



EQUIPMENT AND FACILITY OPERATING POLICY

Equipment and facilities of Dakota Media Access (DMA) are offered to the public for the purpose of producing programming intended for presentation on DMA's cable channels, streaming platforms, and/or radio channel.

Individuals or groups utilizing DMA's equipment or facilities are under the supervision and authority of the DMA staff. Staff will be present to oversee the use of the facility and provide assistance as needed. However, it is not the responsibility of staff to serve as crew on your production.

Requirements

- Act in a professional manner when at DMA or on a location shoot.
- Only persons trained by DMA and directly involved in the production of a program are allowed to use the equipment and are allowed in the DMA studios, control & edit rooms.
- Protect equipment from theft and/or extreme weather. Do not leave equipment in a vehicle or unattended.
- Report non-working or defective equipment immediately to the DMA staff.
- Return all equipment by specified day/time where it will be checked in with a DMA staff member after each use.
- Remove video footage from SD cards and re-format cards prior to returning cameras. DMA is not responsible for lost or damaged recorded media.
- Return the studios, control & edit rooms to its original condition when finished. Checking out with a staff person before you leave is required.
- An adult is responsible and must be present, for anyone under the age of 13 when in the DMA facility.
- Schedule appointments and keep them.

Prohibited Activities

- Using, possessing and/or distributing any controlled or illegal substance at DMA or at DMA sponsored activities.
- Altering or disassembling DMA equipment.
- Eating or drinking while using or near DMA equipment.
- Bringing animals into the facility that are not necessary for assistance or the production of a program.
- Using or possessing any weapon, explosive or dangerous chemicals, except when being used in an actual production for which prior permission has been granted.
- Using other non-production equipment and areas of the facility unless permission is granted by staff.

To use DMA's equipment and / or facilities, users must complete and sign an Equipment and Facility Operating Agreement.