

## UNIVERSITY TELEVISION STUDIO POLICY STATEMENT (REVISION @ 04/07/08)

The purpose of these policies is to define the value of the Central Washington University Television Studio and to provide necessary information to students, faculty and staff so that they may effectively use these resources. Television Studio resources and services at Central Washington University are made available for the advancement of the educational, research, and service objectives of our students, staff and faculty. This Policy Statement provides notice of the University's expectations and guidelines to all who use and manage the television studio resources and services.

### APPLICABILITY

Television Studio Policies are applicable to all students and employees (faculty, administrators, and staff) and any others who are extended the privilege of its resources for the purpose of achieving educational objectives. Non-university personnel requesting use of the TV Studio for educational/non-profit programming will be required to have a CWU faculty &/or staff "sponsor," provide a full program treatment with a comprehensive budget based on the established Rate Sheet, proof of insurance, and sign a "contract" agreeing to the applicable provisions of the University's Policies on the use of technology, Student Handbooks, and all other policies and procedures established by Central Washington University.

### CERTIFICATION STANDARDS

All users of the television studio must be pre-qualified to use the equipment and facilities through one or both of the following methods: (1) Successful completion of COMM 315 "TV Studio Equipment", or 2) Successful completion of COMM 322 "Intro. to TV Studio Production." At the conclusion of one or both of these certification courses users will be able to do the following:

1. Basic operations and concepts
  - All users can demonstrate a sound understanding of the nature and operation of television studio equipment.
  - All users are proficient in the use of these devices
2. Social, ethical, and human issues
  - All users practice responsible use of television studio resources.
  - All users develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.

### USER RESPONSIBILITIES AND STATEMENT OF PROHIBITED USES

Only students, staff and faculty the Central Washington University who have been certified in the use of the resources of the television studio are extended the privilege to use these resources and services. Use is limited to the purposes that are consistent with the instructional, research, and administrative goals of the institution. Use that is not consistent with these goals may be prohibited and may result in sanctions imposed by the appropriate University authorities.

#### I. RESPONSIBILITIES

In consideration of the privilege of using television studio resources those certified in their use are expected to comply fully with the standards and responsibilities of acceptable use as outlined in:

- All applicable provisions of the University Code of Conduct, employee handbooks and agreements, student handbooks and other policies and procedures established by the University.
- All local, state, federal, and international laws, including but not limited to, copyright and intellectual property.

- All applicable University policies and procedures, including but not limited to, sexual harassment, academic dishonesty, scientific misconduct, non-discrimination, copyright, intellectual property, and internet usage.
- Respecting authorial integrity and the intellectual property rights of others.

## II. STATEMENT OF PROHIBITED USES

- Conduct constituting wasteful use of television studio resources or which unfairly monopolizes them to the exclusion of others.
- Interference or degradation of controls and system security within the television studio.
- Engaging in prohibited forms of television production or dissemination of content.
- Knowingly or negligently allowing non-certified users unauthorized access to and use of the television studio resources.
- Using the television studio resources to intimidate, insult, embarrass and harass others; to interfere unreasonably with an individual's work, research or educational performance; or to create a hostile or offensive working or learning environment.
- Copying content from the works of others without acknowledgement and/or failing to obtain prior permission, releases or clearances.

## ENFORCEMENT AND SANCTIONS FOR NON-COMPLIANCE

In the event of a violation or failure to comply with television studio policies, the University may initiate charges and impose appropriate sanctions by following the various processes and procedural safeguards that are applicable to the individual's employment or student status. Complaints from individuals alleging the inappropriate use of television studio resources should be referred to the Studio 7 Committee for review and possible referral to the Vice President for Student Affairs and Enrollment Management if the alleged offender is an undergraduate or a graduate student; to the Area Vice President, if the alleged offender is an administrator; to the appropriate Academic Dean or Provost if the alleged offender is a faculty member; and to the Senior Director of Human Resources for all other employees.

In addition to liability and penalties that may be imposed under international, federal, state or local laws, television studio users who fail to fulfill their responsibilities and engage in prohibited conduct are subject to sanctions imposed by the University. Sanctions against students, staff and faculty are outlined in the university technology use policies. Depending on the nature and severity of the violation, sanctions can range from various levels of warnings to immediate termination of employment or enrollment.

The University will exercise good faith and proper judgment in its enforcement of this policy. It will respect the academic freedom to which users are entitled insofar as the legal rights and responsibilities of the individual television studio user and the University require. Failure to take action in any particular instance should not be construed as an alteration of the policy or a waiver of any right or remedy available to the University.

## CREATIVE RIGHTS TO PRODUCTIONS

Copyright to the programming created in the television studio shall be owned by the student, faculty or staff member with responsibility for its production. However, the university retains, in perpetuity, the non-exclusive right to telecast these programs over its educational channels, and to maintain an archive of programming produced in its studios. All other rights, licenses and distribution of content produced in the television studio must be mutually agreed to by the producer and Central Washington University prior to production.

It is the responsibility of the program producer to obtain copyright clearances and make appropriate arrangements from broadcast stations and/or networks, sponsors, music listening organizations, performer's representative, and any other authorized person(s) for the use of any prior copyrighted material.

### SCHEDULING

To reserve the studio, the university employee with responsibility for the course or production must contact-via email or telephone-the MTIS program coordinator who maintains the studio schedule. Users are expected to include set-up and strike time in their scheduling requests. Cameras and lights must be restored to their original arrangement (to be determined). Although instructional use of the studio has highest priority, conflicts arising after scheduling will be addressed by the studio committee. Studio cancellations should be made at least 24 hours prior to a scheduled use. Failure to notify MTIS of the cancellation will result in a fee.

### USER FEES AND CHARGES FOR CONSUMABLES

All users will be charged a fee to be determined by the amount of studio use. These fees will include charges for consumables such as lamps and gels and technical support. In addition, fees levied upon non-instructional users will include equipment maintenance and engineering time. University academic units will only be charged for consumables. Non-instructional academic units will receive a seventy-five percent discount of the standard assessed rate. Non-profit and government organizations will receive a fifty percent discount of the standard assessed rate.

### RATE SHEET

#### STUDIO A

- 30' x 42' x 13.5' stage –1260 sq. feet
- 15' lighting grid height
- 1 dressing room
- Control room with window
- Power – 208 amps 3 phase
- 3 Studio Cameras: Ikegami HC 400W
- 2 Ikegami HLV 73W Camcorders with Miller 2-stage tripods
- Tripods: Miller Arrow HD 1014 Fluid heads mounted on a Libec P-110 pneumatic pedestal tripod with dolly.

*Production Day.....\$600/day + power*

*1/2 Production Day.....\$300/day + power*

*1/4 Production Day.....\$150/day + power*

*Prelight Day/Build Day.....\$400/day + power*

*Tungsten Light & Grip Package.....\$300/day*

(includes: All working lights available on the light grid)

#### STUDIO B

- 26' x 18' stage - 468 sq. feet.....\$400/day + power
- Control room with window
- 9' ceiling height
- 2 Ikegami HLV 73W Camcorder with Miller 2-stage tripods

*Production day.....\$300.00/day + power*

*1/2 Production Day.....\$150/day + power*

*1/4 Production Day.....\$75/day + power*

*Prelight Day/Build Day.....\$200.00/day + power*

*Tungsten Light & Grip Package.....\$100/day*

(includes: Tota light kit & stands with 2 Chimera soft boxes)

**CONTROL ROOM**

- Audio Mixing Board: Mackie 32x8 with Meter Bridge
- Video Special Effects Generator: Echo Lab 2700 digital with model 700 control panel
- Teleprompter: Audio Video Designs 15 inch flat panel VGA display using Easyreader Pro Software.
- Engineering Equipment: Ikegami MA-400 CP Base station (remote camera control).  
Tektronix 1740 Waveform Monitor/Vectorscope.  
Panasonic AJ-SD930 DVC-PRO 50/25 studio VTR.  
Panasonic AJ-SD755 DVC-PRO 25 source VTR.  
Panasonic AG 1960 SVHS VTR  
Sony Beta SP 1800 VTR
- Lighting Board: Strand 200 series 24/48 controller. Lighting grid with 94 pigtails.
- Newsroom Automation System: Automated Data Systems EZ-NEWS.
- Character Generator: Chyron DUET LEX using Lyric 4.x software.
- Still Store: chyron Duet Lex using Apprisa software.

**Control Room without operators..... \$400/day + power**

**Control room & studio crew consists of ten positions each at \$15.00 /hr (2 hr. min.)**

**FIXED COST CONSUMABLES**

**All production use of the studio or control room shall incur the following costs:**

**Gels, bulbs, etc.....\$15.00 /8 hr. day (3 hr. min)**

**CWU staff Engineer (required on all productions).....\$50.00/hr. (2 hr. min)**

\*Production/Studio Liability insurance is required and is the sole responsibility of the production Producer.

\*A production day is measured as an 8-hour day. Cost will be pro-rated for a shorter time - 2/hr. minimum.