Studio Usage Policy

1. Production certification is required to use the RCTV studio via the Studio production class.
2. Membership must be active to use the studio.
3. Studio time must be reserved in advance at the front desk. Reservations may be made up to 5 weeks out. You may view studio availability at rctvmediacenter.org
4. Only reserve studio time if you are confident you will use it. If cancellations are necessary, please notify the front desk as soon as possible.
5. Studio time is available in 2 hour increments.
6. No food or drink is allowed in the studio or sub control room.
7. Report any damage or malfunctioning equipment to staff immediately. Do not attempt to repair any equipment yourself.
8. Do not drop XLR cables. They will become damaged.
9. Do not re-patch, reconfigure, or alter any settings on the equipment.
10. Please be prompt in your arrival and departure from the studio and adhere to your assigned time slot.
11. Remember that you may need to budget extra time for set up, clean up, and striking your set or transferring files from the hard drive recorder. Please only use the time you have scheduled for these things, and end your session on time. RCTV does not guarantee the safe storage of your video data once your reserved session time has ended.
12. You are expected to leave the studio area promptly and in a clean and orderly condition to allow access to the next user.
13. RCTV’s production equipment is available only for users currently working on projects that will air on RCTV.
14. All eligible users should only identify themselves as public access community producers. Not as employees or staff of Rochester Community Television, the City of Rochester, or Time Warner Cable. False or misleading identification resulting in personal or material gain constitutes fraud and is punishable by law.
15. After completing a shoot in the studio, please let the front desk know so that you can complete a walkthrough with a staff producer.

Community producers are admitted to the public areas of the RCTV building only. They are not permitted to walk around the building unaccompanied by a staff member. It is expected that all producers and visitors adhere to all posted signage. It is expected that producers will treat the equipment, staff, and other producers with respect and courtesy.

Adherence to this policy allows RCTV to continue to provide top quality services and equipment to our members.