

PEG Access Code of Conduct for Producers, Cast & Production Crew

As a condition of using the City of Albuquerque's Public, Educational and Government (PEG) access facility ("Facility"), the Facility production studio ("Studio"), and City-owned PEG access equipment, I agree to comply with the following PEG Access Code of Conduct for Producers, Cast & Production Crew. (initial below)

___ I have read and understand the full text of the City of Albuquerque PEG Policies and Procedures and agree to abide by the terms.

___ I understand that I am a guest in the Facility. I will treat all users of the Facility, including City staff, contractors, and other users, with respect, courtesy and professionalism at all times. I will not use lewd or improper language in the presence of other users nor engage in physical or verbal altercations with other users.

___ I will not use the Studio to produce illegal or prohibited content or to otherwise violate the copyright, privacy rights, or other rights of others.

___ I will receive training pre-approved by PEG access staff before handling or using any City equipment. I will properly use and handle the Facility and City-owned equipment (Equipment). I will reimburse the City for any loss or damage to the Facility or Equipment that I cause by my negligence or intentional acts.

___ I will use the Facility and Equipment solely for the purpose of producing programming intended for cablecast on PEG access channels. I will not use the Facility for personal gain or unlawful purposes.

___ I assume full responsibility for the programming that I provide for cablecast on the PEG access channels. I release the City of Albuquerque, its officials, employees, and representatives, from any and all claims that may arise as a result of PEG access programming that I submit for cablecasting on the PEG access channels.

___ I understand and agree that Producers are responsible for their cast and crew's compliance with this PEG Access Code of Conduct. I further understand and agree that a Producer's Facility use privileges and/or the use privileges of the cast and crew may be suspended or revoked if a Producer, cast or crew member fails to comply with this Code of Conduct.

___ I will arrive on time for my appointment and will not remain in the Studio past my allotted time. I will give at least 24 hours' notice to PEG access staff before cancelling a reservation at the Facility. I will engage in sufficient production planning to ensure that my use of the Studio does not exceed the allotted time or interfere with other the production schedules of other users.

___ For as long as public health rules and policies remain in effect, or as otherwise required by the City:

I will wear a face mask at all times while in the Facility and maintain an appropriate distance from other Facility users. I will produce all PEG access programming in compliance with applicable public health orders and guidelines, including *Back2One: A set of principles, recommendations, and resources for film and television productions during the COVID-19 pandemic* (available at <https://nmfilm.com/covid-19-safe-practices/>).

___ I will clean the Studio at the end of each filming slot and ensure the Studio is returned to its original condition prior to the end of filming activities.

____ I will not consume food or drink while in the Studio, be under the influence of or consume alcohol, marijuana, or illegal substances while at the Facility, and will comply with the smoking restrictions set forth in the Albuquerque Clean Indoor Air Ordinance, §§ 9-5-5-1 et seq. R.O.A. 1994, while at the Facility. I will not use e-cigarettes in the Facility.

____ I will report any violations of this Code of Conduct to PEG access staff promptly upon becoming aware of such violations.

____ I will not discriminate on the basis of race, color, national origin, gender, religion, age, disability, sexual orientation, political affiliation or family status when using the Facility or producing programming for the PEG access channels.

By my signature below, I represent and warrant that I have read and understand the PEG Code of Conduct, agree to be bound by its terms, and acknowledge that any violation of these requirements by producers, cast or crew may result in temporary or permanent loss of access to the Facility and/or Equipment.

Printed Name

Signature

Date