

Campus Rules at Brooks Mansion | Production Facilities & Equipment Reminders

Excerpted from the DCTV Producer's Policy Manual

950 CAMPUS RULES at BROOKS MANSION

Brooks Mansion is a historic landmark, adapted and equipped by DCTV for use as the public's telecommunications center. Members and their guests are expected to treat one another with respect and to help the staff protect the Mansion and its equipment from defacement, abuse and vandalism.

CONDUCT

950.1 All visitors, members, producers and their guests are required to maintain a professional, civil, demeanor in all interactions with DCTV staff and others using the facilities. DCTV reserves the right to refuse service to any person who acts disrespectfully or in a threatening manner towards any person in DCTV's facilities, and may require the offending party to leave the premises immediately.

950.2 All visitors, members, producers and their guests are required to sign in when entering the Mansion, and sign-out when leaving it. Signing in and out can be done in Programming, Production and Administration.

950.3 All visitors, members, producers and their guests are expected to help, not hinder, the conduct of DCTV operations and services. Those incapable of doing so for any reason whatsoever will be asked to leave the campus immediately. Members are responsible for the behavior of their guests and will be disciplined accordingly.

PARKING

950.4 Parking at Brooks Mansion is reserved for members and others conducting business with DCTV. Members must report the license number of the vehicle they are driving when they sign in or risk having their vehicles towed. {DO NOT PARK ON THE GRASS.}

FOOD

950.5 Members are not permitted to consume food and beverages on the premises of Brooks Mansion except in the Common Room {2nd floor kitchen}. Modest quantities of food and beverages may be consumed on studio sets and in the Green Room {or Brooks Room}, with the prior written approval of the Director of Media Services.

Members are responsible for cleaning up either site and disposing of trash. {All food trash must be gathered and placed in the covered, labeled trash container in the common kitchen area on the second floor.}

PROHIBITED ITEMS

950.6 The possession or use of alcohol, illegal drugs, and weapons on the Brooks Mansion campus is prohibited. (Only law enforcement officials and authorized military personnel may possess firearms.)

THEFT/ILLEGAL ACTIVITY

950.7 Members engaged in theft of DCTV or other members' property, or are engaged in any other illegal activity on the campus, are committing a serious violation of the rules that will result in the permanent suspension of member privileges.

SMOKING

950.8 Smoking is prohibited on the Brooks Mansion campus, except for a site designated by the Chief Financial Officer.

SECURITY

950.9 Propping open doors or otherwise compromising the security of Brooks Mansion is prohibited.

EQUIPMENT/FACILITIES REMINDERS

550.5 The use of field equipment and facilities at DCTV is restricted to certified members. Use of either by non-members or uncertified members is strictly prohibited. It is a serious breach of rules for a member to arrange for the use of equipment or facilities with the intent of permitting their use by anyone lacking appropriate certification, and will be treated as a major violation of the rule and may result in the immediate suspension of member privileges.

550.9 Producers will reimburse DCTV for the cost of repairing or replacing equipment or facilities, damaged, lost or stolen during the period of the producer's responsibility. DCTV reserves the right to suspend producer's privileges until payment is made. Producers may be sued for nonpayment.