



FAQs

MEMBERSHIP

1. How do I join MTN?

You may attend a FREE Orientation to learn about MTN and how to get involved. Orientations are held on Thursdays at 6:30pm and the second Saturdays at 11am.

2. Since MTN is a public access center, can I get access to all the equipment and facilities at MTN?

Yes, however, in order to use MTN's equipment/facilities, you must first become a member and get certified on the appropriate equipment by taking MTN's media production or studio training courses.

3. Do you offer memberships for organizations or only to individuals?

MTN offers a variety of membership options for individuals as well as organizations.

4. How long is my membership good for?

Each membership is good for one calendar year.

5. Can I share or pass on my membership to someone else?

Each person must have their own membership unless they are part of an organizational membership with MTN. Individual memberships may not be shared or passed on to another person.

6. How can I find out more information about membership benefits?

Membership benefits are listed on www.mtn.org/membership or in the *MTN Handbook: Public Access Rules and Policies*.

EQUIPMENT USE

7. Do I have to become a member to use MTN's equipment?

In order to use MTN's equipment/facilities at *NO CHARGE*, you must be a current active member and certified to use the equipment. However, there are options available for non-members (*see below*).

8. Can I use MTN's equipment without being a member?

Yes. You may RENT MTN's equipment/facilities without being a member. Rental rates available at **MTN's Access Center** or on **mtn.org**.

9. Can I let someone else use the equipment I reserve?

You are responsible for any equipment/facility you checkout from MTN. All equipment must remain in member's possession and cannot be loaned out to a third-party. A certification test is required to use any of MTN's equipment/facilities.

10. Are there limits on how much I can use MTN's equipment?

Yes. To ensure that no one person or group monopolizes equipment or facilities to the disadvantage of others, there are limits on how often a member may access them. For details see the *MTN Handbook: Public Access Rules and Policies*.

11. What if I'm a member but I've reached my limit on equipment or facility usage?

After you've reached the standard allocation limit on any piece of equipment, edit suite, or studio, you may then RENT any additional time you require at a discounted member rate. For rental rates see the *MTN Handbook: Public Access Rules and Policies*.

PROGRAM SUBMISSION

12. Do I have to submit a show if I use MTN's equipment?

Yes. Any MTN equipment, edit suite, or studio use must be for a program to be aired on one of MTN's channels. Your access privileges at MTN are made possible by the City of Minneapolis for this sole purpose. You must rent MTN equipment/facilities to be exempt from submitting a program.

13. What happens if I *DON'T* submit a show?

If you choose not to submit the work you made using MTN's equipment/facilities, then you will be charged a retroactive fee for all non-submission based usage and membership privileges will be suspended until all fees are paid in full.

14. When am I *REQUIRED* to submit a show?

MTN has determined that a program must be submitted after a member has used any one of the following:

- Three studio productions
- Three camera or accessory checkouts
- Sixteen hours of edit time

15. What if I'm *NOT* done with my show or need more time?

Members who have reached their allotted usage time before being required to submit a show have the option to either *RENT* more access time at a discounted member rate or request more time by filling out an "Access Time Extension Form."



Contact Information

Questions about membership or equipment:

Contact an mtn staff at the Access Desk or
email checkout@mtn.org

Questions about classes:

Contact MTN's Education Coordinator or
email classes@mtn.org

Questions about programming:

Contact MTN's Programming Manager or
email programming@mtn.org

Questions about production services:

Contact MTN's Production Manager or
email productions@mtn.org

Questions about other services:

Contact MTN's Marketing Manager or
email info@mtn.org

Your Community. Your Voice.



Minneapolis Television Network

www.mtn.org