



MANHATTAN NEIGHBORHOOD NETWORK'S YOUTH MEDIA CENTER

The Youth Media Center (YMC) housed at the MNN El Barrio Firehouse has a mission to develop the next generation of media makers and critical thinkers. We provide training in the technical, creative and social aspects of media making. Our program encourages the critical analysis of local, national and international social justice issues; community activism; and personal and professional development.

All media produced at the Youth Media Center is hosted and distributed in The Youth Channel, a cable and multimedia platform that focuses on highlighting media created by the youth and for the youth. The Youth Channel is available online and it is broadcast from Monday through Friday from 6 p.m. to 7 p.m. on MNN Channel 4.

MNN'S YMC CODE OF CONDUCT **FOR CURRENT AND RETURNING PARTICIPANTS**

The Youth Media Center is a space for opportunity and growth is grounded in the following principles:

- **RESPECT:** Extend respect to others as well as one's self. Communicate directly with one another.
- **EACH ONE, TEACH ONE:** Teach and learn from one another. Be bridges of growth and education to each other.
- **CREATING COMMUNITY:** Build relationship networks to advance the human condition wherever we are.
- **MASTERY:** Be disciplined and strive to achieve excellence for body, mind, spirit and community.
- **SAFETY:** Create relationships and environments free from physical, mental and social harm.
- **CREATIVITY:** Be open to exploring a universe of beauty and possibility.
- **UNITY THROUGH DIVERSITY:** Embrace who we are and affirm the many differences that strengthen and make our common humanity powerful.
- **COLLABORATION:** Use the human power of relationships to build, thrive and together "boldly go where no one has gone before".
- **PEACE & JUSTICE:** Rise up for human rights, harmony and justice.

All returning and new participants are expected to follow these principles at all times.

Contact us for questions: youtheducation@mnn.org | 212 757 2670 ext 218 | @theYouthChannel



COMMUNITY RULES AND EXPECTATIONS OF PARTICIPANTS

At Manhattan Neighborhood Network, our mission is to build our communities through socially conscious media. The Youth Media Center takes pride in providing with high quality training as well as a safe space to exchange ideas, voice opinions, learn and collaborate. **The Youth Media Center is a shared space, for this we are entitled to follow community rules and meet our expectations as participants, collaborators and alumni.**

RETURNING TO THE YOUTH MEDIA CENTER

Returning alumni should notify a staff member if planning to come in and using the facilities. All alumni bringing outside guests must notify and get approval from staff before coming to the Youth Media Center. Alumni planning to make reservations for equipment or facilities must have an open project.

COMMUNICATION

Be mindful that as participants and returning alumni, you are expected to show courtesy to fellow classmates, instructors, visitors and staff members. **Verbal or physical harassment and use of foul language are not tolerated in our space.**

No question is useless in our program, we learn from each other. During your training be present and listen to one another's stories and also be prepared to tell your own story. Whenever possible step back and encourage others to voice their opinions. Be open to learn about others' communities and field of interests.

DRESS CODE AT MNN'S YOUTH MEDIA CENTER

Every work environment has its rules on how to dress. At the Firehouse, you may dress casually, including jeans. However, avoid clothing that is too tight, too short, too revealing, too flashy or otherwise inappropriate.

By following the community rules and expectations, your experience here will be enriched to its full potential.

MNN's YOUTH MEDIA CENTER Studio + Equipment Reservation Policies

Certified Youth Producers and Youth Media Center Interns may reserve MNN equipment to work on projects. Our goal is to provide multiple tools for the Youth Producers to create their projects. While still providing a platform for them to broadcast their shows via The Youth Channel on MNN 4 & MNN5.



Opening a Project

All Certified Youth Producers who wish to use equipment and facilities must have an open project. Please fill out a [New Project Request Form here](#). Once your project request form has been processed, when you log into your account on mnn.org you will see the list of Field Equipment and Studios Facilities that you can make a reservation for based on your certification.

How to Reserve Equipment (Certified Youth Producers)

Field Equipment

- Log into mnn.org. Under Login enter your Producers ID (on your badge) and request a new password to activate your account.
- To see the list of Field Equipment select date and check availability
- All reservations must be made with 48 hours in advance minimum
- Due to the limited amount of equipment reservation cannot exceed 72 hours
- Picks up and drop off must be made on time (Tues - Fri 12pm - 8pm)
- The YMC follows the same rules and procedures as MNN's Production Department
- MNN Equipment cannot be used outside of the NYC Metro Area
- MNN Production Department will grant you one Field Equipment Reservation per project. To open a new project, you must submit programming to MNN.

Studio Facilities

- All reservations must be made with 48 hours in advance minimum
- All Studio Reservations are up to 3 hours long
- To see the list of Studio Facilities select date and check availability
- All crew members for Studio must be MNN Certified Producers
- YMC Staff members cannot be considered part of your crew.
- The YMC follows the same rules and procedures as MNN's Production Department

Liability

Certified Producers are legally and financially responsible for all MNN equipment while in their possession. Before taking field equipment off of MNN premises, an inspection of each piece of equipment must be made by the Producer and a Staff member. All Studio Facilities will be inspected at beginning and end of reservation. MNN reserves the right to refuse the fulfillment of a reservation if it is determined that the individual is in any way unable to properly utilize the equipment, regardless of the producer's certification status. MNN will seek any means necessary to recover equipment and or the cost of that equipment in the event that it is lost or returned damaged.