, the Executive Director will issue a written statement to the producer describing the rule violation and sanctions.

Minor Violations
Violations remain on record for twelve months. A minor violation will result in the following series of actions within a one-year period:

- Verbal warning for the first minor violation
- Written warning for the second minor violation
- Permanent suspension from the equipment and facilities for the third minor violation

1. Canceling an equipment or studio reservation with less than 24 hours notice
2. Trading or selling equipment reservations
3. Reserving or checking out equipment for another producer unless otherwise specified and approved by a staff member
4. Changing the wiring/cabling of the editing room without specific authorization in advance by CMCM staff
5. Failure to vacate production facilities by the end of the reservation time without authorized extension
6. Late return of equipment (more than 30 minutes) without staff notification and approval
7. Return of equipment in incomplete, disarray and/or unkempt condition
8. Operation of equipment or use of facilities in an incorrect, unsafe, or inappropriate manner, which might result in damage
9. Improper packaging of equipment for transport
10. Failure to clean up work area after using the facilities (including kitchen area)
11. Failure to submit a program produced with CMCM equipment and/or facilities for initial cablecast on a CMCM channel
12. Soliciting, for any purpose, including asking for money, contributions or donations unless such activity has been approved by CMCM.
13. Video or audio recording, or photographing, of any individuals by producers, guests, or visitors on CMCM premises, including staff or members of the public, without prior consent.
14. Listing the private phone numbers or address of a subject on your program without consent

15. Using CMCM's logo without expressed written permission from CMCM management.
16. Possession of food or drinks in the areas of CMCM with production equipment, with the exception of capped water bottles stored on the floor, or water for guests
17. Smoking inside of the building.
18. Behaving in a disrespectful manner while at CMCM or while participating in a CMCM event
19. Failure to maintain current file and contact information up-to-date, or failure to respond to important correspondence from staff

Major Violations
Major violations can result in an immediate, permanent suspension of user-ship. These include (but are not limited to):

1. Using CMCM equipment for the purpose of making a profit, including charging guests or covering events for profit or commercial purposes.
2. Use of equipment and facilities for any purpose not related to the production of programs for telecast on CMCM managed channels
3. A member representing themselves as a CMCM employee or a board member or claiming any such authority is grounds for an immediate and permanent ban.
4. Attempted equipment maintenance or disassembly
5. Changing the wiring/cabling of the studios without specific authorization in advance by CMCM staff
6. Removal of equipment from the equipment storage area without proper checkout procedures and/or without signing a checkout contract
7. Checking out equipment for use by a non-certified producer, or for a producer on suspension
8. Return of equipment in damaged or unworkable condition, or failure to return equipment through intent, negligence, loss, or theft
9. Abuse or vandalism of CMCM equipment and facilities
10. Appearing nude or semi-nude (genitals covered) in the CMCM Facility
11. Behaving in a violent, disruptive or threatening manner or repeatedly behaving in a disrespectful manner to CMCM staff, volunteers or other producers/members
12. Using or possessing alcohol or controlled substances at CMCM
13. Possession, use, or sale of illegal drugs, weapons or contraband.
14. Breach of the Playback agreement, checkout form or playback request form
15. Falsifying your physical address.

Appeals Process
CMCM members may appeal their violation to the Board of Directors Executive Committee. If suspension from equipment and facilities use is imposed, the suspension will remain in effect throughout the appeal process. The Board will consider the appeal at its next regularly scheduled meeting.

Right to Refuse Service
CMCM reserves the right to refuse access to its services, facilities and equipment to anyone who:

- Appears to be under the influence of alcohol or illegal drugs
- Owes any money to CMCM for damaged equipment
- Appears to be noticeably ill and may endanger the health and well being of staff and other members
- Behaves in a fashion that is detrimental to other facility users, and/or staff, including harassment, antagonism or verbal abuse, or interferes with the orderly conduct of business
- Has been suspended (or has a pending suspension) from using CMCM facilities for a minor or major violation
- Has intentionally violated policies and procedures
- Has deliberately presented false or misleading information to staff

APPENDIX

Forms
Membership Application (online)
Program Proposal (online)
Playback Application (online)

AMENDMENTS TO THE POLICIES AND PROCEDURES
The CMCM Rules and Procedures may be amended at any meeting of the Board of Directors where a quorum is present.