

**URBANA PUBLIC
TELEVISION
UPTV - CHANNEL 6**



**PUBLIC ACCESS
POLICIES
AND PROCEDURES**

Updated: May 2008

**UPTV OPERATIONAL POLICIES AND PROCEDURES
FOR PUBLIC ACCESS USE
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UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Membership

Section No. 1.1

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Subject: Types of Membership

Effective: November 2004

Purpose: To establish appropriate levels of membership available to all Urbana residents, and organizations participating in UPTV production and programming, as well as individual residents of Champaign and surrounding communities serviced by the local cable provider.

Policy:

1. **All Members** shall have the following privileges:
 - a. Ability to cablecast programs.
 - b. Eligible to attend UPTV General Membership meetings.
 - c. Notification by Email of UPTV Events and updates

2. **Equipment Membership**
 - a. Access to training and use of UPTV production equipment.
 - b. Eligible to receive technical advice from the UPTV Staff.

3. **Non-Profit Organization Membership** shall be available for any non-profit, tax-exempt organization serving Urbana residents. Groups joining UPTV under non-profit membership shall have all the privileges of Individual Membership. Any organization that is recognized as a 501(c)3 tax-exempt organization within Champaign County and is also registered with the State of Illinois as a non-profit organization qualifies as a Non-profit Organization Member.

4. **Urbana Cable-Subscriber Individual Membership** shall receive these additional privileges:
 - a. Lower assessed membership fee.
 - b. May submit programs for cablecast at no charge
 - c. May sponsor outside programming
 - d. Higher priority for programming time.

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Section: Membership

Section No. 1.2

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Subject: Membership Fees

Effective: November 2004

Purpose: To establish fees for each level of membership participation. Fees are assessed so as to provide compensation for City contribution and supervision of the UPTV program. Non-Urbana residents and organizations will not receive any type of subsidy for their membership privileges, because they do not pay into the Urbana PEG Fund.

Policy: The following membership fees shall be paid on a yearly basis.

1. **Urbana Resident and Non-Profit Organization Membership**
 - No fee.
 - May submit programs for cablecast or bulletin board messages.
 - Membership does not include access to UPTV production equipment or training.

2. **Non-Urbana Resident Individual Membership**
 - \$30 fee.
 - May submit programs for cablecast and bulletin board equipment. May not sponsor non-local programming series.
 - Membership does not include access to UPTV production equipment or training.

3. **Urbana Resident and Non-Profit Organization Equipment Membership**
 - \$30 fee.
 - May submit programs for cablecast and electronic bulletin board.
 - Membership includes access to UPTV production equipment and training.

4. **Non-Urbana Resident Individual Equipment Membership**
 - \$60 fee.
 - May submit programs for cablecast and bulletin board equipment. May not sponsor non-local programming series.
 - Membership includes access to UPTV production equipment and training.

Membership fees may be revised at the discretion of the Urbana City Council.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Membership

Section No. 1.3

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Subject: Membership Requirements Effective: May 2008

Purpose: To establish requirements for UPTV membership

Policy: In order to become a member of UPTV, an individual person or an organization must:

1. Provide proof of residency (2 forms of ID with name and address)
2. Complete a membership application.
3. Sign the UPTV Agreement With Rules and Procedures.
4. Pay the required membership fee.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Membership

Section No. 1.4

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Subject: Orientation

Effective: November 2004

Purpose: To initiate an orientation process for new members and provide all members with identification for UPTV activities.

Policy: Each new Member, as they prefer, will receive either a hard or electronic copy of the UPTV Policy and Procedures upon completion and submission of the UPTV Membership form. A brief orientation session covering key user policies and responsibilities will be held with each new UPTV member upon his/her initial written request to submit a program or use equipment. This brief individual orientation is a prerequisite for any UPTV Training or membership privileges.

In addition a more comprehensive annual Orientation Session covering all existing, new, and revised policies and procedures will be held at least once per year for all UPTV Members.

All memberships are recognized as active for a one-calendar-year period for the year containing from the date of application. Membership privileges may be suspended in accordance with Sections 5.1 & 5.2 Violations. Membership must be renewed by each calendar year. Fees will be pro-rated from their join date through the end of the calendar year (Jan 01- Dec 31).

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Membership

Section No. 1.5

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Subject: Representation

Effective: November 2004

Purpose: To discourage misrepresentation of UPTV affiliation.

Policy: Urbana Public Television (UPTV) is represented by the UPTV Station Manager, the Urbana Information Systems Manager, and the Chief Administrative Officer for the City of Urbana. UPTV may also include additional personnel hired by the City of Urbana working specifically on UPTV programming.

Producers are not agents or employees of UPTV. They are considered to be independent producers and creating programming for themselves or the organization they represent. At no time may any individual or organization identify themselves as an employee or agent of UPTV, unless hired by UPTV. Members and producers must not identify their production efforts as being "for UPTV." Rather, producers should indicate that their programs "will be seen on UPTV."

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Responsibilities

Section No. 2.1

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Subject: Responsibilities

Effective: November 2004

Purpose: To establish a UPTV member's responsibility for programming and equipment.

Policy: Compliance with these Policies and Procedures is a prerequisite to using equipment and scheduling programming. Every program submitter must sign a document acknowledging legal responsibility for program content.
(See A.1 and A.4)

Community producers are responsible for any negligent damages to UPTV facilities and equipment signed out to them beyond normal wear, as well as for the actions of their talent, crew, guests, and any others involved with their production.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Responsibilities

Section No. 2.2

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Subject: Channel Regulation

Effective: November 2004

Purpose: To establish responsibility for the regulation of Channel 6 programming.

Policy: Urbana Channel 6 operates under the jurisdiction of the City of Urbana and the city granted franchise. Responsibility for developing policy and reviewing programming decisions lies with the Administration of the City of Urbana. Policies will be reviewed and recommended by the Urbana Public Television Commission as established by Urbana Ordinance. The Urbana Public Television Commission will consist of the four appointed Cable Commissioners and one appointed member each from the Urbana School District, Urbana Park District, Urbana Free Library, UPTV Public Access membership and an at-large Urbana Resident.

The UPTV Commission will also act as a hearing board for disputes involving membership in UPTV, discipline of members and restrictions placed on cablecast material.

The UPTV Station Manager and the City of Urbana Administration shall administer the programming and operation of the cable channel.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming Section No. 3.1

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Subject: Scheduling Priorities

Effective: November 2004

Purpose: To establish priority of scheduling for Public, Education and Government programming.

Policy: UPTV will be programmed giving priority to Government, Education and Public Access in that order. The UPTV Station Manager will be responsible for scheduling programming on the UPTV channel. Every effort will be made to accommodate all participating groups in order to provide viewers with a diverse representation of available programming.

Procedure: UPTV will operate under the Public Access Policies and Procedures. The time available to Public Access will be expanded based on demand for channel time and station capabilities in the future.

Programming will be scheduled for cablecast according to the following order of priority.

1. All Governmental and Educational programming, including the Urbana School District, Urbana Park District and the Urbana Free Library.
2. Local Public Access programming.
3. Non-Local Public Access programming.
4. Bulletin Board

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming Section No. 3.2

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Subject Scheduling Requests

Effective: May 2008

Purpose: To institute a system for request of scheduling time on Channel 6 (UPTV).

Policy: Members requesting cablecast of a program or series are required to submit a cablecast request form (A.4).

This form will include information concerning the program, contact information for the submitter, acknowledgement of responsibility for content, copyright clearance, and compliance with the UPTV Rules and regulations.

Programs for cablecast must be submitted to UPTV 3 business days in advance, unless authorized by the UPTV Station Manager.

Procedure: A one-time program will be scheduled based on availability of time slots. Series programs will be assigned regular time slots, while allowing scheduling time for one-time programs as well.

If the program includes adult content (see def. Sec 3.7), the program submitter must indicate this on the cablecast request form (A.4). UPTV cablecasts adult programming with excessively violent material, offensive language, nudity, or sexually explicit material after 11 PM.

Members may request the airings they would most like their programming to be cablecast. UPTV will do its best to fulfill requested time slots or an acceptable equivalent.

Staff will notify program submitters of the original cablecast date prior to telecast. The schedule may be changed or added to once it is published as needed. A daily program log will be kept of all programming cablecast during that day.

Locally produced programming will take precedence over outside programming in scheduling UPTV public access time.

UPTV staff will determine appropriate broadcast times.

When all time slots are full, approval for cablecast of new programs will be withheld until time becomes available.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming Section No. 3.3

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Subject: Single Programs Effective: May 2008

Purpose: Create a System for Scheduling Single Programs on UPTV.

Policy: Single Programs

A single program is any program that is not part of a UPTV Series (Defined in 3.4).

Single Programs must follow all policy and procedure listed in 3.2.

There are no limits to how many times a locally produced single program can air, but producers are limited to requesting 4 time slots per request.

Non-locally Produced Single Programs:

In addition to adhering to all rules outlined above, non-local programs must be sponsored by Urbana residents. A non-local, single program may only be shown four times annually.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming Section No. 3.4

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Subject: Series Programs Effective: May 2008

Purpose: Create a system for scheduling series programs on Urbana Channel 6 (UPTV).

Policy: Series Programs

A series is defined as a number of original episodes, under one single title regularly scheduled in the same time slot. Time slots are exclusive and may be daily, weekly, or monthly.

Program submitters are limited to scheduling one series at a time, but may still submit individual programs in addition to a series.

Daily Series may only be rerun in the normal timeslot.

Individual programs submitted as part of weekly and monthly series may be rerun outside of the series timeslot.

Staff will notify program submitters of the original cablecast date of a series prior to telecast.

Series Cancellation: Failure to provide Original Episodes for cablecast without notice will result in series cancellation. Failure to comply with any other program submission policies or procedures content rules defined in Sections 3.3 – 3.7, or technical requirements outlined in Section 3.7 and 3.8 may result in cancellation of the series.

An “Original Episode” is defined as a program that, in whole or in substantial part, has not previously appeared on UPTV.

Non-local Programming Series:

In addition to adhering to all rules outlined above, non-locally produced programming series must be sponsored by Urbana residents. A single non-local series episode may be rerun one time annually, and must be rerun in their assigned timeslot.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming Section No. 3.5

Page 1 of 1

Subject: Prohibited Programming Effective: May 2008

Purpose: To establish guidelines for prohibited programming.

Policy: Community Producers on the UPTV channel are fully responsible for the content of their program.

The program producer(s) shall be legally and financially responsible for any disputes arising out of an audio or video programs content, including programming that is judged to be obscene, libelous, or slanderous; programming that violates applicable local, state, or federal law; and programming that makes unauthorized use of copyrighted material. The producer(s) shall indemnify the City of Urbana, Comcast Corporation and its successors, UPTV, their employees and the Urbana Public Television Commission against any and all liabilities, damages, costs, judgments, or other injuries of any kind, including (but not limited to) the cost of defense and reasonable attorneys' fees, which may arise out of use of facilities and resources, or out of breach of the UPTV Agreement With Rules and Procedures.

Presentation of the following is prohibited:

- Any commercial programming or advertising
- Any sexually obscene material or child pornography

Obscene is defined by applying the Miller test: (a) whether the average person, applying contemporary community standards would find that work, taken as a whole, appeals to the prurient interest; (b) whether the work depicts or describes, in patently offensive way, sexual conduct specifically defined by applicable state law; and (c) whether the work, taken as a whole, lacks serious literary, artistic, political or scientific value.

- Any content considered to be an invasion of privacy
- Any material in violation of FCC regulations
- Any Direct appeals for funds by non-profit organizations

UPTV believes that when it comes to controversial content in programming, the correct response is to encourage more speech, as opposed to enforcing silence. UPTV encourages anyone who disagrees with a program to produce counter-programming presenting an opposing point of view.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming Section No. 3.6

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Subject: Disclaimers

Effective: November 2004

Purpose: To establish a means of identifying programming and content responsibility.

Policy: An announcement in substantially one or more of the following forms will precede and follow the cablecast of public access programs

1."The content and opinions presented in the following program are not necessarily those of UPTV, the City of Urbana or the cable provider.

The City of Urbana does not condone or endorse speech that promotes fear hatred, prejudice, or discrimination toward any group based on religion, ethnicity, race, gender, or sexual orientation."

2." This program is considered to be of mature theme and therefore, may be considered offensive to some viewers. Viewer/parental discretion is advised."

3."The viewer may find the technical quality of some portions of the following program unsatisfactory."

When needed, UPTV will provide the required disclaimer.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming Section No. 3.7 Page 1 of 1

Subject: Adult Programming Effective: May 2008

Purpose: To establish guidelines for the use of Channel 6 to cablecast programs that may be considered indecent.

Policy: UPTV wants to provide parents and guardians with a means of controlling the viewing of programming with indecent material by children as well as provide viewers with notification of programming with potentially indecent material so they can make informed cable-viewing choices. While providing such notification, we do not wish to preclude the opportunity for all forms of expression on UPTV in accordance with all relevant laws. UPTV reserves the right to schedule adult programming between 11 p.m. and 4 a.m.

Indecent material is defined by the courts as the repetitive and deliberate use of language or material that depicts or describes, whether directly or by innuendo, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs. For example, extreme physical violence or degradation, nudity, graphic depiction of medical procedures, and repetitive use of profanity would be considered "indecent". Profanity includes, but is not limited to, words such as those identified in FCC vs. Pacifica.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming Section No. 3.8

Page 1 of 1

Subject: Underwriting

Effective: November 2004

Purpose: To establish guidelines for use and acknowledgment of underwriting assistance.

Policy: In the event that funds, equipment or other items of value are provided for any UPTV production, including program material which is funded, sponsored or underwritten in part or in full by any individual, business or non-profit organization, the Community Producer may only identify the person or business, according to the following procedures:

Procedure:

1. Goods, services or money received from an Underwriter are to be used **ONLY** to defray the costs of production such as videotapes, sets, transmission costs, etc.
2. The program must not advertise the sale of a product or service for sale by the Underwriter.
3. Underwriting credits may appear only at the beginning or end of the program.
4. Underwriting credits must be clearly identified as such; the following format is strongly encouraged: "This program has been made possible in part by (Underwriter's full name)."
5. Underwriting credits may be no longer than 15 seconds each
6. Prices of products, phone numbers, and specific addresses may not be given. Websites and E-mail addresses provided in order to sell products are prohibited.
7. Underwriting credits may not contain comparative or qualitative language about the underwriter or its product.
8. The general location, community or neighborhood of an Underwriter may be given.
9. Corporate logos or still photographs of businesses are permitted during credits at the close of the program. However, photographs or depictions of products are not permitted.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming Section No. 3.9 Page 1 of 1

Subject: Requirements

Effective: May 2008

Purpose: To establish technical requirements for media submitted for broadcast on UPTV.

Policy: Programs may be submitted in the following formats: DVD, live, or satellite. UPTV will assist members with the transfer of VHS or MiniDV tapes to the requested DVD format.

DVD's must be compatible with UPTV equipment. A copy should be made and then submitted, as UPTV will keep the submitted DVD for its archives.

The program media must be in excellent physical condition. Damaged media will be rejected.

The name of the program must be clearly marked on the media and media container, along with the name of the program submitter.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming Section No. 3.10

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Subject: Technical Standards

Effective: November 2004

Purpose: To establish technical standards, both audio and video, for program cablecast on UPTV.

Policy:

UPTV may refuse to play programs which contain the following unacceptable video technical difficulties, as determined by UPTV staff.

- Video level is not properly adjusted - picture is either too bright or too dark
- The media is in poor physical condition.
- The video level is inconsistent.
- Video displays too much generational loss - It is a copy of a copy of a copy...
- The picture is too noisy, snowy or grainy.
- The video is unstable - the picture jumps or flickers frequently.
- Loss of control track.
- Media is not compatible with UPTV Equipment.

UPTV may refuse to play programs which contain the following unacceptable audio technical difficulties:

- Audio displays a loud hum or buzz.
- The audio level varies greatly from scene to scene.
- The audio is distorted.
- The audio level is too low.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming Section No. 3.11 Page 1 of 1

Subject: Community Bulletin Board Effective: May 2008

Purpose: To establish guidelines for use of UPTV's Community Bulletin Board service.

Policy: Listings may be posted by:

1. All City of Urbana Government Departments including the Urbana School District, Urbana Park District and the Urbana Free Library.
2. Non-profit and community service-oriented organizations.
3. Local producers using the system to promote their cable access programs.

Types of listings not allowed:

- Commercial announcements, advertising or direct appeals for funds.
- Direct appeals for contribution of funds, support or other property value.
- Material designed to promote the sale of commercial products, services or trade.

Procedure: There is no charge for this service for UPTV members. Listings of one-time community events may be submitted by non-UPTV members at no charge.

Information must be submitted two weeks prior to the event.
Information will air a minimum of 1 week.

Listings may not exceed 7 lines of 24 characters and may be edited to fit space and technical limitations. They must be submitted via email to UPTV@city.urbana.il.us in either powerpoint or .JPG format.

Users of the Community Bulletin Board are fully responsible for the content they provide for the board.

The UPTV Station Manager will determine if the announcement is consistent with UPTV policy.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming Section No. 3.12 Page 1 of 1
Subject: Election/Campaign Programming Effective: November 2004

Purpose: To establish guidelines for use of UPTV time and equipment by Urbana residents running for political office, in support of a candidate or addressing a ballot issue.

Policy: UPTV provides to all Urbana residents; including those residents running for local, state or national public office or those supporting a ballot issue, equal opportunities for access to training, equipment resources and cable channel programming time, on a first-come, first-served, non-discriminatory basis.

UPTV will sponsor a special orientation meeting for candidates. Candidates must become UPTV members and are responsible for adhering to the UPTV Policies and Procedures.

Procedure: For purposes of this channel policy, a person is considered to be a candidate from the time of announcing publicly for any public office until the election has been held.

This policy does not apply to persons who receive incidental airtime as part of a public meeting being cablecast on UPTV, nor to officials acting as part of their regular duties when such actions do not involve partisan politics.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Equipment Use

Section No. 4.1

Page 1 of 1

Subject: Restrictions

Effective: May 2008

Purpose: To establish guidelines for appropriate use of UPTV equipment and
airtime.

Policy: The purpose of UPTV is to provide local citizens with the equipment and
assistance necessary to create quality programs for the public, educational and
government access channel. Use of the UPTV equipment for any other purpose is
strictly prohibited.

**Programs recorded/produced using UPTV equipment must be first
broadcast on UPTV.**

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Equipment Use

Section No. 4.2

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Subject: Use of Field Equipment

Effective: November 2004

Purpose: To provide a fair and controlled system for public access members to use portable video equipment provided by UPTV.

Policy: UPTV Public Access members may use the portable camcorder, tripod and accessories to videotape programming after receiving the proper training or certification from UPTV staff.

Procedure:

A. Reservations: Reservations are made on a first-come, first-served basis. Reservations must be made through a staff member, who will log program subject matter, your name, the date the reservation was made and their own initials.

B. Program Proposal: A Program Proposal describing your program will be required before you can use any UPTV equipment.

Maximum length for a portable reservation is 48 hours, except for weekend reservations. Weekend portable reservations may run from Friday afternoon through Monday morning.

Limit 2 portable equipment reservations per week for any single user or group of users working on the same project. A weekend use counts as 2 reservations.

Reservations cannot be made more than one month in advance

C. Check-Out: Community Producers must checkout equipment from a staff member at the appointed reservation time. If you are more than an hour late for a reservation, and have not called, your reservation may be canceled.

Equipment must be checked out by the Community Producer (with an adult cosigner if the producer is a minor) who reserved it and is responsible for it. A \$50 deposit fee is required at the time of checkout and a field equipment rental contract must be signed by the responsible party. It is suggested that the Community Producers set up and test the equipment before leaving the building.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Equipment Use

Section No. 4.2

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Subject: Use of Field Equipment

Effective: November 2004

D. Check – In: Equipment must be returned at the time indicated on the Equipment Check-Out Form. The \$50 deposit fee will be returned to the Community Producer after the equipment has been checked by UPTV staff and found free of damages.

Failure to return equipment on time without receiving an extension to your reservation is considered a minor policy violation(See Section 5.1). Community Producers may not borrow additional equipment until all items have been returned in good working order (normal wear and tear excepted).

Community Producers are responsible for notifying the staff if there are any problems with the equipment. Community Producers may not attempt repair of damage to equipment.

E. Reservation Cancellation: Community producers are encouraged to give at least 24 hour notice when canceling any reserved use of UPTV equipment, facilities, channels or classes. Cancellation must be made by speaking directly to UPTV staff. Answering machine messages will be accepted, but every effort should be made to establish confirmation by UPTV staff. If a community producer is more than 30 minutes late without notification, the reservation may be canceled and the producer will incur a minor policy violation(See Section 5.1)

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Equipment Use

Section No. 4.3

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Subject: Use of City Council Chambers

Effective: October 1998

Purpose: To establish guidelines for UPTV members to use the Urbana City Council Chambers video facilities to telecast live and videotape programming for Urbana Public Television

Policy:

Urbana Individual Members, Non-Profit Organization Members and Government Members may use the Urbana Council Chambers to produce live or videotaped programming for UPTV. The City Clerk's Office and the UPTV Station Manager will work together to schedule available time in the City Council Chambers and staffing requirements. A City of Urbana camera operator/building monitor must be present at all Non-City sponsored events held in the City Council Chambers.

Procedure:

Eligible Users: The following criteria shall be used to determine whether or not the request is from an eligible user:

1. The user is conducting official City business or an event specifically sponsored or co-sponsored by the City. (no fee charged)
2. The user is an UPTV member (Non-profit organization, Government or Individual classifications) holding a meeting open to the public, free of charge and being televised (live or videotaped) (subject to fees)

If the request is from a group meeting any of the above criteria, the City Council Chambers may be scheduled for its use, provided that it is available. There will be no fees charged for utilizing the equipment or the City Council Chambers for groups conducting official City business. Groups conducting official City business are also not required to televise meetings. The Urbana School District, Urbana Park District and Urbana Free Library are established as government members of Urbana Public Television. These organizations will be charged personnel fees only. If a group does not meet the above criteria, they may not use the City Council Chambers and will be encouraged to contact the Urbana Civic Center.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Equipment Use

Section No. 4.3

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Subject: Use of City Council Chambers

Effective: October 1998

- A. Priority: Use of the Council Chambers is allowed at times when it has not been scheduled for official business such as City Council meetings, board/commission meetings, etc.. In the event of a scheduling error, the City will make every effort to reschedule the meeting. In the event no alternate time or date can be identified, the appropriate notice and refund will be made by the City.
- B. Reservations/Cancellations: Reservation Application forms can be picked up at the City Clerk's office at the City Building or can be mailed to the eligible users between 8 a.m. and 5 p.m., Monday through Friday. Reservations can be made in person or by mail. Reservations will be taken no later than one week prior to meeting time. Reservations will be made on a first come, first served basis. Meeting times scheduled for weekend use will be contingent on the availability of City personnel to staff the meeting. Cancellations must be made at least 24 hours in advance of the meeting. In the event the meeting was scheduled for Sunday, cancellation notice must be made no later than noon on the preceding Friday in order to receive full refund. Failure to provide 24-hour advance notice of cancellation will cause the City to charge the user for the actual costs incurred for personnel, and a minor violation to be put on the members record.
- C. Audio-visual Equipment: Requests for Audio-visual needs must be indicated on the application. The Urbana Public Television Station Manager will schedule a camera operator for the meeting. It is also required to discuss audio-visual needs and capabilities with the UPTV Station Manager prior to the meeting time and date. The camera operator will also act as a building monitor for security purposes. This person will check the building before and after the meeting. Users will be charged and billed for these personnel costs after they have been verified. Users will be allowed one taped copy of their meeting. Additional copies may be purchased for the dubbing fee of \$10.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Equipment Use

Section No. 4.3

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Subject: Use of City Council Chambers

Effective: October 1998

D. Fees/Damage Deposit: The City's policy is to recover its costs associated with providing meeting room facilities according to the attached fee schedule for applicable charges. There will be no charges to groups, boards and commissions conducting City business. The City's costs for personnel, including the Camera Operator-Building Monitor will be billed to the user after the meeting based upon actual costs incurred. Users will also be billed for any damage done to the City facilities, equipment and call-outs for maintenance, repair or police services. Users are responsible for their own clean-up and may be charged a fee if the facilities are not returned to their original condition. Future use of meeting rooms may be denied in the event damage is done to the City's facilities and-or equipment and the user has not corrected it or paid to have it corrected. Fees (See A.2) may be revised from time to time to reflect changes in the City's costs.

E. Meeting Room Set Up: Tables and additional chairs will be available for use by the user group. If other equipment is needed for the meeting, e.g. video presenter, computer projection, etc... the request must be made in advance of the meeting on the application form, so the UPTV Station Manager may evaluate the necessary arrangements. The City will attempt to accommodate special requests made the day of the meeting.

F. Refreshments: No food or drink will be allowed in the City Council Chambers. Smoking and Alcoholic beverages are prohibited in City facilities.

G. Sign Postings: Users must submit meeting notices for the event to the City Clerk's office 72 hours prior to meeting time. Notices will then be posted on the bulletin board located outside the City Council Chamber doors. Users are not allowed to post their own notices anywhere in the City Building.

H. Meeting Views & Opinions: The views and opinions of the applicant-user are not necessarily those of the City of Urbana. An announcement to this effect must be made before and after all televised programs. All UPTV members are required to sign an Agreement and Indemnification contract declaring full responsibility for programming content.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Equipment Use

Section No. 4.4

Page 1 of 2

Subject: Use of UPTV Studio

Effective: August 2005

Purpose: To establish guidelines for UPTV members to use UPTV Studio to telecast live and videotape programming for Urbana Public Television

Policy:

Urbana Individual Members, Non-Profit Organization Members and Government Members may use the UPTV Studio to produce live or videotaped programming for UPTV. The UPTV Station Manager will schedule production time for the UPTV Studio and arrange staffing requirements. A UPTV Staff Member must be present for all productions held in the UPTV Studio.

Procedure:

Eligible Users: The following criteria shall be used to determine whether or not the request is from an eligible user:

1. The user is conducting official City business or an event specifically sponsored or co-sponsored by the City. (no fee charged)
2. The user is an UPTV member - Non-profit organization, Government or Individual classifications. (subject to fees, see A.2)

If the request is from a group meeting any of the above criteria, the UPTV Studio may be scheduled for use, provided that it is available. There will be no fees charged for utilizing the Studio for groups conducting official City business. The Urbana School District, Urbana Park District and Urbana Free Library are established as government members of Urbana Public Television. If a group does not meet the above criteria, they may not use the UPTV Studio.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Equipment Use

Section No. 4.4

Page 2 of 2

Subject: Use of UPTV Studio

Effective: August 2005

- A. Priority: Use of the UPTV Studio is allowed at times when it has not been scheduled for official city business.

- B. Reservation/ Cancellations: Reservation Application forms can be picked up at the UPTV Office at the City Building or can be mailed to the eligible users. Reservations can be made in person or by mail. Reservations will be taken no later than one week prior to the production date. Reservations will be made on a first come, first serve basis. Production times scheduled for weekend use will be contingent on the availability of UPTV personnel to staff the meeting. Cancellations must be made at least 24 hours in advance of the production date. Failure to provide advance notice of cancellation will cause the City to charge the user for the actual costs incurred for personnel and the Producer to receive a minor violation.

- C. Audio/Visual Equipment: Audio/Video needs will need to be discussed with UPTV Staff

- D. Fees/Damage Deposit: The City's policy is to recover costs associated with providing the UPTV Studio. There will be no charges to groups, boards and commissions conducting City Productions. The City's costs for personnel, including the Camera Operator-Building Monitor will be billed to the user after the production. Users will also be billed for any damage done to the City facilities. Users are responsible for their own clean-up and may be charged a fee if the facilities are not returned to their original condition. Future use of the UPTV Studio may be denied in the event damage is done to the City's facilities and-or equipment and the user has not corrected it or paid to have it corrected. Fees (See A.2) may be revised from time to time to reflect changes in the City's costs. Users will be allowed one copy of their production, additional copies may be purchased for the dubbing fee of \$10.

- E. Refreshments: No food or drink will be allowed in the UPTV Studio. Smoking and Alcoholic beverages are prohibited in City facilities.

- F. Meeting Views & Opinions: The views and opinions of the applicant-user are not necessarily those of the City of Urbana. An announcement to this effect must be made before and after all televised programs.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Violations

Section No. 5.1

Page 1 of 1

Subject: Minor Violations

Effective: November 2004

Purpose: To institute a penalty system in order for these policies and procedures to be effective and to keep operations running smoothly.

Policy:

MINOR VIOLATIONS

1. Failure to follow submitting procedure
2. Producer's name not on media
3. Media does not meet technical standards
4. Media not provided or late for playback
5. Failure to cancel equipment or studio reservations

These violations and others may result in the following restrictions:

- First violation written warning
- Second violation 30-day suspension
- Third violation 90-day suspension
- Fourth violation One year Suspension
- All violations require satisfactory resolution of the violation for reinstatement of membership privileges

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Violations

Section No. 5.2

Page 1 of 1

Subject: Major Violations

Effective: May 2008

Purpose: To institute a penalty system for violation of policies and procedures regarded as the most important to UPTV operation.

Policy:

MAJOR VIOLATIONS

- Commercial or profit-making use of PEG Equipment.
- Abuse of staff or other members.
- Misrepresentation of member's affiliation to others.
- Falsifying forms, including the UPTV Cablecast Request Form (A.4).
- Taking equipment without staff permission.
- Equipment damage or unsafe use, including attempted repair or improper transport.
- Failure to notify UPTV Staff of adult content requiring late night scheduling.
- The submission for cablecast on UPTV of any prohibited programming specified in Section 3.5.

These violations and others may result in the following restrictions:

- An immediate 90-day suspension of membership and satisfactory resolution of violation prior to reinstatement of membership privileges.
- One year suspension of membership.
- Permanent loss of equipment and channel privileges

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Violations
Subject: Discipline Authority
Appeals

Section No. 5.3
Effective: May 2008 and

Page 1 of 1

Purpose: To establish authority for disciplinary action.

Policy: UPTV Staff are authorized to issue warnings and suspensions.

Where the implementation of these policies is subject to interpretation, decisions shall be at the discretion of the UPTV Station Manager

Community producers and UPTV members are encouraged to resolve difficulties on the staff level. Any community producer or member wishing to appeal an action of the staff may request a hearing before the Urbana Public Television Commission.

The Urbana Public Television Commission will act as a hearing board to make findings of fact. The Commission rulings will be final.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Miscellaneous Policy

Section No. 6.1

Page 1 of 1

Subject: Ownership

Effective: May 2008

Purpose: To establish ownership of locally produced programs.

Policy: UPTV community producers own their own programs and hold the copyright, provided it is cablecast at least once on UPTV Channel 6. If UPTV **media** is used for the master, the producer may make one free copy on their own **media**.

UPTV has the right to maintain a copy of any program in its archives to cablecast an unlimited number of times.

UPTV has the right to use any program for promotional purposes related to UPTV.

Only the community producer, as holder of the copyright, may authorize any other use of a program.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Miscellaneous Policies

Section No. 6.2

Page 1 of 1

Subject: Copies of Programs

Effective: May 2008

Purpose: To establish rates for dubbing copies of programs on UPTV.

Policy: Producers are allowed to make one copy of their program for personal use, on media they provide. UPTV will charge \$10 for all other dubs.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Miscellaneous Policies

Section No. 6.3

Page 1 of 1

Subject: Membership File

Effective: May 2008

Purpose: To establish a record of UPTV programming and community producers for reference purposes.

Policy: There will be a file available to UPTV members, which includes the names and addresses of all members.

A file will be kept which includes program logs from the current calendar year.

UPTV will maintain a complete record of the names and addresses of all persons, groups and organizations requesting channel time. Such records will be available for public inspection

Procedure: These public records will be kept on file at the UPTV office. Persons requesting to inspect the files must identify themselves by name and address in order to ensure UPTV administrative control of the records. These files may not be removed from the UPTV office.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Miscellaneous Policies

Section No. 6.4

Page 1 of 1

Subject: Right to Refuse

Effective: November 2004

Purpose: To establish UPTV's right to refuse access to any user that poses a threat to UPTV staff or equipment.

Policy: UPTV reserves the right to refuse the use of its facilities to any individual who appears to be under the influence of alcohol or drugs, who physically or verbally abuses staff members or who interferes with the orderly conduct of business.

UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Miscellaneous Policies

Section No. 6.5

Page 1 of 1

Subject: Donations

Effective: November 2004

Purpose: To establish a policy for donations to UPTV.

Policy: Donations offered to UPTV may require approval of the Urbana City Council.

AGREEMENT WITH RULES AND PROCEDURES

I have read, am familiar with, and agree to abide by the Rules and Procedures of Urbana Public Television.

1. I understand that the equipment and facilities of UPTV shall be used solely for the production of local programming on the PEG Channel.
2. I accept full responsibility for the program and its content.
3. I understand that the following material is prohibited for presentation on the PEG Channel
 - a. Any commercial programming or advertising
 - b. Any material which constitutes libel or slander
 - c. Any obscene material or pornography
 - d. Any unauthorized use of copyrighted material or publicity rights, and invasion of privacy
 - e. Any material in violation of FCC regulations
 - f. Any material which violates local, state, or federal laws
 - g. Any direct appeals for funds.
4. I agree to obtain all necessary clearances and permissions from any and all organizations, groups and individuals as may be needed to tape and /or cablecast material on the PEG Channel. By submitting material to UPTV for cablecast, I am certifying that I have fulfilled these obligations.
5. I understand that I am ultimately responsible for all UPTV equipment and facilities that I use. I agree to pay for the replacement of any and all equipment damaged or destroyed while signed out to me.
6. I understand I am responsible and agree to hold harmless the City of Urbana, Urbana Public Television, the cable provider, their directors, employees, or successors, for any liability, loss, claim, cost or damage of any nature whatsoever which may arise by reason of any claim that any material cablecast or disseminated by me infringes or violates any rights of any person or organization
7. I understand that payment of membership fees gives me only the privilege of participating in accordance with the Rules and Procedures. I have no contractual rights to enforcement or continuation of those rules in their present form.

Signature _____ Date _____

Name _____ ID # _____

Address _____ Zip _____

Phone (H) _____ (W) _____

If member is a minor, signature of a parent/guardian is required.

Name _____ Relationship _____

Signature _____ Phone _____

Applicable Charges

A.2

Camera Operator/Building Monitor

\$35 - 1st hour

\$20 — each additional hour

UPTV Annual Membership Dues

No fee— Individuals & Non-profit organizations

Damage Deposit

\$50 — due at time of reservation

Available Equipment and Services

(Check All That Apply)

- Cameras and microphones
- Video presenter (documents, objects and transparencies)
- Video Projection
- Computer Presentation Projection
- Live Telecast
- Recording

Building Monitor Checklist

- Check and lock doors
- Notify Police Department after meeting
- Turn off lights and equipment
- Check for cleanliness_____
- Check for damage_____

Date Received _____ A.3
Reservation Taken By:

CITY OF URBANA
APPLICATION FORM
USE OF CITY COUNCIL CHAMBERS/UPTV STUDIO
for Non-City Sponsored Meetings and Events

The City Council Chambers and UPTV Studio is available for use by Urbana residents and non-profit organizations serving Urbana residents. Only individuals and organizations wanting to televise their meeting or event may use the Council Chambers. Individuals and organizations wanting to produce other programming for UPTV are encouraged to use the UPTV Studio. Becoming a member of Urbana Public Television Public Access is a prerequisite for use of the City's cable access channel and television equipment.

Date of Meeting: _____

Start Time: _____ Estimated End Time: _____

Purpose of Meeting or Meeting Topic: _____

Name of Organization: _____

UPTV Membership Number _____
(Contact UPTV Staff 384-2452 to join)

Address: _____

Person Responsible (please print): _____

Daytime Phone Number _____ Group Size _____

I have read and agree to follow City of Urbana policy on use of the meeting room, television equipment and other applicable City policies.

Signature _____

UPTV CABLECAST REQUEST FORM

A.4

Is this a Series Cablecast? Yes:___No:___Series Name:_____

Program Title: _____Length of Program: _____

Description of Program: _____

Check one: Local ___ Non-Local___ Program Producer: _____

UPTV member submitting video: _____

Address: _____

Phone number: _____ Email: _____

Please check the following (all are required):

___ I have watched the video in its entirety (If not, please explain why on backside)

___ I acknowledge my responsibility for the content of the video

___ I have received copyright clearance for the video and submitted such documentation to UPTV

___ I have complied with all UPTV Rules and Regulations governing submission of locally produced or non-local videos

Does this video include adult or indecent content (Policy Sect. No. 3.7)? ___ Yes ___ No

If "yes", please describe: _____

Requested	<u>Date</u>	<u>Time</u>
Air Date(s)	_____	_____
	_____	_____
	_____	_____
	_____	_____

UPTV Member Signature: _____ Date: _____

UPTV Staff Signature: _____ Date: _____

UPTV Equipment Check Out/In Form

I agree to follow all terms of the UPTV Membership Agreement regarding the borrowing of equipment. I understand that failure to return equipment on time can result in a minor violation of policy. I also understand that if I fail to provide UPTV with content within 30 days of check out, without prior clearance from UPTV Staff that I will lose priveledges to borrow equipment until that content is provided.

I _____ understand and will follow the terms stated above.

Member's Signature

Date

Project equipment is being used for: _____

Estimated Date of UPTV Broadcast:
(must be within next 30 calendar days) _____

	OUT	WORKS	IN	WORKS
Cannon ZR800	_____	_____	_____	_____
Panasonic AG-DVC7	_____	_____	_____	_____
2 Camera Batteries	_____	_____	_____	_____
Charger/AC Adapter	_____	_____	_____	_____
RCA Cables	_____	_____	_____	_____
Firewire Cable	_____	_____	_____	_____
Tri-Pod	_____	_____	_____	_____
Lighting Kit	_____	_____	_____	_____
Wireless Mic	_____	_____	_____	_____
Stereo Mic	_____	_____	_____	_____

I understand that I am responsible for this camera equipment while it is in my possession. If the equipment is lost, damaged, or stolen while in my possession, I will lose my \$50 security deposit and be responsible for providing the City of Urbana's insurance company with all the information that is needed. If the insurance company will not honor the claim, I will be responsible for the cost of the lost, stolen, or damaged equipment.

Check Out

Member

Date

Staff

Date

Check In

Member

Date

Staff

Date