

Forest Lake Cable Commission (FLCC) Community Access Rules and Scheduling Guidelines

Approved June 15, 2011

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GOAL

The goal of the Forest Lake Cable Commission (FLCC) is to encourage area residents to produce local cable television programming for and /or about the community for cable casting on FLCC's community access channels LATV-10 and Ranger-20. The following guidelines are established to ensure fair use of the community access facility, channels and equipment.

PURPOSE

The purpose of these guidelines is to set forth rules and procedures that govern the availability and use of facilities (to include equipment, studio, training sessions and cablecast time), provided by Forest Lake Cable Commission. There will be no charge to access users for facility, equipment or channel time. FLCC facilities and equipment use will be without regard to a participants' race, creed, religion, color, national origin, political beliefs or physical disability.

ELIGIBILITY

- An access user may be a group or an individual.
- Community residents and employees of organizations and agencies who reside within the franchise area and served by the Forest Lake Cable Commission may use facilities and equipment. Staff may request identification to verify eligibility.
- Certifies individuals or organizations from inside the franchise area and served by the Forest Lake Cable Commission may use facilities and equipment if local access users have not already reserved the equipment. All programming produced shall be intended to be cablecast of FLCC community access channels.
- Access users may reserve facilities, equipment and channel time on a first come, first serve basis, provided they:
 1. Have a valid producer's identification card obtained by successfully completing an approved training seminar provided by FLCC.
 2. Have agreed in writing to comply with all provisions of FLCC operating rules.
 3. Have executed all assurances, releases and statement of compliance as may be required for equipment and checkout and program cable casting.
 4. Are 18 years old, or at least 13 years old and have a parent or guardian co-sign the application and agreement forms accepting full responsibility for use and return of equipment.
 5. Assume technical (recording and editing) responsibility for any video production.

TRAINING

- FLCC will provide training seminars that will qualify access users for a producer's card.
- Any individual meeting the eligibility requirements may attend a FLCC sponsored training session. 10 hours volunteer time will be required during or upon completion of the training session(s). This volunteer time will be used as "on the job training" and a way of introducing individuals to actual production.
- Each producer must renew their card every twelve months by completing FLCC training.

RESPONSIBILITIES FOR EQUIPMENT AND FACILITY USE

- The access user is responsible for reading and following the access rules and scheduling guidelines handout.
- Access users of equipment and facilities are expected to produce programming of cable casting on the LATV-10/Ranger-20 access channels(s) within a reasonable amount of time set by the Access Coordinator.
- FLCC and it's Coordinator reserve the right to refuse the use of the community access channel(s), equipment or facilities to any person(s) suspected to be under the influence of alcohol or drugs, or who engages in inappropriate conduct while using FLCC facilities or equipment.
- Use of equipment and facilities will be for the production of cable cast programming for community access purposes. It will not be used for commercial, profit-making or personal purposes.
- Access users are to report all defects and/or problems with equipment or facilities to Access Coordinator or another FLCC staff person.
- The certified access user, upon checkout of equipment or facilities, assumes full responsibility for damage or other than normal wear and tear. The coordinator or other FLCC staff person will make judgment of any damages. Persons using FLCC equipment and facilities shall at all time be under the supervision and jurisdiction of the Coordinator or designated staff person. That staff person will be available to help with any problems that arise.
- The producer must ensure, if the use of music or non-music copyrighted material is involved, that appropriate copyright clearances have been obtained.
- When portable equipment is used, it is the producer's responsibility to identify themselves to the person(s) being video taped, especially if the subject is unaware of the taping. **At no time any producer or other access user will identify him(her)self as an employee of the FLCC or USCable.**
- If studio time is booked and will not be utilized, or if there is a change in pick-up or facility use time, the user must notify FLCC. If no such notification is received, equipment or facilities may be booked for another access user 30 minutes after booked time. (Failure to give notice is grounds for suspension of access privileges).
- Upon completion of equipment or facility use, the access user in charge, not staff, must ensure that all equipment is properly stored and studio is left in a clean and orderly manner as found.
- Access users will lose the right to use FLCC equipment if used in an unprofessional manner. Such violations include but are not limited to:
 1. Not dealing with the Access Coordinator or staff in a straightforward and truthful manner.
 2. Not abiding by the operating rules and facility scheduling guidelines.
 3. Allowing unqualified persons to operate FLCC equipment.
 4. Using FLCC equipment for projects other than those approved by the FLCC.
 5. Using equipment for commercial, profit making or personal use.
 6. Interfacing FLCC equipment with non-FLCC equipment without prior approval of Coordinator.
 7. Using FLCC equipment or facilities in a negligent or improper manner will be grounds to suspend use. *The following shall be considered, but not limited to, negligent use:*

- A. Loss of equipment or accessories.
- B. Improper storage (exposing equipment to extreme heat or cold temperatures).
- C. Not protecting equipment from the elements when used out of doors.
- D. Not protecting equipment from theft, misuse or accidents
- E. Representing themselves as an employee of FLCC.

FACILITY USE

- During production time, non-essential personnel will not be allowed in the control room or studio.
- Smoking or alcohol are not allowed inside any of the FLCC's facilities or offices.
- Food or beverages are not allowed in equipment racks or on counter tops where equipment is used or stored.
- Studio use includes rehearsal time, staging, production, set up and tear down.
- Any prop, set or costume stored at the studio may be used in any access production, unless "exclusive" use is previously approved. Ownership of such items remains with the original producer. Storage at the studio may be limited depending on available space.
- Access users will not hold FLCC and its employees responsible for any and all claims relating to the use of facilities and equipment.

ACCESS TO CABLE CASTING

- There will be no charge for cable casting time.
- Before a program can be cable cast, the program's producer must sign a statement of compliance and all persons appearing prominently on camera must sign a release form unless that person's image was recorded in a public venue.
- Programs from sources other than FLCC must be sponsored by someone living or working within an FLCC participating community who will hand deliver the program, sign appropriate paperwork and pick up the program after cable casting.
- Programs will not be returned by mail or any other external delivery.

SCHEDULING CABLE CAST TIME

- Applications for cable cast time for regular (weekly, bi-weekly or monthly) programs must be made 2 weeks prior to first cable cast date, on forms provided by FLCC.
- Access user must deliver program media (tape or DVD) at least 3 days prior to the cable cast date.
- Tapes or DVDs must be labeled as follows: Title of Program, Topic, Program length, and allocated cable cast time. An FLCC staff person must log in programs in the schedule.
- FLCC reserves the right to identify, by means of video and/or audio announcement, the access user and organization presenting any cable cast program. All programs must present disclaimer announcements preceding or following any cable cast program.
- Programs produced by FLCC staff members will have cable cast priority (meetings, churches, sports, school events etc.).
- The number of playbacks of any program will be at the discretion of FLCC, based on the availability of airtime. Generally, new programs will take precedence over replays.

SCHEDULING

- Certified access users may schedule in person or by phone.
- Each access user or group may reserve equipment or facilities on a first-come first-serve basis:
 1. Up to 14 days in advance.
 2. Up to 5 hours of studio/editing time per week.
 3. Equipment for a 48 hour block of time. A 3-day holiday weekend will be considered a 48 hour block .
 4. Time in excess of the above may be obtained on a day-to-day basis if there is unreserved time available when scheduled use begins.
 5. If time following scheduled studio/editing is not booked, production may continue beyond scheduled time. At least 15 minutes should be allowed at the end of your scheduled time to wrap up your project.

EQUIPMENT CHECKOUT

- Checkout of equipment must be completed at a time set by the Access Coordinator.
- The checkout procedure includes:
 1. Show a valid producers card.
 2. Signing all forms.
 3. Completing an equipment inventory form and operational tests.
- Equipment must be returned to the office, at a time set by the Access Coordinator. The access user will setup equipment for an operational check. Failure to return equipment within the specified time limits will result in a fine of \$25.00 per day and loss of all access privileges for 1 month.
- All tape and discs not properly labeled with the owner's name and/or not picked up within 30 days will become property of FLCC.

PROGRAM CONTENT

- Access users of facilities, equipment and channel tone are responsible for the content of their programs. Prescreening of programs by FLCC will not excuse access users of this responsibility. Access users agree to hold FLCC and/or their employees harmless to any claim arising from the cable casting of their programs.
- FLCC will not censor program content. FLCC reserves the right to preview, prior to cable casting, any program to determine whether the program complies with the minimum technical standards (i.e. picture quality, sound, etc.) as posted in the FLCC facilities.
 - No programming will contain advertising material designed to promote the sale of commercial products or services.
 - All program producers must sign a statement of compliance that all local, state and federal laws and regulations regarding programming by or on the behalf of candidates running for public office have been complies with.
 - No program will contain any lottery or advertisement concerning a lottery.
 - No program will contain obscene or indecent material (nudity, swearing, discrimination, explicit content).

MATURE PROGRAMMING

- FLCC desires to insure that children and other impressionable viewers not be exposed to programming containing mature or adult themes or explicit footage. FLCC therefore, requires all access producers to exercise discretion when scheduling such mature programming.
- FLCC requires program producers to schedule cable casting of programming which contains content more appropriate for mature viewers between 11:00 pm and 4:00am.

GOVERNMENT PROGRAMMING

- FLCC staff will record two regularly scheduled city government meetings (City Council, Planning Commission and/or other bodies at the discretion of the city.) of the participating cities and one Board meeting of the Forest Lake School District each month.
- FLCC will provide staffing and equipment, including videographer and production services at no charge to the city or district.
- Meetings in excess of two regularly scheduled meetings will be paid for by the requesting city. The cost will include services of one or more producers trained by FLCC staff. Post production services will be an extra cost to the city, such as inserting handouts (hard copy) or other overhead projections, preparing tape for air (timing, titling) digital conversion from other media formats; additional videography (pictures, video or hard copies of still pictures or maps) and video and audio insertions.
- FLCC staff will consult with the City Administrator or other designated staff of each city or school district regarding the schedule for airing city meetings on LATV. Meetings will air a minimum of one time during the week following the meeting.
- Videos of meetings will be available upon request after the meeting has aired, at a cost to be determined by FLCC. Videos will be available for viewing at the FLCC studio during regular business hours at no charge.
- One copy of the video(s) of the regularly scheduled city government meeting shall be provided free of charge of the city.
- FLCC may air videos of meetings produced by other local government jurisdictions with boundaries overlapping those of the participating cities or the Forest Lake School District (such as county boards, watershed districts or other school districts.) Any such meetings will air a minimum of one time in the week the meeting takes place. Suitable media must be provided by the jurisdiction and no production services will be provided by FLCC.

CANDIDATE FORUMS

- Videos of Candidate Forums may be produced by a sponsoring organization at the organization's cost and aired by FLCC. The sponsor, not FLCC staff, shall arrange for certified public access users to staff all aspects of producing the video. Equipment and facility use and scheduling shall be subject to availability and all FLCC policies.
- Candidate forums are defined as events open to the public, held at a public place, to which all persons who have publicly announced as a candidate for public office have been invited to engage in a debate or answer questions. The purpose of such an event is to provide information on all candidates for office, and not to raise funds or advocate for any political campaign or cause.
- Forums eligible to be aired on FLCC channels shall be, in order of priority:
 - Mayor and/or City Council candidate forums for participating cities (Columbus, Forest Lake and Scandia);
 - School Board candidate forums for the Forest Lake School Dist.
 - School Board candidate forums for districts that serve any part of the participating cities;
 - Forums for candidates for the Minnesota Senate or House districts that serve any part of the participating cities; and
 - Forums for candidates for any other state or national office, providing that the event occurs in one of the participating cities.
- Airing of candidate forums will be scheduled at the discretion of the Public Access Coordinator, but generally such videos will be aired a minimum of once per week starting October 1 through the Monday prior to Election Day.
- Other political events or videos produced by political parties, interest groups, candidates or individuals for the purpose of advocating for a particular candidate or political issue are considered advertising and/or commercial in nature and FLCC will not air the program between the dates of August 1 and the Monday prior to Election Day in even-numbered years. At all other times such videos may be allowed consistent with FLCC Program Content Guidelines and subject to reasonable time limits.

PUBLIC SERVICE ANNOUNCEMENTS

The FLCC has adopted the definition of public service announcements (PSAs) used by the Federal Communications Commission and the Ad Council. PSAs are announcements for "which no commercial charge is made by the broadcaster or by the non-profit organization, governmental body, or individual providing the message." The purpose of the PSA is to "improve the health, safety, welfare or enhancement of people's lives and to more effectively benefit the functioning of their community." As a matter of community goodwill, FLCC exercises its best effort to air PSAs from local citizens who reside in our participating cities of Forest Lake, Columbus and Scandia. These citizens may also represent a local non-profit organization, local government body, school or school district. To define FLCC parameters for PSAs, please note the following guidelines before submitting:

- PSAs may include announcements of community events (including but not limited to community festivals, open houses or entertainment) and/or events held to benefit a charitable purpose. Such events shall be open to the public and sponsored by non-profit organizations within the participating cities.
- As may include general information, such as hours of operation or contacts, for non-profit organizations serving the participating cities.
- PSAs shall not include notices or information of a commercial nature whether sponsored by a for-profit or non-profit entity.

- PSAs shall not be political or designed to influence legislation.
- The FLCC has complete editorial discretion to reject any PSAs offered to them.
- All FLCC PSAs, without exception, will be produced by FLCC staff and aired on FLCC community access channels, subject to availability of cablecast time and staff resources.

SCHOOL PROGRAMMING

- Sporting events, arts events and educational programs produced by and for schools within the service area of the Forest Lake Cable Commission may be aired on FLCC's Ranger-20 station. Eligible schools are: Forest Lake Senior High, Century Junior High, Southwest Junior High, Columbus Elementary, Forest Lake Elementary, Forest View Elementary, Scandia Elementary, North Lakes Academy, Lakes International Language Academy and St. Peter's Elementary.
- FLCC will, subject to the availability of staff and equipment, produce programming for airing on the Ranger-20 station. Access users may also produce programming for airing on Ranger-20, subject to guidelines for all access users. In order to air on Ranger-20, the program must be school-related or educational in nature.
- FLCC will produce programs (including commentators, if required) for the following events varsity sports (including, but not limited to, football, volleyball, basketball, hockey, softball, baseball and wrestling), concerts and dramatic performances (if permitted by copyright laws), certain school board meetings, and special events.
- FLCC will produce programs games or events occurring within local school facilities only. An exception may be made, subject to availability and cost, for state or regional competitions occurring outside of the FLCC service area.
- Programs will generally air at least one time during the week after the event, subject to FLCC policy on scheduling cablecast time.
- FLCC will produce and sell DVD copies of all events. If a school-related organization (such as a PTO, PTA or Booster Club) wishes to sell DVD copies of individual programs, FLCC will share the revenue from DVD sales with the organization as provided by FLCC pricing policies.
- Upon request, the FLCC will provide, to the school or head coach, one free DVD copy of each educational or sporting program produced for Ranger-20. A coach or staff member must pick-up the DVD at the FLCC office/Lakes Area Community Television studio, located at 24260 Greenway Ave. N., Suite C, Forest Lake. The DVD is copyright protected and shall not be copied or distributed. -Additional copies may be purchased from the FLCC.
- FLCC will work with eligible schools to promote the Ranger-20 station through various means of communication throughout the community.

RULE CHANGE

- These rules will be subject to periodic revision and approval by the FLCC Board of Directors.