

# RYE TELEVISION PUBLIC CHANNEL POLICES AND PROCEDURES

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## POLICY AND NUMBER

- PART 1: Implementation of First-Come, First-Served Mandate
- PART 2: Producer Eligibility
- PART 3: Certification
- PART 4: Portable Equipment
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- PART 6: Studio Use
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## **PREFACE**

“RyeTV” and or its abbreviation “RTV” is the name used herein and elsewhere for the Department for the Rye City Government that oversees the Public, Educational, and Governmental access channels. RTV’s purpose is to insure that the City of Rye residents may utilize the medium of public access television and create opportunities for mutual communication, education, artistic expression and other non-commercial uses of video facilities on an open, uncensored and equitable basis. In providing services, RTV seeks to involve the entire Rye community in the electronic communication of their varied interests, needs, concerns, and identities.

The three cable television channels the City of Rye operates are a benefit of franchise agreements with cable TV providers. The channels are designated as PEG (public/educational/government) access channels. The City of Rye, as grantor of the franchises, has established the Rye Cable Television Committee to represent the public access perspective and advise the City Council, City Manager, and the Rye City School District with respect to policies and the general operational matters of RTV, as outlined in a resolution passed by the City Council on July 14, 1997. The production facility at Rye High School is a joint venture between the City of Rye and the Rye City School District as stated in a Memorandum of Understanding adopted by these two entities in August 1997 as amended or superseded.

RTV offers a blend of programming from the municipality, the school districts, and individual community members on three separate and distinct channels. Access to the public channel, is provided on a first-come, first served, nondiscriminatory basis to be administered by the RTV Coordinators.

Submission of programs for the public access channel is free of charge, and free of content control by RTV, subject to policies herein. Responsibility for the content of programs rests with the individuals and organizations submitting the programs. RTV requires producers and other individuals submitting programs to submit a signed and completed program provider’s agreement form approved by RTV prior to the cablecast of any program. That agreement provides among

other things for the program provider's indemnification of RTV for any violations of RTV policies or of the law and requires a certification that such programming does in fact comply. All such agreements must include the name and address of the channel users. If the individual submitting a program is not the program's producer, that individual must also submit the name and address of the program's producer.

The following policies and procedures have been implemented to insure a fair and equitable use of RTV's public access channels.

## Part 1 - IMPLEMENTATION OF FIRST-COME, FIRST-SERVED MANDATE

### GENERAL

- 1.0 RTV is required to make training facilities, equipment and channel space available on an open, nondiscriminatory basis to residents of Rye and to others sponsored by Rye residents. The day-to-day operations of RTV require clarification of this mandate as well as consistent guidelines for implementation

### POLICY

- 2.0 The goal of all RTV activities shall be (a) to maximize the use of all of RTV's limited resources, and (b) to encourage the broadest possible diversity of use and programming by the community. RTV, at its discretion, may impose reasonable limitations and direct training, outreach and channel scheduling in such a way as to assure fair access by all and maximum utilization of RTV resources. All TV Studio appointments will be honored unless unexpected school district or City of Rye activities make rescheduling necessary.

### RESERVATION OF EQUIPMENT OR FACILITIES

- 3.0 Equipment or facilities may be requested not more than 45 calendar days in advance, in writing, in person or by phone. Reservations should be confirmed by the user no more than seven (7) days in advance and no fewer than 2 days in advance.
- 3.1 Time blocks allowed for equipment reservations will be as follows:
  - (a) Portable equipment - 24 hours except over weekends, holidays or such other times as RTV offices are not open
  - (b) Edit equipment - 2 hours blocks;
  - (c) Studio facilities - 2 hours maximum unless special conditions or arrangements have been approved by RTV staff

- 3.2 Each user or group is limited to (2) two portable equipment or studio reservations and (3) three edit reservations at a time. An additional reservation may be made only when existing reservations have been completed or the user has requested and RTV has approved series production.
- 3.3 Portable equipment is normally reserved in terms of (1) camcorder configuration unless an alternative request is made 30 days in advance, and RTV staff authorizes the request.
- 3.4 Priorities for equipment use are ranked as follows:
- (a) Training workshops. Equipment required for training will not be available for other purposes during training sessions.
  - (b) First-time Users. To serve an increasing number of citizens, first-time users will be given limited priority in the mix of equipment reservations. RTV staff will apply this guideline with minimum disruption of regular use plans.
  - (c) Time-certain Dates. To accommodate time-certain fixed-time or one-time events, RTV staff may apply this guideline, again with a minimum disruption of regular user plans
  - (d) Series Producers. RTV will give limited priority to series producers, in recognition that reliably available resources are required for the user who wants to generate time-sensitive series programming, and that series producer must be able to schedule production crew with regularity.
  - (e) Regular User. In cases where preemption is involved, RTV staff will negotiate an agreeable settlement between the preempting and preempted users
- 3.5 Exceptions to these guidelines must be approved by the Production Coordinator. Consideration will be given to written proposals for exceptions stating overall project goals, special circumstances and exceptions requested

## ACCESS TO TRAINING

- 4.0 RTV will provide training to verified residents of the City of Rye, on a first-come, first-served basis, and will concurrently seek to encourage, through staff outreach efforts, the broadest possible mix of participation in public access activities.
- 4.1 In the event of workshop overcrowding, the offering of training shall be drawn from a master list of training requests according to the date sequence of that list.
- (a) Size of training groups shall be determined by constraints of equipment and space, and by training effectiveness
  - (b) Frequency of training groups shall be determined by the Production Coordinator based on staff availability, facilities and equipment availability, demand, and other factors.

## RESERVATION OF CHANNEL SPACE

- 5.0 Channel space for live or recorded programs must be requested through the RTV Production Coordinator 45 days in advance to ensure program scheduling and promotion.
- 5.1 RTV retains the right to schedule programming playback at times at its discretion. Every effort will be made to accommodate a producer's requested time-slot.
- 5.2 The Production Coordinator will honor requests on a first-come, first-served basis with consideration made for:
  - (a) Overall programming composition and flow;
  - (b) Audience-building;
  - (c) Constraints of schedule building in regard to series, live feeds and special events
  - (d) Representative diversity of programming.
- 5.3 When a program provider does not request specific dates/times, RTV will schedule his/her programs.
- 5.4 Series programming may be scheduled on a first-come, first-served basis for regular cablecast on the same day, and time unless the program provider fails to submit new programming in a timely manner. This allowance for series program applies to all series programming submitted, whether locally produced or locally sponsored..
- 5.5 The cablecast of programming produced by non-Rye residents requires the signature of a City of Rye resident sponsor on a Program Provider's Agreement taking responsibility for the submitted programming..

## ACCESS TO THE "COMMUNITY BILLBOARD"

- 8.0 Rules for use of the Community Billboard are outlined in the Government Access Cable Television Policy Section D, part 4, and Section E part 3.
- 8.1 Billboard messages must be submitted to the RTV "Community Billboard":

c/o City Hall Rye, NY 10580  
or fax: 967-4604  
or email: channel75@ryeny.gov

## Part 2 - PRODUCER ELIGIBILITY POLICY

RTV establishes the following criteria of eligibility for use of RTV facilities, equipment, training and channel space.

## RESIDENCY

- 1.0 Any resident of the City of Rye, or employee or agent of a business, institution or government agency which operates in the City of Rye will be considered eligible to use RCTV facilities, equipment, training and channel space. Proof of these criteria may be required.
- 1.1 Residence shall mean bona fide principal residence.
- 1.2. Staff members of a bona fide non-profit service organization or non-profit agency that services, or is located in the City of Rye, shall be considered eligible on behalf of the organization.
- 1.3 Full-time students of an educational institution located within the City of Rye shall be considered eligible with parental consent as outlined in the "Age" section below.
- 1.4 An authorized representative of an institution or group named in 1.2 or 1.3 above shall be considered eligible.
- 1.5 In order to facilitate development of Community Access and to meet community needs, RTV may accept programming of interest and service to residents of the City of Rye at the discretion of the RTV Coordinators.

## AGE

- 2.0 A resident of the City of Rye must be 18 years of age or older to request use of RTV training, facilities, equipment or channel space with the following exceptions:
  - (a) If an adult resident of the City of Rye assumes legal responsibility and liability for a minor who is enrolled in the 6th grade or above said student may use the training facilities equipment or channel space of RTV.
  - (b) An adult taking responsibility for a minor in RTV programs must sign a "Program Provider's Agreement" which is to be kept on file at RTV. The adult must sign an equipment request form, which states the adult's full responsibility for the equipment during the period when the minor is in possession of equipment or materials.
  - (c) An adult taking responsibility for a program produced by a minor for RTV must sign a Program Provider's Agreement and assume responsibility for the

program content.

## PROGRAM PROVIDER'S AGREEMENT AND VERIFICATION

- 3.0 A resident or other user of RTV channel time must sign and submit to RTV staff a completed Program Provider's Agreement form and a signed indemnification agreement.

## CERTIFICATION

- 4.0 A user of RTV facilities or equipment must be certified in the use of the equipment or facilities requested. The policy on certification is specified below in Part 3.

## Part 3 - CERTIFICATION

### POLICY

- 1.0 Prior to using RTV equipment or facilities, on RTV premises or away from RTV premises, an eligible user must (a) be oriented to RTV programs, policies, procedures and facilities, (b) have a specific program goal to accomplish, (c) be trained or certified by RTV or an RTV approved training program in the specific equipment to be used

## PRODUCTION PLANNING

- 2.0 Given that the goal of training is to enable participants to develop the requisite skills to produce community programming for the RTV channels, producers are encouraged to develop specific program ideas with RTV staff. These ideas may be developed, with RTV staff or through the training program into a specific production plan.

## TRAINING

- 3.0 RTV will provide training in Portable Field Production, Editing, and Studio Production, and require successful completion of the training program in each specific area for certification to use equipment in that specific area.
- 3.1 Each trainee will attend all the training sessions involved in a particular track for certification in that track.
- 3.2 Each trainee will participate in a group production exercise aimed at testing skills under field conditions.

- 3.3 All trainees must be able to demonstrate competent use of the equipment they were trained on in order to be certified.
- 3.4 Special training arrangements are available for both individuals and groups who wish to produce a program. All special arrangements must be made through the Production Coordinator on a time and equipment availability basis.

#### FULL CERTIFICATION

- 4.0 At the conclusion of a particular workshop the user who has successfully completed training will be "provisionally certified" to use the equipment covered in that workshop.
- 4.1 Full certification in each training course is contingent on the user successfully completing a program for cablecast.
- 4.2 At such time as users submit their first completed program for cablecast, they will be fully certified by RTV.
- 4.3 Certification is good for 1 year after the last time the user availed him/herself of equipment or facility use and may be renewed at the discretion of the Production Coordinator or by attending an RTV refresher course.

#### SUBSTITUTIONS FOR TRAINING

- 5.0 RTV may make exceptions to the requirement for RTV approved training as a part of the process necessary to becoming certified to use specific RTV equipment or facilities.

## Part 4 - PORTABLE EQUIPMENT

### GENERAL

- 1.0 Use of RTV portable field production equipment must be for the purpose of recording and preparing programs for cablecast on the RTV channels.
- 1.1 Use of RTV portable field production equipment for private or commercial purposes will be subject to equipment rental fees.
- 1.2 RTV portable field production equipment must be used within the City of Rye and surrounding area or within a reasonable distance from the City of Rye with prior approval by the Production Coordinator.
- 1.3 RTV portable field production equipment may only be used by a certified producer (see Part 3 above) who assumes responsibility for the equipment, its care and safety during use, and who has an "Equipment Request" form on file in the RTV office.

### RESERVATIONS

- 2.0 Portable equipment may be reserved on a first-come, first-served basis (see Part 1 above) by written, telephone or in-person requests.
- 2.1 Portable equipment reservations should be made at least seven (7) days in advance. Reservations will not be accepted more than forty-five (45) days in advance.
- 2.2 Time blocks for portable equipment use are 24 hours, except on weekends or holidays, based upon:
  - (a) The production needs of the user; and
  - (b) maximizing equipment use.
- 2.3 A producer or group is usually limited to one (1) field production package reservation at a time per project. Reservations for multi-camera portable packages require specific request and approval by Coordinator.
- 2.5 Only three (3) portable reservations per field produced program are permitted. Additional reservations must be approved by the Production Coordinator. In addition, each portable program must be completed within six (6) weeks of the initial equipment checkout, unless an extension has been approved by the Coordinator.
- 2.6 Reservation forms for portable field production equipment must include the following information :
  - (a) the certified producer's name, address, and telephone number
  - (b) the Check-Out date and time

- (c) the Check-In date and time
- (d) the equipment to be used
- (e) the name of the project for which the reservation has been made.

2.7 Cancellations or changes in the reservation must be made at least 72 hours in advance of the reservation Check-Out time whenever possible. Failure to give ample notification can result in probationary sanctions. (see Part 7)

## CHECK-OUT

- 3.0 The Check-Out date and time reserved, is a time-specific appointment with RTV staff. Late arrival for check-out will be considered a minor offense and may result in probationary sanctions.
- 3.1 The producer shall allow a minimum of thirty (30) minutes for the scheduled pick up and check-out of equipment
- 3.2 The producer may be required to set up the equipment in the presence of RTV staff and make a test tape prior to removing the equipment from RTV premises. The test allows the producer and RTV staff to assure the proper functioning of all components of the system and to agree upon any pre-existing damage or malfunctions..
- 3.3 All equipment to be removed from RTV premises must be checked out by RTV staff, signed for by a certified producer, and properly recorded on RTV forms.
- 3.4 A producer must sign the Equipment Check-Out form, indicating responsibility for the items listed there, noting any malfunctions, cosmetic damage or missing parts and indicating the date and time they agree to return the equipment to RTV .
- 3.5 Equipment reservations are non-transferable. The producer making the reservation must be present at the Check-Out, and cannot send a proxy or substitute unless:
  - (a) Specific arrangements for such have been made at the time of the reservations, and
  - (b) The proxy or substitute must also be a producer certified by RTV.

## CHECK-IN

- 4.0 The Check-In date and time reserved is a time-specific appointment. RTV equipment must be checked in at the TV Studio in Rye High School. Late check-in is considered a minor offense and may result in probationary sanctions. Other check-in arrangements may be made in case of staff limitations, but must be agreed to at the time of equipment check-out.
- 4.1 The producer should allow a minimum of thirty (30) minutes for the scheduled Check-In.

- 4.2 The producer may be required to set up and operate the portable equipment being returned in order to allow RTV staff to check it for possible damage.
- 4.3 Any damage incurred while in the producer's possession must be pointed out by the producer upon check-in. The producer may be assessed for any damage that falls outside the range of "normal wear and tear."
- 4.4 At no time is equipment to be returned, dropped off or left at RTV premises without examination by RTV staff. Failure to return equipment with proper check-in procedure may lead to probationary sanctions.
- 4.5 Equipment use is non-transferable. Equipment must be checked in by the producer who checked the equipment out, and that producer must sign off on their responsibility for the equipment with RTV staff.

#### PORTABLE EQUIPMENT CANCELLATION

- 5.0 Cancellation or changes in reservations must be made at least 72 hours in advance in order to allow RTV to make the reserved equipment available to others.
- 5.1 In cases of circumstances beyond the producer's control requiring cancellation of a portable equipment reservation, notification should be made to RTV as soon as such circumstances are known.
- 5.2 Failure to notify in advance of a cancellation or repeated short notice cancellation, is a violation of RTV Policies and Procedures and is cause for probationary sanctions.

#### RESPONSIBILITY OF THE PRODUCER

- 6.0 The producer is responsible for the safety, proper use and care of the equipment while it is signed out to him/her.
- 6.1 The producer is financially responsible for the repair or replacement of damaged, lost or stolen equipment while it is signed out to him/her.
- 6.2 The producer is responsible for any claims resulting out of use of the equipment and must indemnify and hold harmless RTV, and the Cable TV Committee , staff, and the City of Rye, against any such claims arising out of the use of the program material to be cablecast or any breach of the producer's signed Program Provider's Agreement, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws, and unauthorized use of copyrighted material. To this end, the producer is required to sign an indemnification agreement as part of the Program

Provider's agreement.

- 6.3 The producer is responsible for completion of his/her program for cablecast within 6 weeks of borrowing equipment used. Failure to complete a program for cablecast after using RTV facilities for said program will result in probationary sanctions, or the charging of equipment rental fees for equipment used, or both.

## RECORDING MEDIA POLICIES

- 7.0 RTV reserves the right to archive significant representative programming produced through RTV facilities, and will use segments of such archived material to prepare demonstration, instructional and sample tapes to conduct RTV's routine training, outreach and development programs.
- 7.1 Recording media provided by RTV to producers for video production belongs to RTV and must be returned when the program is complete or within six (6) weeks of check-out, whichever comes first.
- 7.2 Producers wishing to keep unedited media beyond this time period must purchase the recording media from RTV at current rates.
- 7.3 Producers may not have more than eight (8) items of recording media signed out at any given time.
- 7.4 Finished programs will be archived for one (1) year from first play. After one year the recording media on which the programs reside will be recycled or discarded by RTV staff, unless purchased by the producer. It is the producer's responsibility to communicate any desire to purchase the recording media prior the end of archive time period.

EXCEPTIONS - See Part 12

## Part 5 - EDIT EQUIPMENT USE

### GENERAL

- 1.0 Use of RTV editing equipment or editing suites must be for the purpose of producing programming for cablecast on the RTV channels. The following are not allowed
- (a) Copying or dubbing tapes, except for cablecast. Dubs are done at rate card rates, and will be made by RTV staff.
  - (b) Performing rough edits or pre-edits to master for review.
  - (c) Compiling material that won't be cablecast as a program.

Preparing or editing materials for commercial or private purposes is allowed, only with RTV staff approval, and subject to posted equipment rental fees.

- 1.1 RTV edit equipment may only be used by a certified editor who assumes responsibility for the equipment and its care during use, and who is working on a program listed on a Program Providers Agreement on file in the RTV offices
- 1.2 Dubs of programs edited or produced with RTV facilities cannot be delivered until the first cablecast of the program. A producer may have a program dubbed prior to sending it to cablecast, but that copy will not be released until the program has been cablecast on RTV channel 76.

### EDIT PREPARATION

- 2.0 To maximize the use of limited edit time, it is expected that the edit time will not be used as a time to view and/or log tapes, or as a time to script the final program. Editors are expected to arrive prepared to put together a finished program. Producers may schedule a separate logging session prior to the edit session to log tapes and create an edit decision list, if facilities are available..
- 2.1 Edit preparation shall include the following:
- (a) All visual materials must be in a ready to edit format at the time of the edit,
  - (b) For sound sources other than videotape the producer must, at the time of the edit reservation, make explicit arrangements with RTV staff for accessories such as microphones, CD players, cassette recorders, etc.
- 2.2 It is the producer's responsibility to make arrangements for their own media stock. RTV may supply some media stock if not commercially available to producers. In such cases, media stock remains the property of RTV and is to be returned once the project is edited, unless purchased from RTV by the producer.

## EDIT RESERVATION

- 3.0 Editing equipment may be reserved on a first-come, first-served basis (see Part 1 above) by written, telephone or in-person request.
- 3.1 Edit reservations may be made up to ten (10) days in advance.
- 3.2 Time limitations on edit reservations are as follows:
- (a) A producer is permitted a maximum of eight (8) edit session hours in which to complete a program. For first time producers the first edit session is considered an extension of training, and is not calculated in regard to this limitation
  - (b) Any project requiring more than the edit hours per project specified above must comply with one of the following:
    - (1) Submission in writing of a proposal detailing the reasons for exception to the rules.
    - (2) Payment for rate card rates for any time exceeding the routine limitations at the published access rate
  - (c) Short video pieces or music videos must achieve a minimum productivity of one (1) minute of finished product per one (1) hour of edit time or they are not allowable (e.g. a 3-hour edit session must produce at least a 3-minute finished tape.)
- 3.3 A producer or group may have up to three edit reservations at a time, not to exceed the total amount of equipment use allotted per project (See 3.2 above).
- 3.4 Reservations of editing equipment must include the following information:
- (a) date of session requested including starting and ending times;
  - (b) name of project being edited
  - (c) technical or staff support needed, sound or graphic resources needed, special conditions required, etc.;
- 3.5 Edit reservations are non-transferable. Should the original individual scheduling the edit reservation cancel it, the time will be available to other producers.

## EDIT SESSIONS

- 4.0 Failure to arrive and claim an edit reservation within fifteen (15) minutes of the scheduled starting time will result in forfeiture of the entire editing session.
- 4.1 Editors must vacate facilities by the completion of their reserved time unless RTV staff or the next scheduled editor voluntarily grants an extension.
- 4.2 After the trainee's first edit session following edit training, RTV staff will assist a producer

as staff availability allows. RTV strives toward producer self-sufficiency.

- 4.3 Smoking, food and drink are not permitted in any edit suite at any time
- 4.4 At the conclusion of an edit session, it is expected that the edit suite will be left in the same condition as it was when turned over to the producer.
  - (a) All media should be boxed, labeled and shelved.
  - (b) All sound sources and equipment should be returned to normal positions or locations.
  - (c) All paper, debris and miscellaneous material should be removed from the suite.
  - (d) Editing station equipment should be returned to normal plugging, switching and setup.

#### CANCELLATIONS

- 5.0 Cancellations or changes in edit reservations must be made at least 72 hours in advance to allow RTV to make the reserved edit suite available to other users.
- 5.1 Failure to notify in advance of a cancellation is a violation of RTV Policies and Procedures and is cause for probationary sanctions.

EXCEPTIONS - See Part 12

## Part 6 - STUDIO USE

### GENERAL

- 1.0 Priority for studio use will be given to public access programs during regularly scheduled public use hours of operation. Studio use for public access programming will be free of charge. The studio will be available for non-access type programming on a case by case basis at the current RTV studio per hour rate.
- 1.1 In some cases, groups are eligible to enter into studio certification if they meet all of the criteria below;
  - (a) They are already a working group
  - (b) They have a minimum of 5 members (it takes a minimum of 5 persons to operate the studio)
  - (c) The group has a specific production plan
  - (d) The group will train as a group and work toward a production goal.
- 1.2 All studio use must be for the purpose of producing a finished program for the public access channel.
- 1.3 It is expected that a finished program will result from each studio reservation
- 1.4 The studio is to be used as-is. Use of additional technical components or arrangements requiring rewiring or reconfiguration must be cleared in advance with RTV staff. **TECHNICAL RECONFIGURATION WITHOUT PERMISSION IS CAUSE FOR IMMEDIATE SUSPENSION OF ALL RTV PRIVILEGES.**
- 1.5 All studio equipment, including monitors, tripods, cameras, VCR's, audio equipment and accessories are to remain in the studio. At no time can any of this equipment be checked out for production in any location other than the studio.
- 1.6 Smoking, drinking and eating are prohibited in the studio and control room areas unless part of an RTV staff approved demonstration or theatrical presentation. Glasses of water are permitted in the studio for talent only.
- 1.7 Malfunctioning equipment or systems must be reported to RTV staff immediately.
- 1.8 Studio groups are limited to 15 people including talent, crew, and audience/observers, unless cleared in advance by the Production Coordinator
- 1.9 After each production, producers and volunteers must clean up production materials and return the studio to the condition in which they found it. The producer is ultimately responsible for the condition of the studio after the production.

### RESERVATION RULES

- 2.0 Studio reservations may be made up to forty-five (45) days in advance by phone, mail, or in person.
- 2.1 The maximum time allowed for a studio production is two (2) hours. This includes set-up, production, post-production and strike time.
  - (a) A producer cannot use the studio in advance of the scheduled two (2) hour block except in cases where a special request is made and approved by a Coordinator.
  - (b) A producer must return the studio to "normal" by the end of the reserved time.
- 2.2 A producer, group, or project is limited to two studio reservations at a time. No reservations may be made if the producer has any production that is overdue.
- 2.3 Studio reservations require a minimum crew of 5 people. The director, producer, and any other control room personnel must be certified by a RTV Coordinator. Additional persons may be required by a RTV Coordinator depending on the complexity of the production. Productions not meeting the required crew minimum must be cleared by a RTV Coordinator. Camera persons need not be certified if given a short course in camera operation prior to taping.
- 2.4 Each production, whether by a group, organization or individual, must have a single "lead producer" who takes the responsibility for the reservation, serves as the coordinator and contact person, and deals with RTV staff in all phases of the production.
- 2.5 A Studio program idea must be approved by a RTV Coordinator. Staff approval is not based on program content, but the technical limitations of the RTV equipment and facilities.
- 2.6 All studio use cancellations must be made at least 3 business days in advance. Late cancellations are cause for probationary sanctions.
- 2.7 Studio reservations are non-transferable.

## STUDIO USE

- 3.0 Crew shall consist of the lead producer, a director, a technician/audio person and three camera people. The director and the technician must be certified by RTV. Camera people are not required to complete an RTV Studio workshop. It is the director's responsibility to schedule a short lesson in camera operation with RTV staff, for all inexperienced camera persons. Crew and talent should not arrive earlier than the scheduled beginning of the reservation time unless specific arrangements have been made and cleared by RTV staff. The studio is reserved for use at a specific time. At that time the studio is available for the crew to begin set up. It is up to the producer to estimate set up time and invite guests to arrive after the set up time. It is the producer's responsibility to greet and entertain any guests they have invited.

- 3.1 RTV staff will be on site to advise the lead producer and serve as technical supervisor for the production.
- 3.2 RTV staff will not serve as crew (see 3.0 above) for public access productions. It is expected that the producer will provide the entire crew necessary for the production. RTV may assist producers in gathering a crew, but assumes no responsibility for program production
- 3.3 If fewer than the required number of crew members necessary to accomplish the planned production show up for the reservation, a RTV Coordinator may, at his/her discretion, cancel the shoot.
- 3.4 The lead producer is responsible for the conduct of all crew and talent involved in the production and for the orderly and safe operation of studio equipment and use of RTV facilities.
- 3.5 All additional equipment and accessories needed in a studio shoot are to be checked out to the producer responsible by RTV staff.
- 3.6 Studio production is to be done as a "live" production, starting at the beginning and running right through to the end without a break, if possible. Minimal post production work is expected after a studio production. The director in the control room is responsible for choosing the camera shots and sequence of the segments. The production crew answers to the director.
  - (a) For the purpose of producing B-roll material, a maximum of one camcorder use (24 hours maximum) and one edit use (2 hours maximum) may occur for a studio program, but only if the producer has been trained in portable production.
- 3.7 A studio shoot must be completed and cleaned up on time unless an exception has been authorized by RTV staff.
- 3.8 In transferring the studio from one user to the next, the following should be observed
  - (a) All sets and props must be removed or stored.
  - (b) All camera cables should be coiled
  - (c) Cameras should be properly capped and parked.
  - (d) All headsets must be stored on cameras.
  - (e) Lights should be returned to normal positions and turned off.
  - (f) Microphones should be turned off, replaced in their boxes and checked in with the RTV Staff.
  - (g) Audio cables should be properly bound up and returned to their proper place.
  - (h) The audio snake must be returned to the back of the studio
  - (i) Chairs are to be stacked and furniture returned to proper places in or out of

the studio.

- (j) The floor of studio should be clear of all debris.
- (k) All recording media are to be removed from machines in the control room, boxed in their proper boxes and properly labeled.
- (l) Compact disks, cassette audio tapes, tapes, etc. are to be removed from the machines and properly stored or removed from the premises.
- (m) All "works in progress" including graphics, tapes, music, props, etc. must be removed by the user. Area should be clear of everything and ready for the next user.

## Part 7 - USER SANCTIONS POLICY

### GENERAL

- 1.0 To ensure that RTV equipment and facilities remain in good working order, are available to the broadest possible range of producers, and that equipment and facilities are used in such a manner as to fulfill the mandate under which RTV was created, RTV reserves the right to refuse services on a temporary or permanent basis or otherwise initiate suspensions of services, disciplinary actions, sanctions or other legal action against individuals and/or organizations interfering with or jeopardizing RTV's operations or otherwise violating the RTV Policies and Procedures under which RTV provides training, equipment, facilities, channel space and other services

### REQUIREMENT TO LEAVE RTV PREMISES

- 2.0 RTV may require that an individual or individuals leave RTV premises immediately as follows:
- (a) If an individual appears to be under the influence of alcohol or drugs, or consumes, sells or dispenses alcohol or illegal drugs on RTV premises
  - (b) If an individual or individuals interfere(s) with the orderly conduct of RTV activities, facilities, staff or programs;
  - (c) If an individual makes threats of a violent, sexual, or harassing nature or if the producer or crew behaves in a manner deemed inappropriate by members of the RTV Staff.
  - (d) If an individual smokes while in RTV facilities.
  - (f) If any individual engages in any activity which is in violation of local, state, or federal law.

### MAJOR OFFENSES

- 3.0 Suspension of privileges or refusal of service based on disciplinary action may be initiated by RTV staff immediately, in addition to legal and other remedies as determined by the City of Rye Cable TV Committee based upon, but not limited to the following:
- (a) Misuse or abuse of equipment or failure to maintain RTV equipment or facilities
  - (b) Theft or vandalism of property, equipment, leased property or premises;
  - (c) Failure to return equipment through intent, negligence, loss or theft;
  - (d) Making false or misleading statements on applications or other RTV documents;
  - (e) Use of equipment or facilities for commercial or profit-making purposes without specific contractual approval in advance for such use with the RTV

Access Coordinator.

- (f) Use of equipment and/or facilities for any purpose not related to the production of programs for cablecast on the RTV channels;
- (g) Removal of equipment from the equipment storage area without prior Check-Out procedures and/or without signing an Equipment Request Form;
- (h) Attempted disassembly, repair or tampering with RTV equipment
- (i) Use by a non-certified producer or use by a certified producer on probation of equipment checked out to a certified producer;
- (j) Chronic or willful disregard for RTV Policies and Procedures;
- (k) Abuse or harassment of RTV staff, volunteers, or others at the facility.
- (l) Reservation of equipment or facilities by one party who does not intend to use the equipment themselves but "fronts" for another party (both parties involved will be held accountable for the offense);
- (m) Owing funds to RTV for any reason, including but not limited to failure to pay for equipment damage or submitting a check with insufficient funds.
- (n) Failure to submit a program for initial cablecast on the RTV channels after using allotted equipment.
- (o) Repeated abuse or harassment.

#### DISCIPLINARY ACTION FOR MAJOR OFFENSES

4.0 Suspension of privileges and refusal of services shall be called "Probation":

4.1 Major offenses result in immediate suspension of privileges for one (1) year and appropriate legal action

4.2 In the case of a Major offense the Access Coordinator shall notify the violator within thirty (30) days of the sanctions resulting from the offense, and the City of Rye Cable TV Committee shall be so advised.

4.3 Any user against whom the Coordinator has imposed sanctions may file an appeal of the decision to the City of Rye Cable TV Committee within ten (10) days of notification of such sanctions

4.4. The City of Rye Cable TV Committee may choose or refuse to hear an appeal of sanctions after investigating the circumstances of the violation. In the event of a hearing with the City of Rye Cable TV Committee, the Coordinator shall make a presentation of the circumstances of the violation and the action taken. The user will make a presentation of appeal. The Committee may decide:

- (a) To sustain the decision of the Coordinator or
- (b) To make alternative determinations.

4.5 Decision of the City of Rye Cable TV Committee on matters of refusal of services, sanctions or other actions are final and are not subject to review by any other body or individual.

#### MINOR OFFENSES

5.0 The Coordinator may impose a temporary suspension of access privileges or impose probationary sanctions in cases of:

- (a) Failure to cancel or claim a reservation of equipment or facilities time prior to the time reserved;
- (b) Late return of equipment without authorized extension;
- (c) Return of functional but dirty equipment;
- (d) Operation of equipment or facilities in an incorrect, unsafe or inappropriate manner
- (e) Improper packaging of equipment for transport;
- (f) Drinking or eating in the control room, equipment room or other restricted areas
- (g) Minor abuse or harassment.

#### DISCIPLINARY ACTION FOR MINOR OFFENSES

6.0 Disciplinary actions for minor offenses are imposed by the Access Coordinator after consultation with the staff and user are as follows:

- (a) First offense results in verbal warning,
- (b) Second offense results in a written warning by the Coordinator and implementation of 90 day probationary period
- (c) Third offense results in 90 days suspension from use of equipment and facilities;
- (d) Fourth offense results in 1 year suspension;
- (e) Fifth offense results in permanent suspension of access privileges.

6.1 Other sanctions to be prescribed by the Coordinator may include but are not limited to

- (a) Requirement of attending specific workshop sessions.
- (b) Requirements of demonstrated proficiencies or understandings,
- (c) Short term probationary periods.

6.2 The Coordinator shall notify, in writing, the violator in a Minor offense of the sanctions and/or disciplinary action resulting from the offense within thirty (30) days of such offense. Notification shall also indicate any conditions for reinstatement of privileges.

6.3 Any user against whom the Coordinator has imposed probationary sanctions or disciplinary action may file an appeal of the decision to the City of Rye Cable TV Committee within ten (10) days of notification of such sanctions or disciplinary action.

6.4 The City of Rye Cable TV Committee may choose to hear or refuse to hear an appeal of discipline or sanctions after investigating the circumstances of the violation. In a hearing with the City of Rye Cable TV Committee, the Coordinator or RTV staff shall make a presentation on the circumstances of the violation and the disciplinary action taken, and the user may make a presentation at the hearing. The City of Rye Cable TV Committee may

decide

- (a) To sustain the sanctions imposed by the Coordinator or
- (b) To make alternative determinations.

6.5 Determinations of the City of Rye Cable TV Committee in matters of refusal of services, disciplinary action, probationary sanctions or other actions are final and are not subject to review by any other body or individual.

## Part 8 - PROGRAM CONTENT POLICY

### GENERAL

- 1.0 RTV program content guidelines are set up to insure maximum use, and orderly, timely and manageable supervision. All use of the access channels must conform to local, state and federal laws with respect to program content

### LIABILITY

- 2.0 Liability for program content rests fully with the program producer or the local sponsor who signs the Program Provider's Agreement form including the indemnification agreement. By signing these documents the producer and or local sponsor assures RTV that the program does not violate any of the content prohibitions listed below in Program Content section 3.0 (a) through (f).
- 2.1 Neither the cable television company, RTV staff, nor the officers, directors or employees of any such cable television company, the City of Rye, the Rye Cable TV Committee, or RTV shall be liable for damages arising from any obscene or defamatory statements or actions or invasion of privacy occurring during any program when such company or RTV does not produce such program.

### PROGRAM CONTENT

- 3.0 Programming cablecast on the public access channels is prohibited from containing:
  - (a) Any material that is libelous, slanderous, or an unlawful invasion of privacy.
  - (b) Any material that violates state or federal law relating to obscenity.
  - (c) Any material contrary to local, state, or federal laws, regulations, procedures, and policy.
  - (d) Advertising: promotion of a product or service with compensation directly given and linked to the promotional service provided.
  - (e) Any direct solicitation or appeal for funds except by RTV, or other 501(c)3 IRS designated not-for-profit organization registered with the New York State Charities Bureau.
  - (f) Any unlawful use of copyrighted material. Liability for such unauthorized use shall rest solely with the producer and or sponsor. The producer further agrees to hold harmless the cable company, RTV, the City of Rye, the Rye Cable TV Committee, and their officers, directors or employees for any damages arising from such use.
- 3.1 Any producer denied access due to any of the RTV program content prohibitions may file an appeal with the Rye Cable TV Committee within ten (10) days of notification of the denial of access. The Cable TV Committee shall review the program and hold a hearing to

determine cablecastability of the program.

- 3.2 Only programs produced by RTV as authorized by RTV's Production Coordinator can be identified as RTV productions. The use of the RTV logo or call letters may not be used by access producers in their individual promotion of their programs except as an indicator of where their program might be seen.
- 3.3 All tapes produced with RTV equipment must state: "Produced through RTV facilities" and list the copyright holder. All subsequent use or showings, either on the channel or for other purposes, must credit RTV in the same manner.

## COPYRIGHT

- 4.0 Copyright of program content rests with the producer or the producer's assignee, regardless of who owns the physical media on which it is recorded.
- 4.1 The program producer assumes full legal responsibility for obtaining releases necessary for copyrighted materials (such as music) and for obtaining clearances for personal appearances

## DISTRIBUTION

- 5.0 Distribution of programming which has been produced through RTV's public access facilities is restricted as follows:
  - a RTV has the right of first and subsequent showings on its channels;
  - b RTV has the right to keep a copy for archival purposes;
  - c RTV has the right to use the program and excerpts for promotional purposes.
  - d RTV reserves the right to distribute the program  
to other access centers for cablecasting outside the City of Rye only with the producer's permission;

## PROGRAM SUPPORT POLICY

- 6.0 Sponsored programming is subject to all RTV policies and procedures.
- 6.1 Producers are encouraged to seek program sponsorships to defray costs of production. Sponsorships may be in the form of financial assistance or gifts-in-kind. All financial transactions are subject to review by RTV staff according to standard accounting principles. Payments in cash or in kind (if tangible) become property of RTV after the production is completed.
- 6.3 As RTV is primarily a volunteer operation, salary or monetary compensation for volunteer services is inappropriate.

- 6.4 For-profit organizations, businesses and individuals who are not Rye residents or sponsored may produce programs through the use of RTV equipment and/or studios subject to production fees. These fees will be discussed with the Access Coordinator in advance of the production.
- 6.5 Sponsorship of programs may be acknowledged at the beginning and end of each program through the use of alphanumeric graphics and/or by voice over or by host acknowledgement.

## Part 9 - PROGRAM SCHEDULING POLICY

### GENERAL

- 1.0 Use of RTV channel space will be available on a first-come, first-served basis within the parameters of RTV's automated playback capabilities, and with consideration given to series programming, live feeds, special events, and the representative diversity of programming on the RTV public channel. RTV, at its discretion, may impose reasonable limitations to assure fair access by all, to RTV facilities and to provide for diverse and viable channel use.

### REQUESTS FOR CHANNEL SPACE

- 2.0 In order to obtain a specific channel time for recorded and/or live programming, an eligible user may request a specific day and time for playback along with two alternate choices.
- 2.1 Selection of date, time and channel.
- (a) RTV will attempt to honor one of the three choices indicated.
  - (b) When a first, second or third choice of channel space is not available, RTV will schedule the program at the Coordinators' discretion.
  - (c) When a program provider does not request specific dates, time or channel, RTV will schedule the program at its sole discretion.
  - (d) RTV reserves the right to repeat cablecasts of the program
- 2.2 Producer/User Agreement Information shall include;
- (a) Name and signature of person requesting the channel space and taking responsibility for the program.
  - (b) Affiliation with group or producing organization.
  - (c) Address of program provider and/or local sponsor
  - (d) Phone number of program provider/sponsor for reference.
  - (e) Signed acknowledgement of compliance with Program Content policies and guidelines
- 2.3 Information accompanying the program shall include:
- (a) Official Title of the program or series:
  - (b) Description of the program suitable for program listings or promotion;
  - (c) A label indicating ownership;
  - (d) Format of program to be cablecast;
  - (e) Precise leader length (start of program) and program length in minutes and seconds.

## PROGRAM TECHNICAL STANDARDS

- 3.0 Programs cablecast on the RTV channels will be subject to certain minimal technical and format standards as set forth from time to time by the RTV Production Coordinator
- 3.1 Programs must play back on RTV machines.
- 3.2 Pre-recorded programs may be up to 170 minutes by advance arrangement with the Production Coordinator. RTV has no minimum length for programming. Shorter programs may be used to fill in between longer programs.

## AUTHORSHIP/ORIGINATION

- 4.0 All recorded and/or live programming cablecast on the RTV channels must clearly identify the producer/originator of the program to be cablecast and/or the name of the eligible RTV user submitting the program for cablecast at the beginning or end of the program.

## PROGRAMS NOT PRODUCED THROUGH RTV FACILITIES

- 5.0 Programming not produced through RTV facilities must be sponsored locally by a resident of the City of Rye, who signs a Program Provider's Agreement and an indemnification agreement taking sole responsibility for the content, timely delivery and subsequent removal of the program.
- 5.1 Programming not produced through RTV facilities must meet the technical standards set forth by RTV for cablecast, including format and playback standards
- 5.2 An eligible person submitting programming produced outside RTV facilities must acknowledge compliance with all program content policies, rules and guidelines of RTV, as well as knowledge of and responsibility for the content of the program under consideration for cablecast.
- 5.3 In all instances of competing requests for channel or playback time, priority will be given to locally produced programming.
- 5.4 The number of program repeats may be limited to give priority to first-run programming and is at the discretion of RTV.

## SERIES PROGRAMMING

- 6.0 To allow for regularly produced programming cablecast at a consistent time on regular days of the week, or regular biweekly or monthly days and times, RTV has set specific guidelines for producers or providers of series programming.

- 6.1 To be eligible for a series on RTV, a producer or provider of programming must have demonstrated the ability to produce programming of consistent quality in a timely manner. Determinations regarding eligibility will be made by the RTV Coordinator.
- 6.2 RTV permits a maximum of 1 time slot per week per series by the same producer and or local sponsor.
- 6.3 If a series producer fails to produce any two installments for a series, the series may be cancelled and the user may not be granted a series time slot in the future without the permission of a Coordinator. Factors in the determination are:
- (a) The ability of the producer/provider to deliver the programs in a regular, timely and consistent fashion;
  - (b) The overall program quality and production value of the series
  - (c) The expressed desire/ability of the producer to continue the series;
  - (d) Other requests for channel space or facilities utilized by the series producer/provider;
  - (e) The overall program mix on the RTV channels.
- 6.4 The producer must specify a back-up program in case the scheduled program cannot, for any reason, be cablecast. In this event RTV, at its discretion, shall fill the time slot with a program of its choosing. If the producer or sponsor fails to provide a new show more than twice, RTV may reassign the time slot.

## LIVE PROGRAMMING

### 7.0 Qualifications

- (a) To be eligible for live program scheduling on the RTV channels, a user must have been studio certified by RTV in studio operations
- (b) To be eligible to schedule live programming a producer must have demonstrated the ability to coordinate and produce quality programs in a consistent and timely fashion, and must have taken a lead role in a minimum of two studio productions undertaken through RTV facilities. Eligibility determinations are made by the Production Coordinator.

### 7.1 Scheduling

- (a) Live programming by eligible RTV users is scheduled on a first-come, first-served basis.
- (b) As with all program scheduling, RTV at its discretion, may impose reasonable limitations consistent with:
  - (1) Overall program composition and flow
  - (2) Considerations of audience-building
  - (3) Constraints of schedule building with regard to series or other special programming;
  - (4) Representative diversity of programming.

- (c) In requests for live programming on a serial basis, the rules for serial programming outlined in 3.0 above apply.
- (d) A channel time slot for live programming must be requested at least 60 days in advance to the Coordinator.

## 7.2 Requirements

- (a) All live productions must have a pre-production plan approved by RTV staff at least one week prior to the live telecast outlining all technical requirements for the production
- (b) Crew for the live telecast must arrive at least 30 minutes prior to the program start time.
- (c) It is the producer's responsibility to have all graphics and studio configuration set up at least one hour prior to the telecast.

## 7.3 Defaults

Producers of live programming on the RTV channels will be considered in default of their live programming contract and may have reservations cancelled and/or be restricted from live programming completely for any of the following:

- (a) Having inadequate crew to successfully fulfill the obligation to produce the scheduled programming;
- (b) Lateness;
- (c) Poor performance and poor quality of programming as determined by the RTV Coordinator
- (d) Content violations occurring during live programming (see Part 8)

## NOTIFICATION

- 9.0 RTV, upon request will make available to producers and program providers submitting programming to RTV for cablecast, schedule of the playback dates and times of the program to be cablecast as soon as it is scheduled.

## Part 10 - MODIFYING POLICIES AND PROCEDURES

- 1.0 In an effort to change with RTV growth and plan for changing technologies RTV has set forth the following policy to make the RTV Policies and Procedures Manual a living document open to input from both volunteers and the City of Rye Cable TV Committee.
- 1.1 Suggestions for policy change must be submitted in writing and may come from the general public, the RTV Staff, or from the Rye Cable TV Committee.
- 1.2 A review of the written suggestion will be made by the City of Rye Cable TV Committee no later than the second meeting after the request has been received. The decision of the City of Rye Cable TV Committee is final
- 1.3 The City of Rye Cable TV Committee may conduct a hearing to consider the policy suggestion, or may require further written supporting evidence or rationale from the proposer of the change.

## Part 11 - POLICY REGARDING POLITICAL PROGRAMMING

- 1.0 Consistent with the mission of RTV, it is desirable to provide a forum for expressing political views of individuals within the City of Rye. This will be done through the use of the Public Access Channel.
- 1.1 It is the intent of RTV to remain “content neutral” - not favoring individual political candidates or their views. RTV will endeavor to provide equitable, even treatment of candidates and their views.
- 1.2 RTV has established the following guidelines for cablecast of political programming.

### DEFINITIONS

- 2.0 Political Programming: Political programming is a program or programs produced specifically for the purpose of promoting the views and/or candidacy of one or more candidates during an election period.
- 2.1 Political programming does not include channel time associated with elected officials who are administering the duties of their office. It also does not include appearances by candidates in ongoing program series produced or hosted by individuals or groups using RTV equipment or facilities.
- 2.2 Candidate: A candidate is any individual who has publicly declared his / her intent to enter a specified election.
- 2.3 Campaign Period: The campaign period for the purposes of RTV scheduling shall be defined as beginning 7 weeks prior to Election Day.

### GUIDELINES

- 3.0 All political programming is subject to the policies and procedures set forth in the most recently approved RTV Policies and Procedures manual.
- 3.1 Channel time for political messages will be limited to a total of 30 minutes per day, three days per week for the first 6 weeks of the campaign period election. During the last week, time may be expanded at the request of candidates and the discretion of the Rye Cable Committee. Every effort will be made to allocate channel time equally among political parties and their candidates.
- 3.2 All political messages received by the beginning of the campaign period will be cablecast an equal number of times. Equal time for messages taped after the beginning of the

campaign period will begin within a week after the message is received.

- 3.3 If a party or candidate chooses not to submit any messages, RTV must still cablecast messages submitted by other candidates.
- 3.4 RTV will make every effort to televise League of Women Voters Candidates Forums. These will be cablecast in addition to the time allocated per week for messages submitted by candidates. They will be repeated during the campaign period.
- 3.5 Series producers may choose to have candidates for office as guests on their programs. However, series producers are also expected to honor the principle of equitable and fair treatment of candidates. If a candidate has an ongoing program on RTV public channel , a substitute host should be found for the campaign period or RTV may ask that the program be pulled from the schedule for the campaign period.
- 3.6 RTV facilities will be available to qualified producers for development of political messages. RTV staff will in no way be involved in the production of a political program except in their role (explained elsewhere in this manual) of technical supervisor. It is the candidates' and / or parties' responsibility to coordinate a production staff. A producer / director chosen by the party or the candidate is responsible for the content, editing, and length of the program.
- 3.7 The RTV Coordinators will administer this policy. The Rye Cable Committee will address disputes regarding the policy or administration.

## Part 12 - EXCEPTIONS POLICY

- 1.0 Exceptions to RTV Policies and Procedures regarding the use of RTV facilities, equipment and channels must be made by the RyeTV Coordinators in advance of the reservation for which the exceptions are requested.

Specific requests for exceptions to RTV Policies and Procedures may be referred to the Cable Television Committee by RTV staff for consideration.