



Portland Community Media Center
2766 NE MLK Blvd - Portland, OR 97212
www.opensignalspdx.org | 503-288-1515

OPEN SIGNAL: PORTLAND COMMUNITY MEDIA CENTER **COMMUNITY MEDIA AGREEMENT**

By agreeing to this document the Community Producer will have access to Open Signal Community Services workshops, production equipment and facilities as identified in this agreement, and as available. Completion of this agreement is required prior to participation at Open Signal.

Section 1: Open Signal is a Safer Space

- A) Open Signal is a safer space for people of color, immigrants, gender non-conforming, low/no income groups, houseless, people with disabilities, linguistically diverse and other marginalized communities who have experienced systemic racism, sexism, classism and/or oppression.
- B) Open Signal is a safer space for the creation and sharing of content that expresses a wide variety of cultural, social, political and spiritual perspectives. Treating all people with respect and kindness is expected - even if you don't agree with their perspectives.
- C) Open Signal is a weapon and hate free environment. Physical and verbal abuse will not be tolerated. All threats will be taken seriously, and will result in removal from the facility.
- D) Open Signal is a safer space for expressing your unique perspective, and while our equipment and studios may be used for the production of a wide variety of content, we expect our public spaces and lobby to be free from nudity, vulgar language, and similar forms of expression that may be offensive to others, or inappropriate for children.
- E) Open Signal is a safer space for learning. We all support one-another in the process of learning the technology, and telling our stories. Staff are ready to help whenever you have a question.
- F) Occasionally, someone might say something that is racially or otherwise insensitive to those around them. We believe this is an opportunity for learning, and will point it out.

____ I have read, understand, and agree to abide by Open Signal's Safer Space guidelines.

Section 2: Open Signal Workshops

- A) Open Signal workshops are open to anyone in the Portland metropolitan area, age 16 or older. Youth ages 8 - 18 are encouraged to participate in our Youth Program workshops.
- B) The Open Signal Orientation is required before you may reserve space in a workshop. To reserve space in a workshop please use our online registration system at our website. If you do not have access to the internet you may use Open Signal lobby computers, or call Open Signal staff to reserve space in a workshop.
- C) Completion of the workshop is required in order to be able to use or reserve field production equipment, editing laptops or studio equipment.
- D) If you need to cancel be sure to contact Open Signal staff at least 72 hours in advance for a refund of your class fee. This gives us time to make the space available to another participant. Refunds are not available for late cancellations and no shows. Scheduling fee is non-refundable. Refunds may take up to 10 business days to process.
- E) Payment is due at the time of registration. Scholarships are available for low / no income participants. If you will be applying for a scholarship please contact Open Signal's Media Education Manager, or front desk staff to register for the workshop.

____ I have read, understand, and agree to abide by Open Signal's Workshop guidelines.

Section 3: Using Open Signal Equipment and Facilities

- A) Open Signal has a limited supply of resources that are shared by all Open Signal community producers, and that are used in our Media Education classes. Equipment may not always be available when you want it, so be prepared with multiple date and time options for your production.
- B) Community Producers must complete a New Producer Orientation, or a Production Basics workshop before they can reserve equipment or facilities.
 - a) If you will be late picking up or returning field equipment please notify Open Signal staff.
 - b) If you need to cancel your reservation please provide us with at least 48 hours advance notice so we can make the resource available to other producers.
 - c) If you are unable to pick up your equipment, or use your studio/edit suite reservation due to an emergency, please notify Open Signal staff as soon as possible.



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- d) If you are unable to return your equipment due to unforeseen events, please contact Open Signal staff as soon as you can. Failure to return equipment, or notify staff may result in suspension from Open Signal equipment and facilities.
- C) When the equipment is in your possession we expect you to take all precautions to keep it safe and in good, working condition. If equipment is lost or damaged while in your possession, we expect you to work with us to determine a replacement plan.
- D) If equipment is stolen while in your possession, we expect you to file a police report, and provide us with the tracking number associated with that report. In instances where the equipment is stolen, a police report has been filed, and there is no negligence on the part of the community producer, Open Signal will cap the producer's responsibility for repayment at the amount of our insurance deductible (\$1,000), and will assume the remainder of the loss.

____ I have read, understand, and agree to abide by Open Signal's Equipment and Facilities guidelines.

Section 4: Content and Distribution

- A) Content created using Open Signal production equipment or facilities must air on Open Signal noncommercial cable television channels. Our Distribution staff will work with you to determine the best replay schedule for your show. Community producers who will be submitting to film festivals are encouraged to contact Distribution staff to ensure the airing schedule fits the festival rules.
- B) Content created with Open Signal production equipment or facilities belongs to the Community Producer. Open Signal will air the content on our noncommercial cable television channels, and may use excerpts of the content for promotional purposes.
- C) Content submitted for air on Open Signal cable television channels must be noncommercial which means it may not contain advertisements, commercial calls to action, pricing information, or statements of value. Please consult with Open Signal staff if you are unsure if your content is noncommercial.
- D) Community Producers are expected to abide by all laws governing the cablecast of content including the use of copyrighted material, and the distribution of obscene or pornographic content. If you have questions about the use or distribution of this content please contact Open Signal's Distribution staff for support.
- E) Submission of content for air on noncommercial cable television channels implies that the producer has obtained all necessary waivers for copyrighted content, and the content is within



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federal regulations and guidelines. Adult content (content that includes excessive vulgar language, nudity, violence and/or degradation) will be aired between 12am and 5am. Community Producers submitting shows containing Adult content are required to mark their programs as such on the show submission form.

- F) Community Producer content may be selected for distribution on Open Signal online channels and networks. These channels are intended to generate revenue to support Open Signal Community Services and Programs. Producers must opt in to make their content available for review.
- a) Community Producers must opt in to participate which can be done by marking the Online Distribution box when submitting your show.
 - b) If your show is selected you will be contacted by Distribution staff to complete an online distribution contract. Selection criteria include: technical quality, story structure and pacing, and alignment with Open Signal mission and values.
 - c) Community producers must have obtained all necessary rights and/or waivers for the use and monetization of the content.
 - d) Producers will be asked to provide documentation including: waivers from individuals or actors featured in the show, and clearances for the use of any copyrighted content.

____ I have read, understand, and will abide by Open Signal's Content and Distribution guidelines.

Section 5: Availability and Contact Information

Open Signal may make adjustments to available technology, hours of availability, and public hours of operation from time to time. This includes facility closures for special events, facility maintenance, major technological or construction upgrades, and inclement weather or disaster.

Planned closures and changes to our hours of operation will be shared with Community Producers well in advance via email, website news, at our monthly Producers' meeting, and will be posted in the lobby. Emergency closures will be posted to our website and added to our phone greeting. Those Community Producers who are directly impacted by an emergency closure will receive an email, and/or phone call if time and circumstances permit.

Please refer to the Open Signal website for hours of operation and staff contact information, or call Open Signal at 503-288-1515 to hear our hours of operation and to contact a staff person.

____ I have read, and understand Open Signal's Availability and Contact Information.



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Section 6: Indemnification

The Community Producer agrees to defend, indemnify and hold harmless Open Signal/Portland Community Media, its officers, officials, employees and volunteers from any and all claims, injuries, damages, losses or suits, including attorney fees and expert fees, related to this agreement.

Community Producer Signature:

Date:

Community Producer Name (print):

Community Producer Contact Info: