



Charles J. Beard II Media Center Operating Procedures

Entry to Building:

1. Visitors/Members:

- i. **Sign-In:** When a Guest/Member/Intern enters, they **must** sign in at the reception desk.
 - ii. **Visitors/Show Guests:** All Visitors/Show Guests are to be given an ID lanyard, with the VISITOR badge inside the lanyard holder. Lanyards must be visible when within the building.
 - iii. **Members:** All Members are to have their BNN issued ID lanyard, with their BNN ID badge inside the lanyard holder. Lanyards must be visible when within the building.
 - iv. **Interns:** All Interns are to have their BNN issued ID lanyard, with their BNN ID badge inside the lanyard holder. Lanyards must be visible when within the building.
- b. **Post Sign-In:** After signing in, the Visitor/Member will then make their way to their destination areas, as follows: Please note, ID badges are to be worn at ALL times while in the facility, excluding on-camera moments in the studios.
- i. **Media Lab:** MultiMedia Center visitors directly into the door behind reception to enter the room to enter the lab. If the room is divided, and the visitor is looking to enter the conference room side classroom, they must make their way to the main hallway to enter the room.
 - ii. **Edit Rooms:** Someone looking to enter the Edit Suites, they must check in with a staff member (preferably a MultiMedia or Equipment Desk staffer) to gain entry to the rooms
 - iii. **Equipment Desk:** Visitors/Members for the Equipment desk are to only be allowed to pick up and drop off during the hours that the department is open (see attached schedule). Any pick up/drop during off hours is to be the responsibility of the member, not of the staff member who receives the equipment
 - iv. **Playback:** All visitors for Playback must bring their media in during the hours that the department is open (see attached schedule). No pick up/drop off is to be allowed during hours that the department is not open.
 - v. **Studios:** All visitors/guests for either studio must make their way to the 2nd floor; either via the up stairwell, or via the Elevator. All visitors/guests are to be instructed to wait in the Green Room, where their show hosts will know to look for them at show time.
 - vi. **Staff Member:** If you allow access to a person looking to visit another staff member, you must call to that staff member and make sure of their availability BEFORE sending the person through the building to see them.
- c. **Food/Beverages:** No food will be allowed inside the facility by any Member or Visitor. This is without exception. Beverages will only be allowed in the reception area and in the green room, and must be kept in a covered container.

Facility Usage

1. **Food/Drink:** Members may not bring food into the facility. All drinks must have a cover on them, and are restricted to non-production areas (not allowed inside Media Lab, Editing Rooms, Studio control rooms).
2. **Pre-Production Meetings:** Use of the facility is restricted to Production purposes only. No pre-production meetings, rehearsals, interviews, etc. are to be scheduled in waiting areas, conference room, Media Lab, or any other location inside of the building.
3. **Storage:** All member-owned set pieces are to be brought to the studio on the day of the production, and removed from the facility on the same day. Any set pieces, props, etc. that are left on the premises will be disposed of immediately, with no compensation given to the owner.

4. **Transportation Devices**: All bicycles, motorcycles, scooters, etc. are not allowed within the facility, without exception. Security racks are available outside the facility, as are various light poles and street sign poles for securing member property.
5. **Furniture**: Building furniture is not to be moved, and is **only** for usage in its designated area. Waiting room furniture may **not** be used inside the studios, nor are the editing/multimedia chairs to be taken out of their rooms.
6. **Kitchenette**: To be used by staff members/ interns only.
7. **Copier/Fax Machine Usage**: To be used by staff members/ interns only.
8. **Conference Room**: The conference room is for staff use only. The conference room may be rented for a fee. Contact the Operations Manager for rates and to arrange room rentals.
9. **Telephone Usage**: Telephones in the facility are not to be used by Members/Visitors without explicit permission by a Staff member.
10. **Using BNN Address/Telephone number in Correspondence**: Only Staff are to use the mailing address/ telephone number of the building. Members are to use a hyperlink to the BNN website for directions to the facility/contact information. Members may not receive telephone calls/mail at the building. Any violation of this will not be tolerated, and may be grounds for suspension/dismissal of the member.
11. **Posting of Materials**: Members may only post notices and announcements on the designated Message Board, located on each floor. All materials are subject to review and removal due to outdated material, offensive content, or dissatisfactory appearance. No pamphlets/newspapers/handouts should be left in reception areas or the Green Room. Any materials improperly posted will be removed.

Trash/Recycling

1. Trash must be disposed of in the proper receptacles. The details are as follows:
 - a. **Trash**: To be placed in office dustbins, in the Trash bin in the Green Room pullouts, or in the large trash can in the kitchenette area.
 - b. **Cans/Bottles (together)**: To be placed in the appropriately labeled bins in the Green Room or Kitchenette pullouts.
 - c. **Cardboard**: To be placed in the appropriately labeled bins in the Green Room pullouts or large Recycling bin by the Kitchenette
 - d. **Paper**: To be placed in the appropriately labeled bin in the Green Room or Kitchenette pullouts, or in the recycling bin by the Copier on the 1st floor.

BNN Charles J. Beard II Media Center Operating Hours

DAY	Community TV Production Hours	BNNLive Production Hours	Multimedia Center Hours	Field Equipment/ Edit Room Scheduling Hours	Editing Rooms (by reservation only)	Playback Office DVD Pick-up times	Administrative Office
						Drop off DVDs during all open hours, 24 hours prior to cablecast time	
Monday	1-8:30 pm	12-8:30 pm	3 – 8:30pm	5:30 - 8:30pm	10am – 8:30pm	3 - 7:30pm	9:00am-5:00pm
Tuesday	1-8:30 pm	12-8:30 pm	3 - 8:30pm	5:30 - 8:30pm	10am – 8:30pm	3 - 7:30pm	9:00am-5:00pm
Wednesday	1-8:30 pm	12-8:30 pm	3 – 8:30pm	5:30 - 8:30pm	10am – 8:30pm	3 - 7:30pm	9:00am-5:00pm
Thursday	1-8:30 pm	12-8:30 pm	3 - 8:30pm	5:30 - 8:30pm	10am – 8:30pm	3 - 7:30pm*	9:00am-5:00pm
Friday	1-8:30 pm	12-8:30 pm	3 - 8:30pm	5:30 - 8:30pm	10am – 8:30pm	No DVD drop-off for weekend shows	9:00am-5:00pm
Saturday	10am-5 pm	CLOSED	10am - 3pm	10am - 3pm	10am - 3pm	CLOSED	CLOSED
Sunday	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
NOTE:			<i>Support available during all open hours</i>			*Drop off weekend media by 7:30pm Thursday	

- Hours are subject to change and may vary on holidays and holiday weekends. Some scheduled hours may be pre-empted for workshops or other special events. Please call ahead for confirmation.
- Call during “Field Equipment/Scheduling Hours” to schedule editing and equipment use. (Current membership, designated certification and approved Project Proposal are required.) Equipment must be picked up & returned during scheduled hours.

FOR MORE INFO ABOUT:	CONTACT:				
Membership, Training, Certification	Membership Coordinator	Teresa Burns	617-708-3224	617-708-3234	tburns@bnntv.org
Show time slots, playback issues	Distribution Manager	Jason Salzarulo	617-708-3220	617-708-3230	jsalzarulo@bnntv.org
BNN Community TV Studio Production	Studio Manager	Barbara Barrow-Murray	617-708-3221	617-708-3231	bmurray@bnntv.org
BNNLive Studio Production	Studio Manager	Charlotte Cowan	617-708-3226	617-708-3236	ccowan@bnntv.org
Multimedia Center, Digital Media, Class curriculum, Field Production, Editing	Digital Media & Education Director	Christine M. Kelly, PhD	617-708-3222	617-708-3232	ckelly@bnntv.org
Multimedia Center Usage, Editing usage	Youth Program/ Multimedia Center Coordinator	Monique Douglas	617-708-3240	617-708-3250	mdouglas@bnntv.org
Equipment Check-out; Scheduling of Edit Rooms	Youth Program/ Equipment Services Coordinator	Isabel Garcia	617-708-3241	617-708-3251	igarcia@bnntv.org
Any of the above; other	Operations Manager	Dan Moore	617-708-3244	617-708-3254	dmoore@bnntv.org