

MASS COMMUNICATIONS CENTER TV STUDIO POLICY

The TV studio inside the Mass Communications Center at Central State University is designed for all students, faculty, staff, and other campus personnel to use to record and broadcast their programs for their respective departments. However, there are rules in place for the studio that everyone must abide by to ensure the safety and security of the facility:

1. All students, faculty, staff, vendors, contractors and other personnel at Central State University are required to fill out the [MASS COMMUNICATIONS CENTER TV STUDIO SIGN UP FORM](#) . Once the form is received by the TV production studio manager, you must meet up with him in person, by phone or virtually. The meet-up should take place at least one week prior to using the studio.
2. Those who do not have any association with Central State University are required to fill out the [MASS COMMUNICATIONS CENTER TV STUDIO SIGN UP FORM \(NON CENTRAL STATE EMPLOYERS ONLY\)](#) form. They are also required to meet up with the TV production studio manager in person, by phone or virtually to discuss what they will be working on at the TV studio one week before using it.

*****NOTE: ALL CONTRACTED VENDORS, EMPLOYERS AND ORGANIZATIONS ASSOCIATED WITH CENTRAL STATE UNIVERSITY ARE EXEMPT FROM FILLING OUT THIS FORM!*****

3. You are expected to show up at the TV studio on time. Please contact TV production studio manager, Stanley Jefferson, at sjefferson@centralstate.edu or call him at [937-376-6666](tel:937-376-6666) if you are going to be more than 10 minutes late. Failure to do so will result in your reservation being automatically canceled, and the studio will be open for others to use.
4. Rescheduling your appointment for the studio is available if you're unable to make it in at all but you must notify the TV Production Studio Manager about this and fill out the form again. If it's an excessive amount of rescheduling, the privileges of using the studio could be taken away.
5. If you are late for your appointment to use the studio more than three times in a semester, you will no longer be able to reserve the TV studio for the remainder of the semester.
6. The studio is also available on the weekends; however, you will need to fill out the form and notify the TV Production Studio Manager two weeks in advance about this so he can make further arrangements.
7. Absolutely no food, smoking, use of prohibited substances or drinks in the studio under any circumstances.
8. The studio does have additional chairs and other props you can use for your video shoot, but you are required to notify the TV production studio manager prior to using the studio (You will be asked about using additional props while filling out the form). There are rolling chairs for you to use inside the studio.

9. For safety and security purposes, the studio will always be locked until the individual(s) use it. Getting close to that time, the TV production studio manager will unlock the doors to the studio. In the case he is not there, you will be notified about it and will have to contact WCSU-FM Schedule Coordinator, Jennifer Hathaway at 937-376-6371 or WCSU-FM General Manager Charles Fox at 937-376-6261 for them to unlock the studio for you. They are in the front office in the Mass Communications Center.

10. All content must align with the [University Code of Conduct and Community Standards](#) . Additionally, those using the studio must adhere to the following:
 - Refrain from using offensive language, physical and verbal altercations, ridicule, disdain, or hostility
 - Respect others and tolerate diverse viewpoints
 - Filming Pornography and/or sexual material will not be permitted in the studio. If caught doing this, you will be permanently barred from using the TV studio.

11. The studio may be used to tape religious services if participants do not disparage other faith traditions.

12. The studio may also be used to tape politically oriented shows if the discourse is civil.

13. Non-employees of Central State University must park in the back of the Mass Communication Center. If there are no parking spaces available back there, please contact the TV production studio manager to further discuss other parking options.

If you have any questions concerning this policy please contact TV studio manager, Stanley Jefferson at [937-376-6666](tel:937-376-6666), email him at sjefferson@centralstate.edu or visit his office in the Mass Communications Center in room 105.

By signing this policy, I agree to adhere to all rules and regulations of this policy for the Mass Communication Center's TV studio.

Print Name

Date

Signature

