

# TVCTV POLICIES AND PROCEDURES

*Adopted December 2005*

*(Revised 03/18/09)*

## I. YOUR COMMUNITY MEDIA

Tualatin Valley Community TV (TVCTV) provides access to the local television media on a non-discriminatory basis free from censorship of content. TVCTV, a division of the Metropolitan Area Communications Commission (MACC), provides these community television services to groups and individuals who live or work in the MACC cable television franchise service area (service area).

TVCTV's service area includes the boundaries of the cities of Banks, Beaverton, Cornelius, Durham, Forest Grove, Gaston, Hillsboro, King City, Lake Oswego, North Plains, Rivergrove, Tigard, Tualatin, and the unincorporated areas of Washington County, Oregon (Note: Wilsonville & Sherwood are not in TVCTV's service area). These jurisdictions provide financial support to TVCTV. **To use TVCTV services, you must live, work, volunteer, or attend school in this service area.** (See "Eligibility to Use Services" below).

Training is provided on a first-come-first-serve basis, although TVCTV will strive to seek the broadest possible mix of users. Training can be provided to groups or individuals and will be scheduled accordingly.

Use of TVCTV's facilities, equipment, and services are governed by this *Policies and Procedures Manual* (hereinafter, *Policies and Procedures*). Please review it carefully – consult with TVCTV staff if you have any questions.

## II. FACILITY USE RULES

Since TVCTV is located in the Beaverton School District's Arts and Communication Magnet Academy (ACMA), use of TVCTV facilities is limited to those areas occupied by TVCTV. Anyone using the facility is governed by the following school rules (violation of any of these rules can result in suspension of TVCTV privileges):

1. Under no circumstances may TVCTV visitors enter the school portion of the ACMA facility without first checking in with the school office.
2. Smoking is not permitted on school grounds; this includes the parking lot and front sidewalk. To smoke, you must completely leave school property.
3. Alcohol, drugs, or weapons are prohibited on school grounds at any time. The City of Beaverton further bans so-called Airsoft guns and replica firearms within 1000 feet of school property. (Please see attached MACC Administrative Directive 2007-01)
4. Other than certified Guide and Service Dogs, pets are only allowed in the TVCTV facility with advance permission – all pets must be on a leash or caged.
5. Anyone entering TVCTV must sign in and out at the TVCTV front desk.
6. Visitors at TVCTV must use the restrooms located on the lower level of TVCTV and will not use the school restrooms.
7. Visitors at TVCTV shall not discipline students from the school. However, if you witness undesirable behavior, report it immediately to TVCTV staff who will then notify the school Principal.
8. TVCTV and the Beaverton School District (BSD) are not responsible for damage to, or theft of, personal property brought to the facility by visitors or guests. This includes theft from vehicles parked in the facility parking lot or any damage to those vehicles.
9. TVCTV Conference Room – Use of the TVCTV Conference Room is at the sole discretion of TVCTV staff; advanced reservations are required. TVCTV reserves the right to refuse any request for conference room usage without limitations.

### III. ELIGIBILITY TO USE SERVICES

#### A) Eligible Producers or Sponsors

To be eligible to be a TVCTV producer or sponsor, and to take classes, use facilities, equipment, channel time, or any other TVCTV service, you must be:

1. A resident of the service area; or
2. An employee of a business located in the service area; or
3. A student attending school in the service area (this eligibility ends upon completion of education or graduation); or
4. An employee, volunteer, or member of a State of Oregon registered non-profit or community organization, or association, located in the service area using TVCTV services to directly assist that organization in their mission or work.
5. An owner of a business located in the service area.

#### B) Proof of Eligibility

Potential members must demonstrate their eligibility by providing the original (copies not accepted) of one of the following:

1. Valid Oregon Driver's License or valid Oregon ID Card.  
*Alternate forms of ID that may be accepted only if a potential member does not have an Oregon Drivers License or ID Card, include a current utility or property tax bill.*
2. Current pay stub showing employee's name and employer contact information
3. Current valid student ID/letter from a school located in the TVCTV service area.
4. Letter from a non-profit or community organization/association indicating the employee / volunteer / member is using TVCTV services to directly assist that organization in their mission or work (under this eligibility, the member would only be allowed to produce or sponsor programs directly related to that mission). TVCTV will verify with NPO any letters received.
5. Proof of ownership of a business physically located in the service area – a current city/county business license showing business physical address (post office boxes not allowed) in the TVCTV service area.

Members will need to provide proof of eligibility prior to taking a TVCTV class or before using TVCTV equipment and/or services (TVCTV will retain a copy of the proof provided). TVCTV will periodically reconfirm proof of eligibility and may terminate members who no longer meet the criteria. TVCTV reserves the sole right to determine the validity of the documentation provided.

#### C) Member Contact Information

All members shall provide TVCTV with contact information which will include a current residence address (no post office boxes), and a phone number and/or email address. Members are responsible to inform TVCTV of any changes to their contact information.

#### D) Volunteering at TVCTV

There are no residency requirements for persons who want to simply volunteer their time at TVCTV, but volunteers cannot use/operate any equipment or work in any area where technical expertise is required. However, they may greet guests, act as talent, help set up sets, etc.

#### E) Age Requirement / Use by Minors

Eligible active members must be 18 years of age or older to request TVCTV training, facilities, equipment and channel space with the following exceptions:

1. If an eligible parent or guardian assumes full legal responsibility and liability for the minor's actions, a person, who is 12-17 years of age, may use TVCTV's training, facilities, equipment, or channel space.

A current *Parental Waiver* and *Statement of Compliance* form must be on file at TVCTV prior to training or use of facilities or equipment.

2. A parent or guardian taking responsibility for a minor must also attend Orientation and sign a *Statement of Compliance* which will be kept on file at TVCTV. They must take full responsibility for the equipment during the period it is used by the minor and must also sign a *Parental Waiver*. Note: Parents or guardians taking responsibility for a minor assume responsibility for any damage to equipment or facilities used by the minor, and for the costs of replacement or repair resulting from damage, misuse, or theft while such equipment and materials are in the possession and control of the minor.
3. TVCTV reserves the right to require the minor to use the equipment exclusively in partnership with a qualified adult.
4. A minor may take part in TVCTV sponsored training and program productions while under the supervision of a TVCTV staff member if the training or program production is in association with an organization or educational institution located within the service area.

#### **F) Active Participation**

Being an active member is a prerequisite for use of TVCTV services. Some exceptions may be made for use of the Community Billboard and the scheduling of the TVCTV conference room for meeting activities.

To become an active member, you must attend Orientation and/or Sponsor Training. To remain an active member, you must either remain engaged in use of the facility or attend one (1) Orientation session annually.

While at TVCTV, everyone must sign in and out on the Visitors' Register located at the front desk.

#### **G) Prior Suspension From Other Area Access Centers**

Suspension from other area access facilities (Oregon/SW Washington) will be taken into consideration before someone is allowed to be a TVCTV member and use facilities, equipment or channel time. The following are some of the reasons why a previously suspended producer (or their sponsored program) may not be granted member privileges at TVCTV:

1. Blatant violation of Federal, State or local copyright laws.
2. Continued failure to honor access facility contracts.
3. Consistent failure to return equipment in good working order and on time.
4. Harassment of staff, producers, other members, or the public.
5. Blatant violation of access facilities rules or procedures.
6. Failure to reimburse an access facility for equipment checked out or used by producer that was damaged, lost or stolen while in their possession or control.

### **IV. MEMBER CERTIFICATION**

All members must: 1) continuously meet the eligibility requirement of TVCTV (see Section III above); 2) receive an orientation to TVCTV's programs, policies, procedures, and facilities, and have a clear understanding of the TVCTV *Policies and Procedures* under which TVCTV makes these services available; 3) be trained and certified by TVCTV and demonstrate proficiency with the equipment to be used; and 4) be in good standing and not under suspension.

#### **A) Member Training Program**

TVCTV provides a variety of basic, intermediate, and advanced training courses. Successful proficient completion of the training program in each specific area is required before a Certificate of Completion will be issued, allowing the use of equipment and facilities in that specific area.

1. In order to be certified in a particular track, a volunteer trainee must attend all training sessions.
2. Each member trainee must participate in production exercises aimed at building and testing understanding under routine production conditions.

3. Each member trainee must demonstrate proficiency in using the equipment on a particular track in order to be certified to use that specific equipment.
4. TVCTV Community TV Manager or Training Coordinator may make exceptions to these requirements.

## **B) Classes and Class Fees**

To help defray our operational costs, TVCTV requires fees be paid for certain classes. A Class Fee Schedule is attached, or contact the TVCTV Office or TVCTV's website for a schedule of classes/fees.

1. There is no cost to eligible members for the following classes:
  - a) Orientation
  - b) Producer's Seminar
  - c) Pre-Production Consultation Sessions
2. The following classes require a fee be paid by eligible members (see attached Class Fee Schedule):
  - a) Series Classes: Studio, Field Production, and Non-Linear Editing
  - b) Advanced Classes: Specialized classes and "one-on-one" training (which may require a fee) available for certified members, offered based on community interest.
  - c) Group and Media Truck Training: Available for a group of five or more, with a single fee for the group.

## **C) Orientation**

TVCTV provides an Orientation in conjunction with the training program. Typically, Orientation is held on the first Saturday of every calendar quarter (usually the 2<sup>nd</sup> Saturday if it conflicts with a holiday). Orientation may be made available at other times – TVCTV will announce additional Orientations in advance. Special group Orientations may also be scheduled at different times. Please contact the TVCTV office for a schedule of Orientations.

**The Orientation is designed to familiarize potential users with the TVCTV Policies and Procedures, operations and programs.** Participants will receive a copy of the *TVCTV Policies and Procedures Manual* at the Orientation for review and future reference.

Attendance at an Orientation is a prerequisite to taking additional classes or use of TVCTV equipment or channels (except for the Community Bulletin Board).

1. Program Sponsor Orientation – TVCTV may also accept sponsored pre-produced programming of interest and service to residents of the service area provided that such programming meets all related TVCTV requirements (See TVCTV Programming below).
2. Eligible members interested in only sponsoring pre-recorded programs not produced through the facilities of TVCTV must attend Orientation and attend the Producer's Seminar (See "Eligibility to Use Services" above).

## **D) Steps to Producer Certification**

During Orientation, our trainers will explain the different tracks available (see below) to students, give examples of programs produced with equipment from each track, and allow the student to decide which track they wish to pursue. Members can be certified in both tracks if they choose, or they may receive a Certification in Studio or Field Equipment. **Completion of one track is required before certification training can begin in the other track.** The certificate of completion tracks are specifically designed for people to engage in production support, either in the field or the studio, without having to take on the responsibility of producing their own programs.

The goal of producer certification is to enable participants to develop the requisite skills to produce or sponsor community programming for TVCTV channels. The eligible TVCTV member will attend a free **Producer's Seminar** at which time they will be instructed in the preparation of required TVCTV documents and producer responsibilities including copyright permissions, talent releases, libel and slander laws and other topics necessary to protect the producer and TVCTV from potential problems a community TV producer faces.

## E) Member Tracks

### 1. Field Production Certification Track

This is a project based training course that ends with a completed project ready for cable casting on TVCTV channels. After completing the following classes, members will receive a *Certificate of Completion* in Field Production Equipment:

- a) 101 Camera – Introduction to the basic Field Production mini-DV camera covers tripods, camera controls and menu applications. Everything needed to get the best possible picture.
- b) 102 Audio – Field audio acquisition covers types of microphones, wireless systems and techniques to improve audio captured in the field.
- c) 103 Lighting – Using lightweight lighting kits to enhance the images captured in the field, 3-point lighting, safe handling tips and more!
- d) 104 Final Cut Pro – Introduction to a non-linear computer editing system including capturing from tape, file management and overview of the windows in the editing software.
- e) 105 Final Cut Pro 2 – Discover the use of transitions, effects and filters in video editing.
- f) 106 Final Cut Pro 3 – Working with more of the many tools in this powerful editing software including titling, color correction and audio sweetening.

### 2. Studio Production Certification Track

This is a project based training course that ends with a completed project ready for cablecasting on TVCTV channels. After completing the following classes, volunteers will receive a *Certificate of Completion* in Studio Production:

- a) Studio Production 101 - Introduction to Studio Camera operation, teleprompter, lighting and set construction.
- b) Studio Production 102 - Hands-on learning of all the components of the Control Room; video tape and DVD recorders, video switcher, audio mixer, character generator and waveform monitors.
- c) Studio Production 103/104 - Practical application of all that was learned earlier with hands-on experience at all stations of a studio production.
- d) Studio Production 105 - Final project! Bringing it all together to create a TV show to air on TVCTV channels.

### 3. Full Producer Certification

The next step to becoming a fully certified field or studio producer is to take the Producers' Seminar providing trainees with the information needed to plan a production. Copyright information, release forms, and basic scripting techniques are provided here.

Once the class requirements have been met, the certified producer candidate has three months to complete a production for TVCTV broadcast. Upon completion of a program for cablecast, the trainee will be considered a certified producer.

Any certification is valid only for twelve (12) months from the last time the eligible member utilized TVCTV's equipment or facilities, and can be renewed by attending a TVCTV refresher course in the track of their choice.

**NOTE TO MEMBERS:** *Interested users can become certified in both tracks, but may only complete one track at a time (i.e. completion of Field **then** Studio, or Studio **then** Field)*

### 4. Other Training

TVCTV offers additional types of training specific to its equipment systems such as Live Link, Inscriber Training, Director Training, Advanced Editing, etc.

### 5. Substitutions for Training – Challenging Training

In order to be considered eligible to substitute or challenge training, you must attend Orientation or a Producer Seminar. Only those individuals who can successfully demonstrate a working proficiency in all areas covered by TVCTV's training classes will be considered for substitution or challenge of training. Individuals will be evaluated on a case-by-case basis by the Community TV Manager.

## V. USE OF EQUIPMENT/FACILITIES AND CHANNELS

### A) Priorities for Equipment Use

The following are priorities for use of equipment:

1. TVCTV staff productions
2. TVCTV training workshops
3. To accommodate time sensitive events
4. Series productions on a first come, first served non-discriminatory basis
5. Individual productions on a first come, first served non-discriminatory basis
6. Programming generated outside of TVCTV boundaries.

TVCTV will attempt to come to a reasonable settlement when these priorities pre-empt a previously scheduled production.

### B) TVCTV Channels

TVCTV manages six channels on Comcast and Verizon cable systems in the service area. These channels are:  
**11 (Comcast) and 22 (Verizon) Community Access Network (CAN)** Shared channels between local community media centers in the Portland Metropolitan Area to showcase the best of these media centers' programming

**Westside 21** Programming produced at TVCTV

**Access 23** Sponsored programming

**27** Educational programming (Programs provided by Portland Community College)

**28** Government and Educational programming

**30** Government and Educational programming

### C) Scheduling Programming

Certification as a TVCTV producer/sponsor is required to schedule a program for playback on any of these channels. To be certified as a TVCTV producer/sponsor, you must attend Orientation and be on file as a certified producer or sponsor of programming by completing the Producer's Seminar training offered by TVCTV.

Each scheduling request will be date stamped upon receipt by TVCTV's programming department to provide reference in cases of programming disputes. TVCTV will find time slots and notify the producer. TVCTV will schedule the program based on available time.

Programs are scheduled as either **Individual** or **Series** programs:

**Series:** Scheduling for a series is done based on information provided by the producer on the *Series Cablecast Request Form*. Series programs are scheduled quarterly on a first come, first served basis. Deadline for application for a series is one month prior to the beginning of the next quarter. Applications received after that date remain on an "as available" basis. All series require a submission of a *Series Cablecast Request Form* each quarter and also require a *Project Planning Guide* at the time of application.

**Individual:** The Individual Cablecast Request Form is used for one-time programming. Producers must indicate the start air date and the last air date of the show.

Media will be recycled if the producers do not pick up their tapes in a timely manner (see page 17).

### D) Scheduling Series Programming

Series time slots are a privilege and not a right. In order to be awarded a series time slot, producers must demonstrate to TVCTV their ability to deliver programming of consistent quality in a timely manner.

Series applications will not be granted to producers who have not produced their own programming. TVCTV requires completion of at least two programs over 15 minutes in length before a producer applies for a series.

TVCTV schedules series programs on a first come, first served basis. Series will be cablecast in their awarded time slots if the following criteria are met:

1. Each episode must be accompanied by a completed *Individual Episode Programming Data/CCR* form.
2. Renewal of series programming will not be considered until 50% of the presently scheduled programs have been cablecast.
3. To retain a series time slot, the producer or sponsor must maintain a ratio of five to one of original to repeat programming (five originals must run before they can be repeated).
4. If a series producer fails to produce any two consecutive installments for a series, the series may be cancelled and the user may not be granted a series time slot in the future without permission from the Community TV Manager.
5. Series renewal is based on the producer's ability to deliver the series in a timely manner with consistent technical and production values.

TVCTV prioritizes series requests in the following order:

1. Those produced within the TVCTV service area by established producers.
2. Those produced by new producers within the TVCTV service area.
3. Those produced in the Portland Metro Area that have content or information related to or of interest to the service area.
4. Those produced outside the Portland Metro Area that have content or information related to the service area.
5. Pre-recorded programs produced outside the service area that have content or information related to the service area, submitted by eligible sponsors (these programs were not produced by the sponsor).

Producer/Sponsor Note: *The cablecast of programs submitted to TVCTV that are not produced within the service area may be pre-empted by requests for channel time for programming produced within the service area.*

The Community TV Manager may approve exceptions to these priorities. Exception requests must be submitted in writing and consideration will be given to written proposals stating overall project goals, special circumstances, and exceptions requested.

#### **E) Use of Community Bulletin Board (CBB)**

TVCTV makes an electronic community billboard available for public service announcements (PSA's), non-commercial messages, and the promotion of programs scheduled on the TVCTV channels. Community organizations, governments, schools, and individuals located in the TVCTV service area may submit announcements to promote non-commercial events and services. Messages are limited to the space provided on the community billboard form. TVCTV reserves the right to edit CBB messages and to make decisions as to which messages will be carried on the CBB, based on the following guidelines:

1. CBB announcement submission forms are available at the TVCTV facility and on TVCTV's website ([www.tvctv.org](http://www.tvctv.org))
2. Completed forms may be emailed, faxed or hand delivered to TVCTV.
3. Billboards may not be used as advertisements for private businesses or the products and services of individuals.
4. Messages must clearly state who is requesting the posting and have a valid contact number.
5. If demand for display exceeds available channel time, TVCTV may limit the number of concurrent messages accepted.
6. Organizations submitting press releases may have their information reduced to the bulletin board format by TVCTV staff.

## VI. USE OF PRODUCTION EQUIPMENT

### A) Production Equipment Usage Guidelines

The following guidelines must be followed to use TVCTV equipment:

1. **All use of TVCTV production equipment must be used for the purpose of rehearsing, recording, and/or preparing programs for cablecast on the TVCTV channels or for training.**
2. **Use of TVCTV equipment for any other purpose, for personal gain, or for any commercial purpose is prohibited.**
3. **Members are fully responsible for all equipment reserved. This includes any damage to, or loss of (including fire and theft), the equipment checked out of the TVCTV facility (this includes all loaned portable equipment and the equipment contained in the TVCTV production truck and mini-mobile).** Members are also responsible for any damage to equipment used and located in TVCTV facilities (i.e., studios, edit suites, and/or offices). This excludes routine wear and tear of equipment as determined solely by TVCTV. Member responsibility includes the complete repair cost of the damaged item(s), or current replacement cost should it be lost, stolen, or damaged beyond reasonable repair as determined by TVCTV. TVCTV will invoice members for equipment replacement or repair costs and all invoices must be paid within 30 days of receipt to avoid suspension of member privileges.

***Members are reminded that TVCTV's equipment is expensive and that they should safeguard it while in their possession. They are also advised to check with their insurance carriers regarding potential personal coverage in the event of the loss, theft of, or damage to, TVCTV loaned or used equipment. TVCTV does not provide insurance coverage to members for the use of its equipment.***

4. TVCTV's equipment shall only be used within the Portland Metro Area (within Washington, Clackamas, or Multnomah Counties). Permission to take equipment outside the Portland Metro Area must be approved in advance by the Community TV Manager. Your written request (email to reservations at TVCTV.org accepted) must be submitted at least 24 hours in advance of the requested use date.
5. A reservation for TVCTV equipment will only be issued to an eligible certified member who has a current *Statement of Compliance* on file, and who assumes full financial responsibility for the equipment and its care and safety during usage, including damage and theft.
6. The certified member is responsible for any claims arising out of the use of TVCTV equipment and promises to indemnify, hold harmless, and defend MACC/TVCTV and/or its employees, Commissioners, MACC member jurisdictions, and assigns, against any such claims or any claims arising from the use of the program material to be cablecast or any breach of the registered users signed *Statement of Compliance*, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws, and unauthorized use of copyright material.
7. The member is responsible to make continued progress toward completion of their program for cablecast as a result of using TVCTV equipment and facilities. The Community TV Manager may decide to terminate use of equipment or training if continued progress is not demonstrated.

### B) Field Equipment

Eligible members, certified in Field Equipment, may reserve equipment via email at reservations at TVCTV.org, by telephone or in person at TVCTV. Reservations are not confirmed until you receive an email confirmation from TVCTV Reservations.

1. Reservations can only be made to members certified for the equipment they want to reserve and a *Project Planning Guide* must be on file with TVCTV. Eligibility is detailed in Section III and certification requires the successful completion of TVCTV training or a successful challenge of the specific equipment or facility as outlined in Section IV of this manual.
2. TVCTV staff will record the checkout date and time, the scheduled check-in date and time, equipment to be used (in detail) and the project for which the reservation has been made.

3. Reservations are not transferable without prior permission from the Community TV Manager. Back-to-back reservations can only be made by the TVCTV Community TV Manager and must be noted in Facil as such. Single show producers (those not producing series programming) may have three (3) active reservations at a time. (Booking of more reservations can be done at the end of the second reservation.) Series producers may book reservations one quarter at a time pending series application approval.
4. Failure to show up on time to pick up the equipment may result in loss of reservation. Failure to return equipment on time may result in sanctions which may include loss of privileges for repeated offenses.
5. Field cameras and related ENG (Electronic New Gathering) equipment can be checked out for 48 hours on consecutive business days. Days the TVCTV facility is closed to the public will not be included in that limit. Field editing equipment can be reserved for 72 hours on consecutive business days. Exceptions to extend a reservation beyond its normal limit or outside of normal hours of operation must be approved by the Community TV Manager.
  - a) A unit of field equipment use is two days except over weekends, holidays, or other times when TVCTV may not be open.
  - b) Reservations are limited to one camera or editing kit per certified community producer or member.
  - c) Dub Cart Use: Dub cart reservations are limited to four (4) hours. Producers may make only one (1) copy of the program during their dub cart reservation. Additional DVD copies of the program can be available for \$15 through TVCTV.
  - d) The Community TV Manager may impose limits on the number of reservations made per project in order to better manage the production of a program.

### **C) Use of Editing Equipment**

Use of TVCTV editing equipment must be for the purpose of training or producing programming for cablecast on TVCTV channels.

1. Copying or dubbing tapes is not allowed, except one per program to serve as a cablecast master and one for home viewing. Additional distribution copies are to be made by TVCTV staff for a fee according to our current rate card.
2. Preparing material for commercial, private purposes, or for any personal gain is not allowed.
3. Editing equipment will only be used by members certified in editing by TVCTV (as well as by authorized trainees and volunteers).
4. TVCTV staff members are only available to assist members with their productions on a time available basis – they are never assigned to assist a member on a full-time basis.

### **D) Use of Non-linear Edit Bays**

Each editing room has multiple edit bays or stations. Please minimize your disruption of other editors by observing these guidelines:

- VI. Use of headphones if other editors are present.
- VII. Limit guests to two per station.
- VIII. Food or drink is not allowed in the editing rooms.
- IX. Please keep your edit station clean.
- X. Do not leave valuables unattended. TVCTV is not responsible for theft of or damage to your personal property.
- XI. Use only Panasonic tape media. Use of other media may damage the edit systems and repair or replacement costs will be assessed to the producer of record for the reserved edit space. Producers are responsible for providing their own blank media stock. TVCTV can provide media at nominal cost to the producer.

## XII. USE OF STUDIOS

### A) General

1. TVCTV has three television production studios and two mobile production vehicles. All studio use will be for the purpose of training or producing a finished program for cablecast. The Community TV Manager must approve, in advance, use of studio time for any other purpose.
2. The use of pyrotechnics, smoke, fog, and hazers are prohibited. Any special effect devices will need prior approval from the Community TV Manager. These devices include but are not limited to: bubble machines, snow generators, chaff dispensers, electrical discharge devices or lasers. Any additional non-TVCTV equipment that needs installing into the studio system needs prior approval from the Community TV Manager or TVCTV Engineer. Installation of additional equipment to the studio system will be performed by TVCTV staff only.
3. The studios are to be used as is. Additional components and arrangements requiring rewiring or reconfiguration must be cleared in advance with TVCTV's Engineer. Technical reconfiguration by users is cause for immediate suspension of TVCTV privileges.
4. Food and drink are prohibited inside the studio and the Control Room. Talent on stage may be provided beverages. Food is permitted in the studio only as a part of a nutrition or food preparation event as part of the program. Beverages are allowed in Live Link only, but must be in closed containers.
5. Please report all damaged, malfunctioning or inoperable equipment as soon as possible to the TVCTV staff.
6. After each production, studios and Green Room are to be cleaned and returned to normal. No food or drink is to be left in the refrigerator. Certified members should make sure all TVCTV facilities are returned to the condition in which they were found. Staff is not responsible for cleaning up the Studio or Green Room after production. Disciplinary action will be imposed on certified members who do not clean up after their productions.
7. TVCTV staff is responsible for shutting down the Control Room.

### B) Reservation of Studio Equipment

TVCTV allows advance reservations of studio equipment on a first come, first served basis by written, email, telephone, or in-person requests. Studio time may only be reserved by a certified studio producer.

1. Staff productions and training have priority over community TV productions. Time sensitive programming has priority over series and individual productions. Series productions have priority over individual productions. All other use is available on a first come, first served basis. The Community TV Manager shall arbitrate scheduling conflicts. An appeal may be made to the MACC Administrator whose decision will be final.
2. The maximum studio time allowed to finish a production is four (4) hours for Studio A or B, and one (1) hour for Live Link (for which a fee is charged).
3. Non-series producers may have only two active reservations for studios. This includes Studios A, B & Live Link. Series producers can have one additional reservation in a studio other than their series reservation.
4. Producers of record must be present during the entire reservations.
5. A Studio or Live Link *Project Planning Guide* must be on file with TVCTV.
6. Requests for live studio time require coordinating the request jointly between the TVCTV Programming Department and the Community TV Department. Requests need to be submitted four weeks prior to the requested day. This request must be made with the submission of a *Cablecast Request Form* and a *Project Planning Guide*.

### **C) Cancellations**

Canceling a studio reservation should be done as soon as possible to allow other community producers fair access to the facility. Cancelling a live program requires at least 48 hours notice and requires notifying both the Programming and the Community TV Departments. Live programming cancelled less than 48 hours prior to the reserved time requires the producer to provide a pre-recorded program to fill the cablecast time slot. Series producers are allowed two cancellations per quarter before their series is cancelled by the TVCTV Programming Department. Failure to notify TVCTV of a cancellation in a timely manner and/or failure to provide back up programming may result in loss of TVCTV privileges (see also Live Link cancellation policy).

### **C) Procedures for Studio Use – Studios A, B & Live Link**

1. Certified studio producers are required to arrive on time for their scheduled studio time. Arriving early or staying late must be approved by TVCTV staff to be assured that the time does not conflict with another reservation.
2. TVCTV provides facility coverage to all members with reservations. However, certified studio producers are required to seek out a TVCTV employee to assist with technical issues and set-up.
3. TVCTV staff will not serve as crew on a member's TV production. The producer is expected to secure an adequate number of certified members to sustain the production. Use of non-TVCTV trained volunteers is not allowed on any TVCTV equipment. Non-technical positions on the crew can be staffed with volunteers. Producers must complete and return to TVCTV the *Studio Contract Form* listing all crew members by name and position.
4. The Community TV Manager reserves the right to cancel any production at any time. This includes, but is not limited to: failure to obey directions from TVCTV Staff; violation of TVCTV *Policies and Procedures*; interfering with the production of another producer or volunteer; violating Beaverton School District's policies; or other law-breaking activity.
5. The producer of record is responsible for the conduct of the volunteers and guests assisting in the production of their program and the safe operation of TVCTV equipment and facilities. Persons who are abusive or disruptive of other productions or volunteers, under the influence of alcohol or illegal drugs, or otherwise interfering with the orderly conduct of business may be asked to leave the facility. Damage to TVCTV facilities or equipment may result in sanctions or demand for reimbursement or both on the part of the producer of record.
6. TVCTV is not responsible for lost, stolen or damaged items including personal property of TVCTV guests, volunteers or producers. All TVCTV equipment checked out to a producer is the responsibility of the producer for the duration of the reservation or until the return of the equipment.
7. Studios must be left in the condition they were found, including the following:
  - a) All sets and props must be struck and stored;
  - b) Camera and audio cables are to be coiled and properly stored;
  - c) Cameras should be parked out of the way and capped;
  - d) Headsets should be stored on cameras and the floor director's headset shall be returned to the equipment room;
  - e) Lights are to be returned to their normal position and dimmers off;
  - f) Microphones shall be turned off and properly stored;
  - g) Chairs and furniture must be returned to their proper areas;
  - h) Studio floor must be swept/tables wiped;
  - i) All videotapes, music sources, graphics, and paperwork must be removed from the control room; and
  - j) Green Room and kitchen area cleaned.
8. Certified producers are required to vacate the studio when their allotted reservation time is up. The four hour studio time blocks shall include set-up, production, and strike time.
9. A call screener must be provided by the producer for any live call-in program.

## D) Live Link

Live Link is TVCTV's small "live studio" that can be used by up to three people at a time for small panel (2-3 people) presentations. Live Link Certification requires the volunteers to attend Orientation and at least one (1) Live Link training session. All Live Link users must complete a contract to use this service.

Live Link is a fee-based service - Flat rate of: \$25 for 1-25 minutes of time reserved; or \$50 for 26-50 minutes of time reserved.

1. Cancellation Fee – Cancellation must be made at least 48 hours in advance of a Live Link reservation. If a reservation is cancelled less than 48 hours before the reserved time, the producer will be charged a \$25 cancellation fee.
2. No Show Fee – a \$25 or \$50 (based on time reserved of 25 min. or 50 min.) "No Show Fee" will be charged to users who fail to show up for a Live Link reservation. Until the late fee is paid, no new Live Link shows can be produced.
3. Live Link Payment – Payment is due in advance of a Live Link production. Producers must pay by credit card, check, money order or exact cash amount (TVCTV does not make change) before gaining access to the studio. If the producer has not paid for the reservation in advance, and arrives at the studio with no means of payment, their reservation will be cancelled and they will be charged a penalty fee equivalent to the studio usage fee. No further reservations can be made until late fees are paid.
4. No food or drink is allowed in the Live Link Studio other than for talent, which must be kept in a closed container.
5. Live Link Studio Users must also provide a person to screen any telephone calls received as part of the program (see Live Programming Producer Liability below).

## E) Mobile Media Facilities (MMF)

TVCTV's Mobile Media Facilities (MMF) (TVCTV's media truck & mini-mobile) can be used through a certification process. A fee is charged to use these services and a TVCTV staff member must transport the facilities (the cost of which is included with the fee).

### XIII. Training

To be eligible to produce a production using one of the MMF, you must first have completed the field or studio training tracks and have produced at least one project in each.

Group MMF training is available as authorized by the TVCTV Community TV Manager.

### 2. General Rules

- a) All MMF use must be for the purpose of producing a finished program for cablecast on TVCTV channels.
- b) Users are not permitted to produce pieces or segments for later post-production. A finished program must come out of each MMF reservation.
- c) The MMF are to be used ***as-is***. Use of additional components or arrangement requiring rewiring or reconfiguration must be cleared in advance with TVCTV's Engineer. Technical reconfiguration is cause for immediate suspension of TVCTV privileges.
- d) Drinking and eating are not permitted in or around the MMF equipment under any circumstance.
- e) Users should report broken or malfunctioning equipment to TVCTV staff immediately by filling out an equipment discrepancy report.
- f) After each production, certified producers must return the MMF in the condition it was found.

### 3. Reservations

- a) Reservations are available on a first come, first served basis.
- b) Reservations must be made at least 30 days in advance, but not more than 60 days in advance.
- c) The maximum number of reservations allowed to complete a production is one (1).
- d) Reservations require a minimum crew of five in addition to the certified mobile media producer. All crew members must be TVCTV certified members.

- e) The member who made the reservation is responsible for conduct of crew, maintaining communication with TVCTV, orderly and safe operation of the equipment, and coordinating the production.
- f) MMF reservations are not transferable.
- g) Before a MMF reservation is made, a *Project Planning Guide* must be completed and accepted by the Community TV Manager.
- h) The MMF request must specify the name of the project, the location, crew names, and program length.
- i) The MMF request will specify the program segments involved, the talent involved, the staging, set and props required, number of cameras, the sound equipment needed, the lighting necessary, graphics materials and times for travel. TVCTV will provide equipment and facilities only. Graphics, talent, sets and props are the responsibility of the certified member.
- j) The MMF request must describe the need for multi-camera, live-switched coverage for the production.
- k) Cancellations must be made at least one (1) week in advance.

#### 4. Rules and Regulations

- a) A TVCTV staff member will drive the MMF and is required to be present during productions. However, TVCTV staff will not serve as crew for the production. The certified producer must provide all certified volunteer crew necessary for the production.
- b) The certified producer is responsible for a site survey at least two weeks in advance of their reservation. A TVCTV staff member must accompany the certified producer on the site check to offer advice on set up.
- c) TVCTV may charge the producer for use of expendable materials such as gaffers tape.
- d) The MMF is to be returned in the same condition in which it was checked out. All camera and audio cables are to be coiled and stored properly, cameras and audio equipment are to be properly put away and stored. All items used during production including graphics, sets, props, and paperwork must be removed from the truck. The MMF is to be swept out and left clean.

### 5. PROGRAMMING

#### A) Program Content

1. TVCTV encourages open and non-discriminatory access to its channels on the cable system. TVCTV distributes programming which is responsive to the diverse needs and interests of residents in the franchise service area.
2. Use of the cable access channels must comply with local, state, and federal laws with respect to program content. TVCTV does not censor, judge or review programs before cablecast with the following exceptions: TVCTV will not knowingly permit any of the resources within its control to be used for the production or cablecasting of any material that is in violation of local, state or federal laws. TVCTV shall prohibit the cablecast thereof or suspend such programming in progress at the time when TVCTV received actual knowledge of the content and character of such programming.

The community access channels are a public forum; however, specific guidelines will be followed to enforce this provision.

3. The Community TV Manager may suspend from play any material that appears to be in violation of local, state, or federal law. If the producer/sponsor disagrees with this suspension, he/she may file an appeal with the MACC Administrator. If the suspended show is found not to be in violation, it will be played at the earliest opportunity.
4. If the Community TV Manager believes a certified producer/sponsor submits a program that after cablecast, appears to violate any terms of the *Cablecast Request Form*, the manager may require that the program be suspended for future play until he determines that the violation has been corrected. The Community TV Manager shall make reasonable attempt to notify the producer within 24 hours of the suspension.
5. Liability for program content rests solely with the producer. Neither the cable companies, MACC, nor TVCTV will be liable for damages arising from any obscenity or defamatory statements, actions or invasion of privacy, or copyright violations occurring during any program when such company or corporation does not originate or produce such programming.

6. Programming cablecast on TVCTV channels may not contain the following:
  - a) Any material that violates state or federal laws.
  - b) Any solicitation or appeal for funds, except for those made by a registered NPO or public agency.
  - c) Any unlawful use of copyright material. Liability for such unauthorized use shall rest solely with the producer. The producer further agrees to hold harmless TVCTV for damages arising out of such claims.
  - d) Any advertising or material that promotes any commercial product or service for private gain.
  - e) Any political advertisement, commercial, or promotion produced outside TVCTV facilities, or airing on commercial or cable television channels and/or radio stations. An exception is allowed if the political advertisement is used in whole or in part, during a TVCTV producer's program for the purpose of commenting on, or review of, the advertisement, commercial, or promotion.
7. To minimize the risk of the viewing of indecent or profane programming by children, the certified producer/sponsor must provide a disclaimer to appear at the beginning and end of potentially indecent and profane programming including, but not limited to programming that contains uncovered portions of the human body including: the nipple and areola area of the female breast, the genital area of a male or female, or the anal cleavage of a male or female. In addition, the same disclaimer must be used with any program where slang, vulgar or colloquial expressions, which refer in the context within which it is used, to sexual intercourse, masturbation, or anal or oral sexual contact, to human genitals or human elimination. Other potentially indecent or profane programs requiring a disclaimer may include, but are not limited to, programming that contains: racial slurs, violence (including discussions of violence against certain groups based on their race or sexual preference), frank discussion about sexuality, graphic medical procedures, extreme degradation of human beings or animals and usage of excessive foul language as deemed by the TVCTV Community TV Manager.
8. TVCTV reserves the right to move any program deemed to have indecent or profane content to the safe harbor hours of 12:00am to 4:30am in order to minimize the risk of viewing by children. For purposes of this policy, and consistent with regulations adopted by the Federal Communications Commission, the term "indecent" means language and material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs. The terms "profane" means language that denotes certain of those personally reviling epithets naturally tending to provoke violent resentment or denoting language so grossly offensive to members of the public who actually hear it as to amount to a nuisance. *Example: "This program contains material that some viewers may find objectionable or offensive. Viewer discretion is advised."*

## **B) Live Programming Producer Liability**

1. Liability for live programming, including telephone calls taken as part of a live show, is the responsibility of the producer. To avoid "problem callers" producers of live call-in programs are required to have a call screener intercept all calls prior to them going on air (instructions for call screeners are posted in the studios). Failure to screen indecent language from a live program may result in User Sanctions. Any indecent language recorded in a program must either be removed prior to playback or a disclaimer added to the program and noted in the CCR (this may also require the program to be played back during "safe harbor" hours). Producers are reminded to consider their liability carefully when producing live programs.
2. For viewer feedback, a certified producer/sponsor may display their own contact information.
3. Only programs produced by TVCTV personnel can be identified as TVCTV productions. Certified producers must identify themselves as the content provider or program producer.
4. Website addresses may reference a homepage only and linkage is restricted to pages, which do not include on-line purchasing or ordering processes.
5. All programs produced using TVCTV equipment must state: "Produced through the facilities of Tualatin Valley Community TV – a service of the Metropolitan Area Communications Commission" and list the certified producer/sponsor as the copyright holder. All subsequent use or showings on the access channels or for any other purposes must credit TVCTV accordingly. TVCTV reserves the right to run disclaimers at the head and end of programming that was not produced using TVCTV facilities stating "The following program was not produced using the facilities of TVCTV."

## 6. Disclosure of Public Information About Producer, Users, and Volunteers

All general public inquiries regarding TVCTV members will be referred to the Community Television Manager or the Operations Supervisor for review and response. They will review the request and the file of the TVCTV member to determine the information that can be released. Such responses will usually be provided within 48 hours and the staff will notify the TVCTV member about the public request. Persons making such inquiries will have to provide TVCTV with their name, phone number, and address in order for TVCTV to provide the information – TVCTV does not respond to anonymous requests for information.

7. TVCTV will routinely release the following information about their members:

- a) Name of the TVCTV member;
- b) Confirmation that the individual uses TVCTV facilities or services;
- c) The contact information (i.e., phone number, email, or mailing address) that the member has authorized TVCTV to provide the public (we suggest email address) – all members must designate at least one form of contact information that can be disclosed to the public; and
- d) The title, description, length, and any scheduling information about any completed programs submitted for cablecast by the member.

8. If a member of the public is seeking information beyond that listed above, they must submit a properly completed *Request for Public Information Form* to TVCTV's Operations Manager or the MACC Administrator (copies of these forms are available at the MACC and TVCTV offices). MACC will usually respond to formal Requests for Public Information within seven (7) days.

9. **MACC/TVCTV's Requirements for Public Disclosure:** *TVCTV is a division of the Metropolitan Area Communications Commission (MACC) and therefore falls under the provisions of the Oregon Public Records Law (ORS 192). As a result, all information in MACC's or TVCTV's possession, both paper and electronic, is public information. This means that the public can request this information by making a form "Request for Public Information" to MACC/TVCTV. Such formal Requests for Public Information are not common, since most people do not want to go through the request process or wait for the information. Please be advised that any information you provide MACC/TVCTV becomes a public record and can be disclosed. (Note: all members must designate at least one form of contact information that can be disclosed to the public). *This includes your address, telephone number, and email address.**

If you have questions about this policy, please contact the Community TV Manager, or the MACC Administrator.

## 6. PROGRAM SPONSORSHIP, COPYRIGHT & DISTRIBUTION

### A) Recognizing Sponsors

TVCTV encourages volunteers to find and acknowledge those organizations and people who provide in-kind goods and services in support of the interest of their production (i.e. pizzas/drinks for production crew, set materials, etc.). However, such in-kind donations are limited to a total value not to exceed \$200 per any calendar quarter – no cash donations are allowed (the MACC Administrator can approve exceptions to this limit on a case by case basis). We believe this supports the mission of Public, Educational, and Government Access TV and therefore, TVCTV must assure that its channels are not used for commercial purposes or personal gain. As a result, programming cablecast on TVCTV channels is prohibited from containing any advertising or material that promotes any commercial product or service. To better explain the sponsorship process, we have prepared guidelines for producers to follow when acknowledging their sponsors. As always, if you have questions regarding sponsorships, please contact the Community TV Manager.

XIV. Support for access programs may be acknowledged with a visual and/or spoken credit at the beginning, during, and/or end of the program. Total sponsorship credits may not exceed a length of 30 seconds.

- a) Sponsorship credits cannot induce a direct consumer response of any kind, nor have any call-to-action, whether direct or implied. Unacceptable credit examples: "For your banking needs, call Key Bank at 503-111-2222" or "For your next Oldsmobile, visit Thomason Olds on the Beaverton-Hillsdale Hwy". However, you may use language such as "Production support for this program has been provided by ..." or "This program has been sponsored by ..." Sponsorship credits must name the donor in mission-statement terminology that is neither commercial nor promotional in language. The description of the business or service must be in value-neutral terms that avoid comparative or qualitative terms.

- b) The sponsor's logo or business name may be included one time in your program credits. You may also list in the credits, their name, address, phone number and website. Products cannot be shown in use or in motion and must be shown in a setting that is plausible, appropriate and value neutral.
- c) If you include the sponsor's website, it may only reference a homepage. Linkage is restricted to pages, which do not include any on-line purchasing, or ordering processes.
- d) TVCTV does not permit superlative descriptions or qualitative claims about the company and its products or services. Any comparison with other companies, or with other company's products or services, whether direct or implied, is also prohibited.

XV. The title of the program may not use the name of any for-profit business (i.e., Delta Airline Rose Festival Parade, Burger King/Safeway Sports Show, etc.). Exception may be granted when videotaping the name of a sponsored program such as the US Bank/Les Schwab OSAA Football Tournament.

XVI. Sponsorship cannot have any editorial control over a producer's program.

XVII. Certified producers may use experts to provide credibility to their program. Expert testimony should remain faithful to the specific discussion about the project of topic at hand, and not act as a "soft-sell" for the expert's business or services. An acceptable example of this would be: "Today we're going to talk to Jan Jefferson from Safeway Foods about proper food storage techniques." Then Jan goes on to say: "To properly store leftover foods in order to maintain safety, the following things should be done...1. Choose a proper container for your storage method. 2. Make sure the food cools before you pit it in the freezer or refrigerator." At this point, the host or hostess might say "Thank you, Jan and Safeway for providing those helpful tips."

XVIII. Certified producers may offer sponsors a place on the show's website, but not on TVCTV's website. Example: the Movie Dude has themoviedude.com. It is perfectly acceptable for the Movie Dude to offer his sponsor the ability to place their logo and a link to their site on the program site in accordance with this policy.

***Note to Certified Producers:*** *The above guidelines were compiled from other access centers around the country and include some general guidelines from the old PBS style of underwriting that has been the general rule of thumb for access centers that use underwriting or sponsorship capabilities. Please contact the Community TV Manager if you have questions about this policy.*

## 1. Copyrights

Copyright of program content rests solely with the certified producer, regardless of who owns the videotape on which it was recorded.

The certified producer/sponsor assumes and accepts full legal responsibility for obtaining releases necessary for copyrights materials (such as music) and for obtaining clearances for personal appearances (Talent Releases).

## 2. Distribution

Distribution of programming that has been produced through TVCTV facilities is restricted as follows:

1. TVCTV has the right of first and subsequent showings on its channels.
2. TVCTV has the right to keep a copy for archive purposes.
3. TVCTV has the right to use the program or excerpts for promotional purposes.
4. TVCTV reserves the right to schedule all programs on one or more access channels based on the program type or length. All compliant programs are guaranteed at least one play on the TVCTV channels.
5. Use of TVCTV production equipment to produce a program that will be sold for commercial gain is **not** permitted. Certified members who are found to be in violation of this policy will be subject to the User Sanctions posted under "Major Offenses". TVCTV also reserves the right to recover equipment rental costs from certified members who are found to be profiting in any way from the use of TVCTV free facilities and equipment.
6. Certified producers are permitted to make one copy of a completed program for their personal use. Additional copies of programs produced through the use of TVCTV facilities must be obtained from TVCTV. TVCTV will charge a nominal fee to cover duplication, media stock and mailing fee (if

applicable). In the event that a certified volunteer supplies their own media for dubs, they will be billed for dubbing time only. Any exceptions to this policy must be requested and granted in writing.

## 7. PROGRAM SCHEDULING

TVCTV channel space is available on a first come, first served basis. Locally produced programming is always the highest priority. New programs are favored over repeat programs unless the new program was not produced inside the TVCTV service area. Building a regular viewership with a viable schedule will be a high priority when making TVCTV channel reservations.

### A) Requests for Channel Space

In order to obtain channel time for videotape an/or live programming, an eligible user must submit a *Series or Individual Cablecast Request* form filled out in full.

Note: Certified producers/sponsors of programs that contain potentially objectionable material such as strong language, nudity, graphic violence, or depictions of medical procedures must indicate the presence of such content on the cablecast request form. When indicated, the program will be scheduled for cablecast after 12:00 a.m. and will require a disclaimer.

#### 1. TVCTV Programming Restrictions

Most TVCTV programming will be guaranteed five cablecasts; the producer will be notified of these. TVCTV reserves the right for repeat showing that will not be announced to the producer in advance.

- a) No program may be re-submitted for any additional cablecast before three (3) months after the last scheduled playback on a TVCTV channel.
- b) Programs that have been cablecast more than three times on TVCTV channel may be denied further cablecast dates.
- c) TVCTV reserves the right to additional plays of the program provided during the same month the program is scheduled at the producer's request; repeat showings may not be announced to the producer in advance.

#### 2. Handling/Videotape Policies

- a) Individual programs submitted for cablecast may take up to two (2) weeks to be programmed.
- b) Series programs must be submitted at least two (2) business days prior to their first airing. See schedule below:

*If the first airing is on:*

Sunday  
Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday

*Your media must be in by 2pm on:*

Wednesday, the week before  
Wednesday, the week before  
Thursday, the week before  
Friday, the week before  
Tuesday  
Tuesday  
Wednesday

- c) Producers must retrieve media from TVCTV within 45 days of delivery. Media not picked up by this deadline, may be erased and recycled for public use.

Note: Live programs **will not be** scheduled for replay less than 36 hours after the initial live cablecast.

**B) Program Technical Standards** – Please refer to the *TVCTV POLICIES AND PROCEDURES - Technical Specification* attachment

### C) Authorship/Origination

Videotape and/or live programming cablecast on the TVCTV channels should, at the beginning or end of the program, clearly identify the producer of the program to be cablecast and/or the name of the eligible TVCTV program provider.

### D) Programs Not Produced Through TVCTV's Facilities

1. To submit programming not produced through TVCTV facilities, an individual must meet TVCTV's eligibility requirements stated earlier, and must attend a TVCTV Orientation and a Producer Seminar to be eligible to receive cablecast services. To become a certified sponsor, the eligible person submitting the program must sign a TVCTV *Statement of Compliance* and fill out a *Cablecast Request Form*.

In doing so, they acknowledge compliance with all program content policies, rules and guidelines, as well as knowledge of, and responsibility for, the content of the program under consideration for cablecast.

2. Programming not produced through TVCTV facilities must meet the technical standards for TVCTV cablecast, including format and playback standards.
3. A completed Cablecast Request Form must accompany a program not produced through TVCTV facilities.
4. TVCTV prioritizes channel space for programming produced in the TVCTV Franchise area.
5. The number of program repeats may be limited to give priority to first-run programming produced primarily produced through the TVCTV facilities.

#### **E) Series Programming**

1. A series time slot is a privilege and not a right. To be a certified series producer/sponsor, you must have demonstrated to TVCTV your ability to deliver programming of consistent quality in a timely manner.
2. TVCTV permits a series maximum of 13 weeks duration, with a maximum of four (4) time slots per week. At least one (1) time slot must be for the first play; the remaining time slots may be used for repeat of the program at TVCTV discretion.
3. A time slot may be up to 58:30 minutes in length. There are four "seasons" for series:  
Winter – January 1 to March 31 (apply between November 1-15)  
Spring – April 1 to June 30 (apply between February 1-15)  
Summer – July 1 to September 30 (apply between May 1-15)  
Fall – October 1 to December 31 (apply between August 1-15)
4. The prospective series programmer must indicate the amount of new episodes they intend to submit for cablecast per season. New episodes are those that have not been previously cablecast on a TVCTV channel.  
Bi-weekly: At least six new episodes per season  
Weekly: At least 12 new episodes per season  
Monthly: At least three new episodes per season
5. New certified series producers/sponsors must also demonstrate an ability to turn in programming according to their schedule. To this end, certified series producers/sponsors must turn in two (2) new programs in their series prior to receiving a series time slot.
6. TVCTV accepts requests on a first come, first served basis. TVCTV may deny future requests once a series has held a specific cablecast time slot for more than two seasons (26 weeks) if another series applicant requests that time slot. In such cases, an alternative time slot will be sought for the pre-existing series with regard to TVCTV's overall program considerations.
7. If a certified series producer/sponsor fails to produce any two installments for a series, the contract will be cancelled and the user will not be granted a series time slot in the future without the permission of the Community TV Manager.

#### **F) Live Programming** TVCTV offers a number of studios and Mobile Media Facilities for live programming. Arrangements for live programming must be made at least four weeks in advance. Fees may apply for certain types of live programming (see also "Live Programming Producer Liability" above).

1. Members must be certified in studio production, Live Link, or Mobile Media Facilities production to be eligible for a live program schedule on TVCTV channels.  
  
To be eligible to schedule live programming, a certified producer must have demonstrated the ability to coordinate and produce quality programming in a consistent and timely manner (full studio and Mobile Media Facilities only), and have taken a lead roll in a minimum of two studio productions at TVCTV.
2. Live programming is scheduled on a first come, first served basis.
3. Producers must request a channel time slot for live programming at least four (4) weeks, but no more than twelve (12) weeks in advance. At the time of the request, a completed *Studio Request Form* and a *Cablecast Request Form* must be submitted to TVCTV.

**G) Default** Certified producers of live programming TVCTV channels will be considered in default of their live programming contract and may have reservations cancelled and/or be restricted from live programming completely for any of the following:

1. Having inadequate crew to successfully fulfill the obligation to produce the scheduled program.
2. Tardiness.
3. Demonstrating a consistent inability to begin and end programming at scheduled and/or required times.
4. Poor performance and resultant poor quality of programming.
5. Content violations occurring during live programming.

## **XI. VOLUNTEER/PRODUCER SANCTIONS**

To ensure that the TVCTV mission, goals and values are upheld and that the equipment and facilities remain in good working order, TVCTV reserves the right to refuse services on a temporary or permanent basis or otherwise initiate suspensions of services, disciplinary actions, sanctions or other legal action against individuals or organizations interfering with or jeopardizing TVCTV operations or otherwise violating the TVCTV *Policies and Procedures*.

**A) Removal from TVCTV Premises** TVCTV may require an individual or individuals to immediately leave the TVCTV premises for any of the following reasons:

1. Harassing staff, other producers, or volunteers.
2. Interfering with staff in the performance of their duties.
3. Not following the direction or orders of staff.
4. Appearing to be under the influence of alcohol or drugs, or consumption, sale or distribution of alcohol or drugs on TVCTV property.
5. Interference with the orderly conduct of TVCTV/ACMA activities, facilities or programs.
6. Alleged violation of any Federal, State or local laws while present at TVCTV.
7. Any violation of Facility Use Rules (see Section II).
8. Any offense listed below as a "Major Offense".

**B) Major Offenses** TVCTV may immediately suspend privileges or refuse service based on disciplinary action, in addition to possible legal actions for:

1. Misuse or abuse of equipment or failure to maintain TVCTV equipment or facilities.
2. Theft or vandalism of property or equipment.
3. Failure to return equipment through intent, neglect, loss, or theft.
4. Making false or misleading statements on applications or other TVCTV documents.
5. Use of the equipment or facilities for commercial or profit-making purposes, or for any personal gain.
6. Use of equipment and/or facilities for any purpose not related to the production of programs for cablecast on TVCTV channels.
7. Removal of equipment from TVCTV facilities without following the proper reservation procedure.
8. Attempted disassembly, repair or tampering with TVCTV equipment.
9. Chronic or willful disregard for TVCTV Policies and Procedures.
10. Abuse or harassment of TVCTV staff, volunteers or others at the facilities.
11. Falsifying reservation information.
12. Owing funds to TVCTV for any reason, including, but not limited to, failure to pay for equipment damage, or paying with an insufficient funds check (separate fees may also be assessed by MACC for NSF checks).
13. Non-disclosure of program content, which may be objectionable.
14. Failure to sign in and out at the front desk.
15. Willful misconduct while serving as a volunteer on TVCTV productions.
16. Representing yourself as a TVCTV employee – TVCTV members may not represent themselves as TVCTV employees at any time. Use of the TVCTV logo on business cards, letterhead, or other promotional items for a community producer's program is strictly prohibited. Making false statements verbally or in writing, regarding producer status with TVCTV (i.e. as a TVCTV employee), is also prohibited. Since TVCTV employees are local government employees, certain Oregon Laws may be applied for people falsely representing themselves as government employees.

### **C) Disciplinary Action for Major Offenses**

1. Certified members committing a major offense will be immediately suspended from use of the TVCTV facilities and equipment; such suspensions can be temporary or permanent.
2. The Community TV Manager will notify the certified member in writing within ten (10) business days of the offense and the actions that will be taken as a result of the offense. This notification will be either hand delivered to the certified member by a TVCTV employee (the day of the hand delivery will be the notification date), emailed to the current email address on file, or mailed via USPS to the member's address currently on file with TVCTV (TVCTV assumes mailed notifications are received at the member's address no later than three (3) business days after the date on TVCTV's notification letter).

**Note:** *Failure to read and understand the TVCTV Policies and Procedures will not excuse you from disciplinary action.*

**D) Minor Offenses** The Community TV Manager may impose a temporary suspension of privileges, impose probationary sanctions, or charge fees in cases of the following:

1. Failure to cancel or claim a reservation of equipment or facilities at least 24 hours prior to the time of the reservation.
2. Failure to claim a reservation of equipment or facilities on time and no later than 15 minutes after the reserved time without an authorized extension.
3. Return of functional but dirty equipment.
4. Operation of equipment or facilities in an incorrect, unsafe or inappropriate manner whereby damage may result.
5. Improper packaging of equipment for transport.
6. Drinking or eating in the control room, edit suites, studios, equipment room or other restricted areas.
7. Abuse or harassment of staff or others.
8. Smoking anywhere in the facility or on the school grounds.
9. Use of the school restrooms at any time.
10. Repeated failure to observe facility areas restricted to staff use/entry only.

### **E) Disciplinary Action for Minor Offenses**

1. The Community TV Manager may take disciplinary actions (or issue a warning) after consulting with staff and the user. However, sanctions may be immediately imposed by staff in the absence of the Community TV Manager.
  - a) First offense results in a written warning and a 30 day probationary period.
  - b) Second offense results in a 30 day suspension from TVCTV, followed by a 30 day probationary period.
  - c) Third offense results in permanent suspension from TVCTV facilities.

During the suspension period, the certified member may not assist in any way, nor participate in any form, in any production(s) that require the use of TVCTV facilities or equipment. This includes but does not limit, participating as talent, consultant or any production crew position.

2. The Community TV Manager may impose other sanctions, including, but not limited to:
  - a) Requirement to attend orientation class more than once;
  - b) Requirement to demonstrate equipment proficiencies or understandings;
  - c) Short term probationary periods;
  - d) Late or cancellation fees.
3. The Community TV Manager will notify the certified member in writing within ten (10) business days after the offense and include the conditions for reinstatement of privileges. This notification will be either hand delivered to the certified member by a TVCTV employee (the day of the hand delivery will be the notification date), emailed to the current email address on file, or mailed via USPS to the member's address currently on file with TVCTV (TVCTV assumes mailed notifications are received at the member's address no later than three (3) business days after the date on TVCTV's notification letter).

### **F) Appeals to Disciplinary Actions**

1. Certified members must file a written appeal of the decision to the MACC Administrator no more than ten (10) business days after their notification.
2. The MACC Administrator, after investigating the circumstances, may refuse to grant an appeal. In the event an appeal is granted, the Community TV Manager will give a written statement as to the offense

- and the sanctions imposed. The certified member will then be able to present their written appeal for consideration by the Administrator after reviewing the Community TV Manager's statement.
3. The decision of the MACC Administrator is final. No appeals will be heard after the MACC Administrator's ruling is made. The suspended eligible certified member will be notified in writing of the MACC Administrators' decision within ten (10) business days after the decision is rendered.

#### **G) Exceptions to Policies**

In advance of the purpose for which the member is seeking an exception, the Community TV Manager may make exceptions to the TVCTV Policies and Procedures. Consideration of exceptions will only be given to written proposals that contain the following:

1. Statement of overall project goals;
2. Statement of special circumstances;
3. Statement of what resources the proposed project entails, including staff time, equipment time, materials involved, and any other costs involved;
4. Statement of reasons for requesting exception.

The Community TV Manager will respond in writing to the User explaining reasons for either granting or denying the exception requested.

### **XII. MODIFICATIONS TO POLICIES AND PROCEDURES**

Only an action by the MACC Commission or the MACC Executive Committee at a public meeting can amend these Policies; however, the MACC Administrator retains the right to make temporary changes to these policies until such time the Commission or Executive Committee can review and consider adopting the changes.

The general public, TVCTV staff, or the MACC Administrator may also submit, in writing, proposed policy modifications. The MACC Executive Committee or the Commission may also initiate modifications.

The MACC Executive Committee will consider, at a public meeting, any proposed changes to the Policy no later than 45 days after the receipt of the request and will make a recommendation to the Commission if necessary.

If the Executive Committee recommends the change(s) to the *Policies and Procedures*, their recommendations will be brought before the MACC Commission at their next meeting for final consideration.

The Executive Committee or Commission, at its own discretion, may conduct a public hearing to consider policy changes, or may require further written support from the source of the proposal.

Changes in policy requirements will be posted in the TVCTV offices and on its website leaving 10 days between notification of change and its enactment.

***TVCTV reserves the right to change these policies and procedures as often as necessary in order to comply with our mission, goals, and values.***

Attachments: TVCTV Class Fee Schedule

TVCTV POLICIES AND PROCEDURES - Crew Call Listserv

TVCTV POLICIES AND PROCEDURES - Technical Specifications

MACC Administrative Directive 2007-01