

# **RULES & REGULATIONS**

for

# **PUBLIC ACCESS CHANNEL**

Saco River Community Television, Inc.  
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## **Table of Contents**

Mission Statement		1	
History of Public Access Television	1		
Introduction			1
Programming			2
Application		2	

Scheduling		3	
Series			3
Live Programming		3	
Community Bulletin Board		4	
Program Producers Guidelines	4		
Technical Standards		5	
Program Length		5	
Underwriting			5
Volunteer Program		6	
Suspension of Privileges	6		
Violations		7	
Penalties		8	
Regional Production Facility		8	
Public Records		10	
Policy			10
Appendix A (Forms)			
User Application		11	
Bulletin Board Application		13	
Transmission Request Form		14	
Definitions		15	

**(6/7/01)**

## **Mission Statement**

Saco River Community Television (SRC-TV) has been created to facilitate the exchange of information to our communities and showcase the creative abilities of people in this area. Our goal is to assist in this first amendment right by providing the technical outlet and necessary training to allow the process to occur.

### **1.0 The History of Public Access Television**

The concept of Public Access Television first began to take shape in the early 1970's when the cable television industry began "wiring" cities across the country with large capacity cable systems providing a multitude of channels for their subscribers. The portable video equipment industry also was experiencing a boom in sales of their new porta-pac video systems, particularly to independent and local educational users, creating a vacuum of producers who were looking for ways of

distributing their video material. Out of this high tech environment grew a grassroots origination of people who felt that cable was the natural vehicle for their distribution problems on a local level. These so-called public access advocates began organizing on a local, state and even national level under the title of National Federation of Local Cable Programmers (N.F.L.C.P.). The basic philosophy of this organization was that everyone should have access to the television medium under the First Amendment (the right of free speech). As the word spread, concerned citizens and independent producers began petitioning their local governments to negotiate for dedicated access channels and the facilities need to produce programs for these channels. The result has been a rapid growth in the number of community or public access centers around the country.

The need for community television has already been established and a large number of communities across the country see public access as an important communication tool for residents to communicate. The member towns of the Saco River Community Television (SRC-TV) have also seen the value of that tool. As a result the following communities have contracted to have community television made available to it's citizens: Buxton, Hollis, Limerick, Limington, Standish, and Waterboro.

## **2.0 Introduction**

SRC-TV is a resource provided by the franchise agreement between the member towns of the SRC-TV and Time Warner Cable. SRC-TV originates from the Regional Access Center studio at 564 Plains Road in Hollis. Franchise fees negotiated with Time Warner Cable during the franchise renewal process fund SRC-TV . The cable TV subscribers in member towns subsequently pay these fees. The amount subscribers' pay is noted on the monthly Time Warner Cable billings they receive.

This manual of Policies and Guidelines contains Rules and Regulations that have been adopted by the SRC-TV Board. This manual is intended to provide guidelines for the maximum utilization of resources by eligible users for the overall benefit of the member communities.

Local production is a SRC-TV effort of Town Government, community residents, businesses, schools, and organizations within the member towns. By the options and capabilities it offers, SRC-TV provides facilities, resources, expertise and training so that programming of local interest and importance can be broadcast by community members and groups.

Community produced programs provide an alternate method of disseminating information and offering entertainment of distinct local appeal and value. By its nature, the views and opinions presented in community productions are those of the originating person or group and do not necessarily represent those of the member.

### 3.0 PROGRAMMING

- 3.1 Any individual who is a resident of a city or town that is a member of the SRC-TV six-town consortium may use, on his or her behalf, Saco River Community TV, its equipment, and its training programs. Any not-for-profit organization residing in a city or town that is a member of SRC-TV and providing services in that municipality may also use SRC-TV for the transmission of its programs. Any user of the facility must be at least 18 years of age or if a minor must have a signature by their parent or guardian on all pertinent forms and permission of the Access Center Manager before he or she may use the facility and equipment.
- 3.2 Proof of residency must be presented to SRC-TV staff and may include a current Maine driver's license, Maine ID, personal utility bill or bank checks with a current address.
- 3.3 All media provided by individuals or not-for-profit organizations become the property of SRC-TV.
- 3.4 APPLICATION. Everyone making a first time submission of programming to SRC-TV must complete a User Application, Compliance and Certification Agreement (See Appendix A). This must be completed and reviewed by the Access Center Manager prior to any Transmission Request approvals.
- 3.5 Programming must be sponsored by a member town resident or organization.
- 3.6 When your program is ready to be broadcast, you will need to fill out and sign a Transmission Request (TR) form. Your program will be checked for adherence to technical and content standards. The TR and your finished program should be submitted no later than three weeks in advance of the requested playback date. Programming is scheduled for two weeks in advance of an airdate. Within ten (10) working days of receipt of your TR, a SRC-TV staff member will contact you to confirm the date(s) and time(s) for airing. Live events should be coordinated at least four weeks in advance in order to arrange for equipment and scheduling. No application may be submitted more than 60 days in advance of the airing of a program.
- 3.7 SCHEDULING. Air times for individual programs are available on a first-come, first-serve basis within scheduling blocks. SRC-TV staff will make every effort to fit your needs for a specific play date and time within SRC-TV's needs for a complete program schedule. Programs scheduled as part of an on-going series shall have priority. Other scheduling conflicts will be resolved in favor of the individual whose application was filed earlier. In the event that applications bear the same filing date; the individual who has had the least amount of programming aired shall have priority.

- 3.8 All programming produced using the SRC-TV studio and/or equipment and materials shall be first shown on the community access channel.
- 3.9 Unless other written arrangements have been made with the Access Center Manager, all programs produced using the access center equipment or facilities should be scheduled for broadcast within sixty (60) calendar days after the completion of the program.
- 3.10 Every effort will be made to air your program on the date(s) and time (s) you request on the TR form for your program. If there is any blank time, you may have your program shown daily upon request. Remember that airtime is on a first-come, first-serve basis within scheduling blocks. SRC-TV may air your program above and beyond those requested by you without notification being given to you.
- 3.11 SERIES. Individuals may request series scheduling for their live or videotaped programs. A series may not be scheduled for more than one year in duration. This requires considerable commitment from the program's producer, the access center staff, and the facility. Programs for a tape series should be completed and be in the Transmission Center's hands, along with the TR form, at least ten (10) working days prior to the scheduled air date. If more than two (2) programs are not ready on time or have technical or content problems, series scheduling may be cancelled at the SRC-TV Board of Directors discretion.
- 3.12 LIVE PROGRAMMING. Scheduling of a proposed live program is subject to: (1) availability of the facility, equipment, and staff to supervise production; and (2) technical knowledge and certification requirements for use of the facility and equipment. Individuals requesting live series programming must submit program formats and TRs ten (10) working days before the scheduled airdate of each program. A "no-show" for a live program is immediate grounds for series cancellation. Violation of any of the rules stated in this handbook during a live cablecast may result in the immediate termination of the cablecasting of that program and suspension of privileges for the program producer(s). Decision to terminate a live program will be made only by the Access Center Manager and/or the designated representative of the Access Center Manager on duty at SRC-TV at the time the program is being produced. The Access Center Manager may pre-empt or reschedule a live program if all necessary conditions have not been met.
- 3.13 COMMUNITY BULLETIN BOARD. A community information bulletin board will be provided as a regular feature of SRC-TV. All non-

commercial information must be submitted in writing (a fax or e-mail is acceptable) and conform to programming standards. Requests for display of information must be submitted at least one (1) week before and no earlier than 60 days before the first air date. We assume no responsibility for errors in message content or in scheduling the run dates. Submissions must follow standard format for Bulletin Board Message. No guarantees are given as to the number of plays the message will receive on SRC-TV.

- 3.14 PROGRAM PRODUCERS GUIDELINES. In brief, you are the program's producer and/or sponsor. You are solely, entirely, and completely responsible for the content. Programs cannot contain advertising, solicitation for funds, lotteries, or any statements, pictures or sound which violate city, state or federal laws, including those relating to obscenity, defamation, slander or libel.
- 3.15 SRC-TV is NOT responsible for any media left in our possession. We will check each program for technical and content problems. If there is a problem, we will do our best to help resolve it with you. Rescheduling may be necessary.
- 3.16 If your program contains material which requires appropriate rights from broadcast stations, networks, sponsors, music licensing organizations performers, representatives, copyright holders and any other persons as may be necessary for cablecast, you MUST provide written proof that these rights have been granted. You are required to clear all copyright. A copy of all forms will be retained at SRC-TV.
- 3.17 Recognizing that some programs with artistic, social or literary merit may contain content or language considered offensive to some viewers, SRC-TV recognizes its obligation to alert its viewers to potentially controversial or offensive material as determined by community standards. A program's producer has the responsibility to aid SRC-TV in this regard by informing the Access Center Manager of program material that may, in the producer's opinion, require program advisory.
- 3.18 SRC-TV reserves the right to employ viewer warnings and schedule programs to reduce viewer problems. At the Public Access Board's discretion, programs may be required to:
  - a. contain a program disclaimer/warning at the beginning of the program;
  - b. have a warning listed in the program schedule;and
  - c. be cablecast at a time when children are least likely to be viewing.

## 4.0 Technical Standards

- 4.1 Programs must accompany Transmission Requests (TR) and be on a format supported by the SRC-TV transmission center. These formats are .mpeg2 and .H264.
- 4.2 The original program must be presented in 720x480 at .909 aspect ratio, 29.97fps.
- 4.3 All audio must be recorded on channel 2 and not exceed -12FSDB except for brief peaks in the audio track.
- 4.4 All programs should have a slate containing name of producer, program title, and program length, followed by 60-second color bar and -12FSDB tone period, followed by a countdown, followed by the program material.
- 4.5 Program Length. SRC-TV programs may be of any length, preferably thirty (30), sixty (60), ninety (90) or one hundred twenty (120) minutes.
- 4.6 All programs should have titles and credits. The minimum title and credit is the name of the program within the first five minutes of the videotape and the name of the program's producer(s) and local sponsor at the end of the program.
- 4.7 All programs must have a minimum of thirty (30) seconds of black burst recorded after last program video.
- 4.8 There must be no broken control tracks or tracking error, and there should not be low audio/video levels or video breakup within your program.
- 4.9 All media must be properly labeled containing the following information: the program title, producer, and date of completion, and length.

**NOTE:** The previous guidelines are not suggested to make producing more difficult. They are to help improve the quality of programming so that viewers do not turn the program off.

## **5.0 Underwriting**

- 5.1 Local businesses have a unique opportunity to help SRC-TV and the member towns. Underwriting is a means of acknowledging a local business or agency for their support. Listed below are some policies for underwriting to assure proper use of the “public access” channel and its non-commercial status.
- 5.2 Any monies paid directly to a producer, will not be allocated by SRC-TV.
- 5.3 There will be a maximum of four (4) underwriters per program. Audio acknowledgments will be limited to a maximum of ten (10) seconds per underwriter.
- 5.4 Each acknowledgment shall have a standard open, followed by the name of the business or agency, its location, and a short statement of service.
- 5.5 The standard open will be: “This program has been made possible through a grant from...”
- 5.6 The accompanying video portion of the underwriting statement shall be the name of the business or agency, which will be character generated on the screen and/or the company logo.
- 5.7 Each underwriting will have an Underwriting Agreement completed and filed with the Access Center Manager.

## **6.0 The Volunteer Program**

- 6.1 The purpose of the volunteer program is to provide local people with an opportunity to gain experience in television production and to see the result of their efforts cablecast on Community Television.
- 6.2 A prospective volunteer must fill out a Statement of Compliance form and then be scheduled with the Access Center Manager for an interview. The volunteer will be placed in an appropriate training program.

## **7.0 Suspension of Privileges**

- 7.1 The SRC-TV staff may refuse the use of the facilities and services of the transmission center to individuals who interfere with the orderly conduct of community or public access programming as outlined in this document.

- 7.2 Anyone who appears to be under the influence of alcohol or drugs will be refused service.
- 7.3 Failure to abide by rules and regulations stated in this handbook may cause an individual to have his or her access privileges suspended.
- 7.4 Making false or misleading statements in the various application forms will be grounds for suspension of privileges.
- 7.5 Any individual falsely representing him or herself as an employer or an employee of SRC-TV will have his or her privileges suspended.
- 7.6 The staff of SRC-TV may refuse to lend equipment or to schedule editing time and equipment to anyone who has, in the past, misused the equipment, failed to return it on time, or in any other way abused the privileges of using community access equipment and facilities.
- 7.7 Any individual leaving the premises with SRC-TV equipment not properly checked out will have his or her privileges suspended.
- 7.8 Any individual who produces material on equipment provided by SRC-TV and subsequently sells any part or all of the production shall have his or her privileges suspended, unless a fee of the fair market value is paid for the use of the equipment.
- 7.9 Services of SRC-TV will not be available to anyone who refused to identify him or herself, or whom refuses to have his or her identity maintained in records available for public inspection.
- 7.10 Failure to use the studio or portable equipment as scheduled may result in cancellation of your privileges unless you have canceled your reservation in advance of the start time.
- 7.11 Individuals returning equipment late may face forfeiture of privileges.
- 7.12 Although equipment and materials are loaned free of charge, the borrower is responsible for all damages, loss, or cost of repair involved while the equipment is signed out.
- 7.13 In order for these rules, regulations, and policies to be effective and to keep operations running as smoothly as possible, a penalty system is established as follows:

#### MAJOR VIOLATION

- Commercial or profit making use of equipment or facility
- Falsifying a form or application
- Taking equipment without permission (All paperwork must be completely filled out)

- Abuse of equipment or facilities, including attempted repairs
- Abuse of staff or volunteers
- Falsely identifying yourself
- Being under the influence in SRC-TV facilities or at a SRC-TV shoot

**MINOR VIOLATION**

- See Section 7.8 above
- Late pick-up or return of equipment
- Mishandling the equipment
- Eating, drinking or smoking in areas not allowed

**THE PENALTIES FOR VIOLATIONS ARE AS FOLLOWS:**

**MINOR VIOLATION**

First Occurrence-	Verbal Warning
Second Occurrence-	Written Warning
Third Occurrence -	60 Day Suspension
Any Further Occurrence-	Committee Hearing

**MAJOR VIOLATION Automatic 90 Day Suspension**  
**Any further Occurrence - Committee Hearing**

- 7.14 If disputes or disagreements occur between a potential or actual SRC-TV user and the staff of SRC-TV, the following steps will be followed in resolving such disputes or disagreements.
- a. The access user will request, in writing, an appointment with the Access Center Manager to discuss the matter. Such discussions must be scheduled and held within ten (10) working days of the dispute. A decision will be communicated in writing within one week of the meeting.
  - b. If the decision made by the Access Center Manager is unacceptable to the access user, the matter will be brought before the SRC-TV Board at a mutually convenient time for final resolution of the dispute.

**8.0 Regional Production Facility**

- 8.1 To use SRC-TV equipment, you need to complete an Equipment Material Reservation form. Each reservation form needs to be signed by the Access Center Manager.

- 8.2 Portable production equipment must be scheduled at least ten (10) working days in advance of the requested date. All equipment checked out over the weekend is due back by noon on Monday.
- 8.3 An Equipment Program Report should be completed and filed with the Access Center Manager any time you experience difficulties with SRC-TV equipment. A copy of this report can be obtained at the station.
- 8.4 Because of the high estimated traffic through SRC-TV, only those people who are scheduled to use the facility or who are on-air guests will be allowed in the studio and/or control rooms. All other persons are asked to wait in the reception area.
- 8.5 There is **no smoking** allowed anywhere in the SRC-TV Cablecast facility.
- 8.6 Use of the SRC-TV studio is free of charge and available to individuals who have been determined to be proficient in its use by the Access Center Manager.
- 8.7 Normally, studio production time must be scheduled at least three weeks in advance of the requested use date. Exceptions to this time limit must be obtained from the Access Center Manager.
- 8.8 Pre/post production equipment must be scheduled at least ten (10) working days in advance of the requested use date. Exceptions to this time limit must be obtained from the Access Center Manager. An Equipment Problem Report should be completed and filed with the Access Center Manager for any and all equipment difficulties.
- 8.9 It is recommended that producers try to do a studio-taping straight through as though it were being broadcast live. Thirty-minute shows are recommended but other lengths are acceptable.
- 8.10 You may provide your own crew to tape your program(s). A list of studio certified volunteers who may assist you with your production is available from the Access Center Manager.
- 8.11 To maintain all SRC-TV equipment in good working order, we request that you complete an Equipment Problem Report and file this report with the Access Center Manager any time you experience any difficulties with SRC-TV equipment. A copy of this report can be obtained at the station.
- 8.12 It is possible to originate a live program from the SRC-TV studio. Those wishing to produce a live program must follow all appropriate guidelines listed in this handbook. The prospective producer must

have permission from the Access Center Manager in the form of an Approved Channel Time application. Any use of additional town facilities should be coordinated with the Town Manager.

- 8.13 Facility/equipment users should give notice at the earliest practical time when cancelling any reservation for use of the facility or equipment. A message left on the answering machine or fax will be sufficient when the facility is closed. However, repeated cancellations will trigger a review of privileges resulting in possible suspension of equipment/facility use.
- 8.14 No pets are allowed in the facility except for guide animals. Users are expected to clean up after they have finished their sessions.
- 8.15 Training sessions will be held at the Regional Access Center on a regular basis. The schedule of these sessions will be posted. Interested citizens should contact the Regional Access Center.
- 8.16 There will be some weekend and weekday evening hours available for both training and production.

## **9.0 Public Records**

- 9.1 The staff of the Regional Access Center will maintain a record of all person, agencies, groups, or community organizations making written requests for time on SRC-TV, or use of its equipment or facilities.
- 9.2 Such records will be maintained in the SRC-TV public information file and will be available for public inspection. Under no circumstances may the public records be removed from SRC-TV.
- 9.3 Persons requesting such inspection shall identify themselves by name and address in order to assure control of such records.
- 9.4 All records mentioned shall be kept for a minimum of one (1) year.

## **10.1 Policy**

- 10.2 To have original programming and to seek out content to fill the channel, including exchanging programming with other access communities in Maine.

## APPENDIX A

### User Application, Compliance, and certification

1. I understand and acknowledge that any program produced by me using Community Access Equipment and/or facilities, or provided by me to SRC-TV for cablecast must comply with the rules set forth in the SRC-TV policies manual and specifically must not contain any of the following:
  - Lotteries, or information about a lottery, gift enterprises or similar schemes.
  - Any solicitation of funds or advertising designed to promote the sale of commercial products or services.
  - Any material that violates town, state, or federal laws including, but not limited to those relating to sedition, defamation, slander, libel, invasion of privacy, trademark or copyright.
  - Obscenity as defined by community standards.
2. I assume full responsibility for the content of all program material produced or provided by me and Cablecast by Community Access and I insure that such material will not violate any rights of any third party.
3. I will obtain in writing any clearances approvals, and licenses necessary for materials contained in any programs I produce or provide before requesting cablecasting dates.
4. I indemnify and hold harmless the Saco River Community Television and their respective staffs from any claims arising out of the use of any program material I produce or provide to Community Access for cablecast.
5. I understand and agree not to use SRC-TV equipment and/or facilities to produce or broadcast programs or other materials for financial gain, and that all programming produced with SRC-TV equipment may only be shown on non-commercial, Public, Educational or Governmental Access channels.
6. I understand that the interpretation of these rules shall be at the discretion of the Regional Community Access Center Manager, and that an appeal of said decision might be made to the SRC-TV Board of Directors, whose decision shall be final.
7. I agree to release SRC-TV from responsibility if any program material supplied by me is damaged, lost or stolen while in its custody and I agree to pay all costs for repair of equipment or for equipment that may be lost, stolen or damaged while it is signed out to me.

Program Title: \_\_\_\_\_

Program Length: \_\_\_\_\_

Producer: \_\_\_\_\_

Organization: \_\_\_\_\_

Tape Owner: \_\_\_\_\_

Return Tape to: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**I hereby acknowledge full responsibility for the total program content of the above titled program, and agree to reimburse Saco River Community Television and Adelphia for any copyright liability which they may incur as a result of cablecasting this program. I understand that the use of equipment is available only to qualified legal residents of the member towns, and that cablecast services are available only to legal residents of those towns serviced by Adelphia. I acknowledge by my signature below that I am a legal resident of the Town of**

\_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## BULLETIN BOARD APPLICATION & INFORMATION

Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Requested Run Dates - Day \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Until - Day \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Information to Display

I hereby represent that I am an authorized person from the above named organization and have the capability of authorizing this information to be displayed on the SRC-TV. Furthermore I hold the staff and volunteers harmless for failure to display, errors in display, other acts or omissions which prevent this information from being displayed on the requested days or dates. I understand nothing will be displayed which contains for-profit information.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Date rcvd \_\_\_\_\_ auth dates content

Page# \_\_\_\_\_

**SPECIAL TRANSMISSION REQUEST FORM**

Program Title \_\_\_\_\_ Length \_\_\_\_\_

Tape Ownership - Access      Individual      Organization

Underwriters    - Yes      No      How Many (circle one) 1 2 3 4

PRODUCER \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

STREET \_\_\_\_\_

ZIP CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

Approved Denied Requested Play Date  
Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Approved Denied Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Approved Denied Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Approved Denied Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Special request reason

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Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name \_\_\_\_\_

Office Use Only

TR Content CB Tone Slate Title PGM Aud2 Credits BLK CTRL

Evaluation by \_\_\_\_\_ Comments on Back