

WARRENVILLE PUBLIC ACCESS CHANNEL POLICIES AND PROCEDURES

The purpose of public access, or community cable television, in Warrentville is to enhance the exchange of information among residents through the medium of cable television.

Since its inception, Warrentville Public Access Television (WRNV-TV) has provided Warrentville residents, organizations, agencies, and institutions with free, non-commercial television production and related services on a first-come-first-served, non-discriminatory, non-monopolistic basis. These services include video production, equipment and facilities usage and training, professional assistance, and cablecasting of non-commercial, public and educational access programming. WRNV-TV is administered by the City's Administration Department, who provides a liaison to the Warrentville Cable Communications Commission.

Article I. Definitions:

WRNV-TV	Warrentville Public Access Television administered by City Staff in conjunction with City Council and the Warrentville Cable Communications Commission.
WRNV-TV Area	The geographical area covered by the City of Warrentville cable television franchise agreement. This is every place that is serviced by any cable television franchise holder within the City of Warrentville and unincorporated Warrentville.
WRNV-TV Staff	Anyone employed by the City of Warrentville acting as a liaison and having responsibilities related to administering production or cablecasting of programming on WRNV-TV.
Commission	The Warrentville Cable Communications Commission is a volunteer body consisting of seven Mayoral appointees.
Cablecast	The distribution of programming through a cable system.
Equipment	Any and all items that are used to produce and cablecast programming on the WRNV-TV channels, including, but not limited to cameras, tripods, microphones, cables, editing decks, playback decks, lighting systems, linear editing, non-linear editing, field acquisition, mobile studio productions, and playback.
Non-Resident	Anyone who is not a resident of the geographical area covered by the City of Warrentville cable television franchise agreement.
Producer/User	Any individual that is certified by the WRNV-TV representatives to create programs to be cablecast on the WRNV-TV channel.
Resident	Anyon who resides within geographical area covered by the City of

Warrenville cable television franchise agreement.

Program Director The individual who is responsible for the day-to-day operations of WRNV-TV, Channel 10 and 17.

Studio The facilities located within Warrenville City Hall.

Volunteer Any person who lends time and assistance to WRNV-TV.

Article II. Eligibility for Residents

1. Utilization of WRNV-TV:

- a. Producers/Users shall be any resident of the geographical area covered by the City of Warrenville cable television franchise agreement who is at least 18 years of age; or any employee of the City of Warrenville, Warrenville Park District, Warrenville Public Library District, Warrenville Fire Protection District, Community Unit School District 200, Warrenville Chamber of Commerce, Winfield Township, or Naperville Township; or any owner or employee of a business within the geographical area covered by the City of Warrenville cable television franchise agreement. Producers/Users can reserve the facility and equipment to produce or edit videos for cablecasting. Residents, ages 12-17 years old, will need a parent or legal guardian to sponsor them.
- b. Acceptable proof of residency or employment are an Illinois drivers license, Illinois identification card, an Illinois voter's registration card, Warrenville school identification card, a City of Warrenville utility bill, Warrenville Library card, employer identification card, letter on company letterhead, or a business card.

2. Usage of WRNV-TV Equipment:

- a. The user shall be trained in the proper use and care of production equipment. Warrenville Administration staff or members of the Cable Communications Commission shall determine what training is necessary and can revoke user-privileges if necessary. The Warrenville Cable Communications Commission in conjunction with the Warrenville City Council and staff will be the final judge in matters of user-privileges.
- b. A studio is available to users upon arrangement with Warrenville Administration staff. Users are responsible for the entire facility and any activity that occurs during a user's reservation time. There is a 72-hour reservation deadline for studio requests. The Warrenville Administration staff will allocate times for use.
- c. Portable equipment is available to users on a first-come-first-served basis. A sign-out sheet for all equipment issued shall be filled out and signed by the Warrenville Administration staff and the user. A \$50 deposit, per the City's equipment usage policy, must be submitted. The deposit will be returned upon inspection of the equipment. There is a 24-hour reservation deadline for portable equipment requests.

The Warrenville Administration staff will allocate times for use.

- d. Non-residents may be certified for using production facilities and equipment. A \$50 deposit, per the City's equipment usage policy, must be submitted. The deposit will be returned upon inspection of the equipment. Facilities and equipment requests shall be co-signed and co-produced by a certified WRNV-TV resident user. Requests will adhere to resident-user guidelines.

Article III. Program Submission and Program Scheduling

1. Certified resident producers may submit programming. Non-resident producers need to be certified by obtaining a signature from a resident sponsor. All program submissions shall include a completed Tape Submission Form.
2. Live cablecasting is currently available at the Warrenville City Hall in Council Chambers. Users shall be certified for live cablecasting. The Warrenville Cable Communications Commission in conjunction with the Warrenville City Council and Staff shall approve live requests. There is a 14-day reservation request deadline.
3. General Guidelines:
 - a. An advanced notice of ten business days shall be provided for a program to be cablecast. The Program Director can make exceptions to this, and the the Warrenville Cable Communications Commission in conjunction with City Council and Staff has final approval.
 - b. Total length of any program shall not exceed two hours without prior approval of the Program Director and must be at least 30 minutes long.
 - c. All program submissions are reviewed by the Cable Communications Commission prior to airing.
4. Priorities:
 - a. Locally produced programs about Warrenville have priority in cablecasting. These programs can be, but are not limited to City Council or other elected board meetings (School, Park, Library, Fire, and Township), school activities and events, Chamber of Commerce events and meetings, church events, civic organization events, or programs produced by students in the Warrenville schools system.
 - b. Programs of local interest will have priority over other regional programs.
 - c. First-run programs will be given priority over previously cablecast programs.
 - d. WRNV-TV will make a good faith, concerted effort to produce and cablecast all board and council meetings of governmental bodies within the Warrenville community (not necessarily sub-committee meetings). These tapes are not to be considered the official record of these meetings. WRNV-TV will also assist in

producing and cablecasting all non-partisan-moderated, community-oriented events when resources are available.

5. Format:

- a. Videotapes shall be produced in VHS format, recorded in standard play mode. DVD, Mini DV tapes, and Betacam tapes are also acceptable for playback.
- b. Submissions shall accompany a Tape Submission form and be labeled with program title, producer name, and total running time of program. displayed in hours, minutes, and seconds. Total running time must begin at the disclaimer and end after the closing credits.
- c. Program submissions shall maintain a continuous control track, 7.5 IRE black, 100 IRE white, and 0 VU audio. Program audio shall be recorded on both linear (mono) audio tracks. Submissions that do not meet these standards may result in signal loss during playback.
- d. All programs shall have a title and a name identifying the person(s) who produced the program. Names of director(s), performer(s), production crew, or other participants may be added either before or after the program.

Article IV. Ownership and Duplication

1. Producers submitting programs shall retain full responsibility for, rights to, and ownership of their program content, subject to the policy statements set forth below.
 - a. The Producer shall be responsible for securing any copyright, trademark rights or other intellectual property rights.
 - b. Programs produced with City equipment and facilities shall be for cablecast and premiere on WRNV-TV.
 - c. Programs produced with City equipment and facilities shall be for non-commercial purposes.
2. WRNV-TV may retain copies of master tapes of programs produced with City facilities and equipment for subsequent use.
3. WRNV-TV may use any program submitted for cablecasting to promote the public access channels in Warrenville and the concept of public access regionally and nationally, unless the producer prohibits such use in writing on the Tape Submission Form and tape label.
4. WRNV-TV may release to a third party any copy of a program cablecast on any WRNV-TV channel unless the producer prohibits such use in writing on the Tape Submission Form and tape label.

Article V. Program Content

WRNV-TV provides a community service by administering public access channels for programs

submitted by individuals and non-profit organizations in the Warrenville area and does not discriminate against any such users; however, producers are legally responsible for program content and shall follow the policies set forth below. WRNV-TV cannot assume responsibility for the content of any programs or information that is submitted for cablecast.

1. In accordance with federal, state, and local law, a program shall not include the following material.
 - a. Gambling: Program submissions may not promote or conduct any lottery, raffle, contest, or game involving prizes awarded in whole or in part by lot or chance except for charitable fundraising.
 - b. Obscenity: Program submissions shall not contain material that is obscene. Federal law states that material is obscene if:
 - i. The average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest.
 - ii. The work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law.
 - iii. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.
 - c. Solicitation: Program submissions shall not solicit funds or other property of value from viewers except for recognized charitable causes.
 - d. Advertising: Program submissions shall not promote the sale of products or services, including prices, or promote or endorse a trade or business, except for charitable fundraising.
 - e. Products or Services: Program submissions shall not discuss or show products or services made available by persons, corporations, or institutions which have a commercial interest in the subject of the program.
 - f. Commercial Identification: Program submissions shall not identify, promote or make reference to any product, service, trademark, or brand name in any manner which does not further the non-commercial message of the program or which would jeopardize the non-commercial mandate of WRNV-TV, except as provided in Article VII. This includes, but is not limited to, the names of businesses as well as addresses and telephone numbers, e-mail, or web page addresses.
 - g. Misrepresentation: Program submissions shall not contain any material, which is intended to defraud the viewer, or designed to obtain money by false or fraudulent pretenses, representations, or promises.
 - h. Illegalities: Program submissions shall not contain any material which constitutes libel, slander, defamation, invasion of privacy, or publicity rights, unfair competition, or violation of trademark or copyright, or which may otherwise violate any local, state, or federal law.

2. A producer shall obtain in writing and keep records of all necessary approvals, clearances, licenses, etc., for the use of any program material to be cablecast on WRNV-TV. This includes, but is not limited to, approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers' representatives, and all persons featured in the program material and any other approvals that may be necessary to transmit the program via WRNV-TV.

Article VI. WRNV-TV Studio Rules

1. City production equipment and facilities are available at no charge to certified users, providing that the user is making a program for cablecast on WRNV-TV; is making a program for non-commercial purposes; and obeys all rules and regulations recommended by the Warrenville Cable Communications Commission and adopted by the Warrenville City Council.
2. To become a certified User/Producer, a person shall:
 - a. Complete a WRNV-TV Statement of Compliance;
 - b. Be a resident of the WRNV-TV area;
 - c. Show proof of said residence;
 - d. Be 18 years of age or older (see exception regarding minors); and
 - e. Have completed the appropriate training for the equipment and/or facility being used.
3. City staff or Cable Communications Commissioners may grant a waiver of training to persons who demonstrate proficiency with the equipment and/or facility that they propose to use for WRNV-TV program production.
4. City equipment and facilities may be reserved and checked out only by certified users.
5. Certified user designations are automatically renewed each year on January 1st provided the producer has been active during the previous 12 months. "Active" means the producer has participated in training or program production.
6. Persons whose certification has may achieve reinstatement if they participate in training or program production within 90 days of expiration. After the 90-day grace period, re-certification will be required to use City equipment and/or facilities.
7. A person who ceases to be a resident of the WRNV-TV area loses eligibility to be a certified resident user or resident producer.
8. WRNV-TV area residents who are 12 to 17 years of age may become certified users under the same requirements as adults, however, they shall have a parent or legal guardian sign the Parental Consent Section of the Statement of Compliance Form and be present during the usage.
9. Parents or legal guardians signing on behalf of the minor shall accept full financial responsibility for equipment used by the minor.

10. Training and Certification:
 - a. The Warrenville Cable Communications Commission offers orientation, training and certification for persons wishing to use public access equipment.
 - b. Orientation and basic training are a prerequisite to all video production workshops and user certification. Completing the appropriate training for the desired equipment or facilities certifies users.
 - c. Users shall complete the required paperwork in effect at the time for certification.
11. The certified user assumes full responsibility for City equipment and facilities used during their reservation, and is liable for damage, misuse, or theft, which occurs while the equipment, or facilities are in the user's possession or control.
12. Users of City equipment and facilities bear full responsibility for their program content and shall be held responsible for any disputes arising from unauthorized use of copyrighted materials.
13. The users of City equipment and facilities shall indemnify and hold harmless the City of Warrenville, the cable provider, and any other representations of WRNV-TV, from and against any and all claims, demands, damages, costs, expenses, loss of services, actions and causes of action including attorney's fees and disbursements arising out of or resulting from any action or use by the user of the equipment or facilities herein described.
14. It shall be the responsibility of each producer and user to identify him or herself to any person being taped, especially if the subject is not aware of the taping. At NO time during a public access production may any certified producer or user identify oneself as an employee of the City of Warrenville or the cable provider.
15. Access to Studio: All access must be arranged and approved by City staff. Usage must comply with the City's facility usage requirements.
 - a. Users are expected to bring their own props and supplies for use in the studio. Acquisition tapes and editing tapes will NOT be provided by the City.
 - b. The City is not responsible for any lost personal property.
16. Equipment Use:
 - a. City staff can make exceptions where there is no prior need.
 - b. The Warrenville Cable Communications Commission recommends for City Council approval equipment and facility use policies.
 - c. Use of City equipment and facilities shall result in programming for WRNV-TV public access channel(s).
 - d. Only persons properly trained and certified will have use of production equipment and facilities.

- e. The production facility can be used only when a City staff member or Cable Communications Commissioner is present.
- f. Production equipment and facilities are for non-commercial use. The use of equipment or facilities for economic profit or revenue generation is prohibited
- g. City staff and the user will inspect all equipment for proper operation before leaving the studio. This will include accounting for all cables, parts, and batteries. The user is responsible to account for all equipment.
- h. The user is responsible for any damage beyond normal wear and tear. The User should make every attempt to recharge batteries before returning equipment.
- i. City staff will assess the cost to repair or replace any equipment that is lost or damaged other than normal wear and tear.
- j. City staff or Cable Communications Commissioners reserve the right to RE-ASSIGN the use of portable equipment if a user is more than 30 minutes late for the reserved checkout time. Failure to return the equipment on time may result in restriction of further use.
- k. Persons holding equipment reservations are encouraged to arrive at least 30 minutes before the reserved time to complete the checkout procedure. Otherwise, the procedure has to be accomplished within the equipment reservation time.
- l. All users reserving time on any equipment shall be certified on that specific equipment.

17. Facilities Scheduling:

- a. Scheduling will go through the City's Administration Department and follow the City's facility usage policy.
- b. Since it would be easy for individuals within a group production to separately reserve time for the production, users are expected to respect the spirit, as well as the letter of facility scheduling rules.
- c. Reservations will be taken on a first-come-first-served basis.
- d. Persons with studio reservations should arrive in time to complete the required paperwork, organize crew, test equipment, and coordinate any final pre-production. Studio equipment: 30 minutes, Editing Equipment: 15 minutes.

Article VII. Suspension of Privileges

- 1. Violation of any part of this document is grounds for suspension.
- 2. City staff reserves the right to temporarily refuse the use of the facilities to anyone who appears to be under the influence of drugs or alcohol or not in full control of his or her behavior, or who engages in inappropriate conduct.

3. Certified producers shall be responsible for making sure that all crew, talent, and guests obey this policy. Certified producers shall be held responsible for rule violations by crew, talent, and guests. The certified producer shall be responsible for making sure the production crew used is qualified for the use of equipment and facilities.
4. Failure to abide this policy shall result in suspension of privileges. Repeated violations may result in permanent restriction of use of production equipment and/or facilities.
5. User Suspensions:
 - a. A short-term suspension can be imposed. This suspension will be for any length of time but no longer than the next scheduled Warrenville Cable Communications Commission meeting. The Warrenville Cable Communications Commission in conjunction with City staff will review the reason for the suspension and decide if further action is required.
 - b. The Warrenville Cable Communications Commission in conjunction with City staff may suspend any person for any length of time depending on the circumstances of the violation.
6. Programs may be suspended, for violations of Article V. The Warrenville Cable Communications Commission in conjunction with City staff, at its earliest convenience, will review the program in question and decide on a further course of action.

Article VIII. Statement of Compliance

USER# _____

STATEMENT OF COMPLIANCE

I have read and am thoroughly familiar with Warrenville's Public Access (WRNV-TV) Policies and Procedures and agree to abide by these rules.

I agree to pay repair or replacement costs and assume full responsibility for damage that occurs to the production facility, equipment, or program submission due to my negligence. I agree to pay reasonable attorney fees and collection costs incurred by the City of Warrenville in collecting or attempting to collect any sums under this agreement.

I understand that my use of production equipment is to be only for the taping and production of a program to be cablecast on WRNV-TV and cannot be used in any way for personal profit or commercial endeavor.

I agree to return equipment on time and understand that failure to do so may prohibit my use of the equipment in the future.

I agree to defend, indemnify and hold harmless the City of Warrenville, Comcast, Warrenville City Council, the Warrenville Cable Communications Commission from any liability, loss, litigation claims, demands, damage, and expenses, including reasonable attorney's fees, caused by or arising out of any material supplied by the applicant in connection with utilization of the City of Warrenville's cablecasting and/or production equipment and/or channel time, including any disputes arising from unauthorized use of copyrighted material.

Signature of Applicant _____

Name (print) _____

Date _____

Address _____

Phone _____

Parental Consent

I hereby assume all liability for the activities of _____ at the City of Warrenville facilities and or for his/her use of production equipment. In addition, I assume all liability for any programming he/she may cablecast over WRNV-TV public access channel(s).

I understand that my written notice to the City of Warrenville shall only revoke this consent and representation made herein.

Signature of Parent or Legal Guardian

Name (print) _____

Date _____

Address _____

Phone _____