USE OF COLLEGE TELEVISION CENTER FACILITIES

Use of the NVCC College Television Center must be approved by the Vice President of Instructional and Information Technology (or designee).

Use of campus facilities or services, beyond those normally provided by the Television Center must be coordinated through the appropriate campus scheduling office according to the procedures outlined in paragraph 31.1 of the Administrative Services Procedures Manual (ASPM).

Applicants for the use of the Television Center must satisfy the same Guarantees outlined in paragraphs 31.2.2 and 31.2.3 of the ASPM.

All activities in the Television Center shall be conducted by, or under the supervision of, College personnel assigned to the Center.

Priorities for the use of facilities shall be as follows:

- Efforts supporting a College-wide educational program for credit or noncredit courses and/or activities
- Use by other State agencies or organizations
- Use under long-term contract by approved agencies or organizations
- Use by business or professional groups

Student groups or organizations, or unsupervised students in credit or noncredit courses, may not use the Television Center.

The limitations required by law or in the interest of sound administration outlined in paragraphs 31.2.2 and 31.2.3 of the ASPM shall apply equally to the use of Television Center facilities.

Any use of the Television Center must support College-wide educational programs or activities. The Vice President of Instructional and Information Technology is responsible for determining whether an activity meets this standard.

College-wide educational programs and activities include:

- Individual college classes using the studio or control room facilities for appropriate educational purposes.
- Research projects or experimental programs for new and innovative uses of instructional video by individual College faculty members or campus-based faculty groups.

Priorities for the use of the Television Center facilities by College groups or organizations are as follows:
• Classes conducted for access by all campuses through the College's interconnect facilities
• Credit or noncredit activities supporting the efforts of the Extended Learning Institute or initiatives of the Television Center
• Administrative use of the Television Center facilities by College administration and staff

Fees for Use of the Television Center Facilities
Use fees shall be assessed according to the Fee Schedule

Project Booking procedures for College Groups or Organizations
• Prospective users should contact the manager of the Television Center by Phone (323-3743), e-mail or Fax (323-3516), to discuss proposed use.
• If proposed use meets criteria, the user will be asked to provide a written proposal of the project and to submit a TV Center Facilities form.

The proposal should include the following:
• Project title,
• sponsoring department,
• brief project description,
• relationship of the project to College priorities,
• intended audience,
• use of materials,
• suitability of project for video,
• outline of content and general idea of look of project,
• outline of specific support required and who will be providing support,
• outline of development and timetable.

Television Center Management will review the proposal and then schedule a meeting with the prospective users to discuss costs and timetable.

Television Center Management will draft a memorandum of agreement that establishes expectations in regard to approved projects, and will provide facilities according to that agreement.