

These guidelines are created to enable community residents to create programming for Mendham TV.

Guidelines for Using Camera/Audio Equipment

- Equipment must be reserved in advance – and will be loaned on a first-come, first-served, space-available basis.
- There will be a \$200 a day charge for late returns.
- User must be able to demonstrate a basic level of competency with the camera.
- User must submit written “commitment” stating the format and objective of the program, approx. running time, what equipment is needed to shoot the show, what equipment is needed to edit the show, and project’s completion deadline.

Example: Brookside’s July 4th Parade – Program will run approx 30 minutes. It will include video clips from the parade, still images, and interviews of people at the event. All content will be shot July 4th, 2008. Editing will be done at Mendham TV using station’s editing set up. Completion date Sept. 1, 2008

- All equipment must be signed out and in on station’s log sheet
- Deposit must be made at time of sign out.
- Borrower is responsible and liable for equipment.
- Borrower must use only purchased tapes from station’s inventory (at cost \$10 per tape).

Guidelines for Using Computer/Editing Station

- User must demonstrate knowledge of Mac and Final Cut Express.
- Editing station must be reserved in advance.
- Hours at editing station must be logged.
- If using camera as deck – camera must be reserved in advance as well.
- User must bring own external hard drive for their media files.
- Absolutely no copyrighted music to be used in programs.
- Absolutely no downloads permitted to computer – music, software etc. (Violators will be fined \$100 per violation; more if download results in damage to the system.)