



Official Policies and Procedures Synopsis

LMC-TV, its channels and facilities are open to any resident, any student, any agent of a business, any representative of an institution, government agency, service organization, or non-profit agency of Larchmont, Mamaroneck and Rye Neck.

Shows produced using LMC-TV studios and equipment must be aired on LMC-TV except for special projects or rental agreements approved by the Executive Director.

Equipment and facilities are reserved on a first come first serve basis only one month in advance. For example: October 1st our book opens for November dates, November 1st you can start booking December dates, etc. A series contract allows you to book up to 6 months in advance.

Only one portable field unit may be reserved per project at any given time. A maximum of 3 uses of portable equipment is allowed per project. Edit reservations are limited to two at a time. The length of an edit reservation to be determined by the Studio Production Manager.

The maximum number of studio reservations monthly per project is two. Producers with a series contract may have extended reservation rights on a project by project basis.

Producers may book additional edit, facility and equipment time on a stand-by basis at the discretion of the Studio Production Manager. Additional production time may be granted by the E.D. on a case by case basis.

Each individual producer or group is limited to 2 portable equipment reservations or studio reservations and 5 edit reservations per calendar month. Additional time may be reserved on a standby basis no more than 72 hours before the reservation.

Any producer or equipment user must be oriented to, and understand, LMC-TV's policies and operating procedure. LMC-TV requires all new Producers and Volunteers to attend orientation.

LMC-TV provides monthly training classes covering various production techniques, equipment, and facilities. Please ask the Studio Production Manager to put you on the waiting list if you wish to take a class.

Producers and groups may begin to use LMC-TV facilities and equipment after attending orientation and successfully completing training classes or otherwise demonstrate their ability to use the equipment and be approved by LMC-TV staff. All producers and volunteers must become certified in the equipment/facilities they wish to use.

Studio and editing reservations are booked in three hour blocks. Studio booking times are 12pm-3pm, 3pm-6pm and 6pm-9pm. Cameras can be reserved for 24- 48 hours, except on week-ends in which case it's a Friday – Monday reservation.

Cancellation of any reservation should be made at least 24 hours in advance of the reservation.

All portable equipment must be picked up and returned at a time specific appointment. Upon returning the equipment the producer must demonstrate that it is in proper working order. Late returns are subject to a fine of \$ 5.00 per incident. After 2 incidents, per calendar year, you will be suspended from reserving equipment for 1 month.

Studios must be returned to original condition at the conclusion of the reservation. No drinking, eating, or smoking in the studios or editing suites is permitted. Producers may have food and drink for crew in the green room.

Studio production requires a minimum crew of 3 studio certified volunteers, including a director. A minimum of 3 crew members is highly recommended, 7 or more optimal. The Studio Production Manager will determine if sufficient crew is present for a given shoot.

LMC-TV provides the videotape for recording the "Master" copy which will air on LMC-TV. The producer owns the content on that tape, while LMC-TV owns the physical tape. Each producer is given a free producers copy of their program if they so desire.

Producers should submit three potential times for which they would like their program to be cablecast. LMC-TV will do all it possibly can to satisfy one of these time slots.

At the conclusion of a programs' play cycle certain tapes are archived for posterity. Those tapes owned by the producer are returned to the producer, and all other tapes are erased and recycled for future use.