

Studio Supervision

- Brookfield Public Schools will provide an individual to oversee the use of the studio during posted hours of operations.
- The Supervisor's primary role is to manage the facility, scheduling, ensure proper care of equipment and that users of the studio behave in a proper manner.
- As such, the Studio Supervisor will not be permitted to operate equipment or serve as a member of a production crew.
 - This position will report to the Principal of Brookfield High School, or his/her designee, as required.
 - This individual's responsibilities include:
 - Ensure that production schedules are kept.
 - Equipment is not misused.
 - Technical support on an as needed basis only.
 - Studio safety and security.

Training

- Develop training class in use of our camera setups (automatic and manual) for community members.
- Upon completion of class, community members will be "certified" in the use of studio equipment to produce videos.
- Certified community members will be charged with the responsibility for:
 - Cleanliness of studio
 - Condition of equipment used
 - Timeliness
 - Supervision of all individuals participating in filming
 - No crew will be provided

Studio Use

- Scheduling:
 - Requests for use of the studio must be made to Brookfield High School and follow the Building Use process.
 - Forms must be submitted at least two (2) weeks in advance. This will allow for effective scheduling by administration and custodial staff.
 - Use of the studio will be on a first come, first serve basis based on building use form dates.
 - School organizations will have priority when scheduling conflicts occur.
 - Studio availability will be posted on the district website on the Channel 17 web page.

TV Studio Operations**1110 (b)**

- Fees:
 - Rental fees will be charged on an daily basis based on the assigned priority rating for the individual or organization:

<u>Studio Use Fee Schedule</u>		
<u>Organization</u>	<u>Priority</u>	<u>Fees per Hour</u>
Board of Education Programs	1	\$ 0.00
Town and Government	2	\$ 0.00
PTO	3	\$ 0.00
Non-profit organizations	4	\$ 30.00
Private Events	5	\$ 60.00
Commercial Venture w/Town Benefit	6	\$125.00
Commercial Venture	7	\$175.00

- The studio will be rented ONLY to Brookfield residents who have been certified upon completing the studio training course.
- Studio users will be billed on a per use basis.
- Fees collected will be deposited in the BHS student activity fund and will be used to offset the cost of studio operations.
- Users of the studio must supply their own video tapes, DVD's, etc.
- Equipment rental fees will be charged on a daily basis for community members who wish to use cameras, tripods and wireless microphones for remote use.
 - Equipment will be rented ONLY to Brookfield residents who are certified and must 21 years of age.
 - All equipment rentals must be for the express use of creating content to be aired on Channel 17, Channel 21 or for instructional use.
 - Release forms must be signed by individuals renting equipment and renters will be responsible for any damage caused to equipment.

<u>Equipment Use Fee Schedule</u>	
<u>Organization</u>	<u>Daily Fees</u>
Digital video cameras – small	\$10.00
Digital video cameras – Panasonic DV100	\$20.00
Tripods	\$2.00
Wireless microphones	\$2.00

TV Studio Operations

- Hours of Operation
- The TV Studio is, first and foremost, a classroom used for the education of public school students. As such, the studio and production equipment may only be used by the community outside of normal school operation hours.
- Operating hours of the studio will be:
 - Tuesday and Thursday – 3PM to 7PM
- Use of studio DOES NOT guarantee airing of videos on Channel 17.
 - Decisions on non-BOE content will be made by the BOE Communications sub-committee.
- Additionally, an Application to Broadcast Pre-Recorded Video form must be filled out and submitted for the request to be considered.
 - These forms are available on the Channel 17 web page on the district website.

Brookfield Public Schools
Brookfield, Connecticut

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