



# MEMORANDUM

TOD SATTERTHWAITE, MAYOR

384-2456

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November 19, 2004

TO: Council Members

FROM: Tod Satterthwaite, Mayor

RE: UPTV Public Access Policies and Procedures

The sub-committee of UPTV working on revisions to the Public Access Policies and Procedures has finished its revisions and the UPTV Commission is scheduled to meet on Friday Nov. 19 to discuss them. Committee members were Greg Boozell, Dana Mancusco, myself and Chris Foster. The changes are extensive. A strikeout/highlight version of the Policies and Procedures is attached. Also attached is a Summary of UPTV Rules Revisions drafted by Greg Boozell.

I have added an agenda item to the Committee of the Whole meeting to discuss this issue.

## Summary of UPTV Rules Revisions

### 1) *Series Programming*

Sections 3.2 and 3.7 accommodate non-local daily series delivered via satellite. Section 6.8 acknowledges the process for the donation of equipment or facilities to UPTV.

In the interest of encouraging local programming, the rules also impose limits on non-local programming. These include the restriction that only Urbana residents may submit non-local series and that higher scheduling priority accorded to locally produced programs.

To ensure that series do not dominate available channel time two restrictions have been established. The first is that daily series may not be rerun. Second, the number of reruns for other series has been restricted to one replay.

The cablecast of Democracy Now! is now possible through these rules.

### 2) *UPTV Membership*

These rules define membership in two ways. The first is to distinguish between Urbana residents and those who live outside of the city limits. Since Urbana residents help fund UPTV through their cable bills, these citizens are afforded lower membership rates.

Non-profit organizations based in Champaign County are afforded the same membership privileges as Urbana residents.

The second membership distinction is based on the nature of the participation of the UPTV member. At one tier, members participate solely as program submitters. At the second tier, members are also eligible to use production facilities and participate in production training. The highest fees would be paid by non-residents who have access to UPTV production facilities.

At this point, we are not recommending implementing the membership fees since I believe its commonly agreed that public use is so low that imposing fees who impair our efforts to maximize community participation at the station.

### 3) *Program Production*

These rules also introduce the requirement for the UPTV member to submit a program proposal prior to utilizing UPTV production resources. This requirement was established to ensure that UPTV members were using the equipment to produce and complete programs for the channel. In addition, this will introduce a useful method to track facility utilization.

### 4) *Bulletin Board*

These rules recommend that direct appeals for funds not be allowed on UPTV's electronic bulletin board, making UPTV's bulletin board policy consistent with its policies for recorded and live programs.

5) *UPTV Member Records*

The administration expressed the view that since UPTV is municipally managed, membership records are subject to Freedom of Information Act requests. Therefore it is illegal to protect the anonymity of members.

6) *Miscellaneous*

Beyond this, there are a number of changes made in an attempt to delete extraneous jargon and be consistent in the use of terms.

**URBANA PUBLIC  
TELEVISION  
UPTV - CHANNEL 6**



**PUBLIC ACCESS  
POLICIES  
AND PROCEDURES**

Updated: November 2004

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

Section: Membership

Section No. 1.1

Page 1 of 1

Subject: Types of Membership

Effective: November 2004

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

### Policy:

1. **All Members shall have the following privileges:**

- a. Receipt of newsletter and programming information.
- b. Ability to cablecast locally produced programs. ~~at no charge~~
- c. Eligible to attend UPTV General Membership meetings.**  
Access to training and use of equipment.  
~~Eligible to receive technical advice from the UPTV staff.~~  
~~no subsidy for program participation~~

2. **Equipment Membership**

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

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

4. **Urbana Resident Individual Membership** shall receive these additional privileges:

- a. Lower assessed membership fee. ~~subsidy for program participation~~
- b. May submit programs for cablecast at no charge**
- c. May sponsor outside programming **series.**
- d. Higher priority for programming time.

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Membership**

**Section No. 1.2**

**Page 1 of 1**

**Subject: Membership Fees**

**Effective: November 2004**

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

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

1. **Urbana Resident and Non-Profit Organization Membership**
  - No fee.
  - May submit programs for cablecast or bulletin board messages.
  - Membership does not include access to UPTV production equipment or training.
  
2. **Non-Urbana Resident Individual Membership**
  - \$30 fee.
  - May submit programs for cablecast and bulletin board equipment. May not sponsor non-local programming series.
  - Membership does not include access to UPTV production equipment or training.
  
3. **Urbana Resident and Non-Profit Organization Equipment Membership**
  - \$30 fee.
  - May submit programs for cablecast and electronic bulletin board.
  - Membership includes access to UPTV production equipment and training.
  
4. **Non-Urbana Resident Individual Equipment Membership**
  - \$60 fee.
  - May submit programs for cablecast and bulletin board equipment. May not sponsor non-local programming series.
  - Membership includes access to UPTV production equipment and training.

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



## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Membership**

**Section No. 1.3**

**Page 1 of 1**

**Subject: Membership Requirements**

**Effective: November, 2004**

**Purpose:** To establish requirements for UPTV membership

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

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

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Membership**

**Section No. 1.4**

**Page 1 of 1**

**Subject: Orientation**

**Effective: November, 2004**

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

**Policy:** Orientation Sessions are held regularly for the purpose of explaining UPTV Policies and Procedures to new members. Attendance at an Orientation Session is a prerequisite for any UPTV training or membership privileges.

~~All members will be issued a Membership Identification Card.~~ All memberships are recognized as active for a one-year period from the date of application. Membership privileges may be suspended in accordance with Sections 5.1 & 5.2 Violations. Membership must be renewed by each member's anniversary date. ~~and a new Membership Identification Card will be issued.~~

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Membership**

**Section No. 1.5**

**Page 1 of 1**

**Subject: Representation**

**Effective: November 2004**

**Purpose:** To discourage misrepresentation of UPTV affiliation.

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

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

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Responsibilities**

**Section No. 2.1**

**Page 1 of 1**

**Subject: Responsibilities**

**Effective: November, 2004**

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

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

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

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Responsibilities**

**Section No. 2.2**

**Page 1 of 1**

**Subject: Channel Regulation**

**Effective: November, 2004**

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

**Policy:** Urbana Channel 6 operates under the jurisdiction of the City of Urbana and the city granted franchise. Responsibility for developing policy and reviewing programming decisions lies with the Administration of the City of Urbana. Policies will be reviewed and recommended by the Urbana Public Television Commission as established by Urbana Ordinance number 9697-124. The Urbana Public Television Commission will consist of the **five** appointed Urbana Cable and Telecommunications Commissioners and one appointed member each from the Urbana School District, Urbana Park District, **Urbana Free Library**, and UPTV Public Access membership.

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

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

## **UPTV OPERATIONAL POLICIES AND PROCEDURES**

**Section: Responsibilities** \_\_\_\_\_ **Section No. 2.3** \_\_\_\_\_ **Page 1 of 1**

**Subject: Insurance Coverage** \_\_\_\_\_ **Effective: November, 2004**

**Purpose:** To establish insurance coverage ~~procedure for loss of theft of UPTV equipment.~~

**Policy:** UPTV has an insurance policy for the equipment while it is used by members. Premiums are paid by UPTV and the policy is in the City of Urbana's name.

In the event equipment is damaged, destroyed, lost or stolen, the community producer must cooperate fully with the UPTV Insurance Carrier. The community producer is responsible for the deductible. (exact amounts to be added later) Further, in case of theft, in order for the insurance company to honor the claim, the community producer is responsible for the following:

1. A police report must be filed immediately;
2. Equipment cannot have been left unattended;
3. Equipment cannot have been left in a car overnight; **and,**
4. There must be proof of forcible entry.

**In the event UPTV's claim is not honored by its carrier, it is the responsibility of the community producer to reimburse UPTV for the full replacement value to be determined by UPTV.**

## **UPTV OPERATIONAL POLICIES AND PROCEDURES**

**Section: Public Access Programming Section No. 3.1**

**Page 1 of 1**

**Subject: Priority Scheduling Priorities Effective: November, 2004**

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

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

**Procedure:** ~~Public Access programming will be scheduled every Thursday from 6:00 a.m. to 2:00 a.m., Friday morning. During these times UPTV will operate under the Public Access Policies and Procedures. The time available to Public Access will be expanded based on demand for channel time and station capabilities in the future. Public Access programs may be shown during Government and Education time with the approval of a government member sponsor and the UPTV Coordinator.~~

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

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

## UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming Section No. 3.2

Page 1 of 2

Subject Scheduling Requests

Effective: November 2004

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

**Policy:** Members requesting cablecast of a program or series are required to submit a cablecast request form. This form will include information concerning the program, contact information for the submitter, acknowledgement of responsibility for content, copyright clearance, and compliance with the UPTV Rules and regulations. If the program includes adult content, the program submitter must indicate this on the cablecast request form.

Requests must be made four weeks in advance, except in case of emergencies.

**Programs** for cablecast must be submitted to UPTV 1 week in advance, unless authorized by the UPTV Coordinator.

Videotaped meetings and programs made with UPTV equipment must be shown first on UPTV.

**A one-time program will be scheduled based on availability of time slots. Programs may be rerun up to four times depending on time slot availability. Series programs will be assigned regular time slots, while allowing scheduling time for one-time programs as well.**

**Procedure:** Members may request one time slot they would most like their programming to be telecast. UPTV will do its best to fulfill requested time slots or an acceptable equivalent.

UPTV reserves the right to cablecast adult programming with excessively violent material, offensive language, nudity, or sexually explicit material after 11 PM. It is the program submitter's responsibility to notify UPTV of adult program content. (see 3.5)

The schedule may not be changed or added to once it is published with the exception of emergencies.

A daily program log will be kept of all programming cablecast during that day.

**Staff will notify program submitters of the cablecast date of an individual program no later than two weeks prior to telecast date. Following the last cablecast of a program, UPTV staff will notify the submitter to recover the program. If the tape is not picked up within 30 days of notification, the program will be discarded.**



## **UPTV OPERATIONAL POLICIES AND PROCEDURES**

**Section: Public Access Programming Section No. 3.3**

**Page 1 of 1**

**Subject: Series Programs Effective: November 2004**

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

**Policy: Staff will notify program submitters of the cablecast date of an individual program no later than two weeks prior to telecast date. Following the last cablecast of a program, UPTV staff will notify the submitter to recover the program. If the tape is not picked up within 30 days of notification, the program will be discarded.**

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

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

**Non-local programming series must be sponsored by Urbana residents**

**Program submitters are limited to scheduling one series at a time.**

**No more than 2 daily series time slots will be provided within the schedule.**

**Daily Series will not be rerun, but individual programs submitted as part of weekly and monthly series may be rerun one time. Reruns may only occur in your assigned series time slot.**

**Single programs will not be scheduled while the same program is scheduled as part of a series.**

**Series Cancellation: Failure to provide original episodes for cablecast will result in series cancellation. Failure to comply with any other program submission policies or procedures content rules defined in Sections 3.3 – 3.6, or technical requirements outlined in Section 3.7 and 3.8 may result in cancellation of the series.**

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Public Access Programming Section No. 3.4**

**Page 1 of 1**

**Subject: Prohibited Programming**

**Effective: November 2004**

**Purpose:** To establish guidelines for prohibited programming.

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

Presentation of the following is prohibited:

- Any commercial programming or advertising
- Any material which constitutes libel or slander
- Any obscene material or child pornography

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

- Any unauthorized use of copyrighted material or publicity rights, and invasion of privacy
- Any material in violation of FCC regulations
- Any material that violates local, state or federal laws
- Any Direct appeals for funds by non-profit organizations. ~~All direct appeals will fall under the Bulletin Board policy (Section 3.9)~~

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Public Access Programming Section No. 3.5**

**Page 1 of 1**

**Subject: Disclaimers**

**Effective: November 2004**

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

**Policy:** An announcement in substantially one or more of the following forms may precede and /or follow the cablecast **of public access programs** offered by Community Producers.

- 1."The content and opinions presented in the following program are not necessarily those of UPTV, the City of Urbana or Insight Communications of Urbana."
- 2." This program is considered to be of mature theme and therefore, may be considered offensive to some viewers. Viewer/parental discretion is advised."
- 3."The viewer may find the technical quality of some portions of the following program unsatisfactory."

~~After you notifying UPTV as to the nature of the disclaimer,~~ **When needed, UPTV will provide the required disclaimer.**

## UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming Section No. 3.6 Page 1 of 1

Subject: Adult Programming Effective: November 2004

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

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

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

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

## UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming Section No. 3.7

Page 1 of 1

Subject: Underwriting

Effective: November 2004

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

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

**Procedure:**

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

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Subject: Requirements**

**Effective: November, 2004**

**Section: Public Access Programming Section No. 3.8 Page 1 of 1**

**Purpose:** To establish technical requirements for tapes submitted for cablecasting on UPTV.

**Policy:** Programs may be submitted in the following formats: SVHS, VHS, DVD, **live, or satellite**. DVD's must be compatible with UPTV equipment. The program media must be in excellent physical condition. Damaged media will be rejected.

Minimally, recorded programs must begin with one minute of black video. The beginning of program should be clearly indicated. 30 seconds of black video must follow the end of the program.

**The name of the program submitter or producer must appear during the program. (See Section 6.4)**

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

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Public Access Programming Section No. 3.9**

**Page 1 of 1**

**Subject: Technical Standards**

**Effective: November, 2004**

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

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

- Video level is not properly adjusted - picture is either too bright or too dark
- The **media** is in poor physical condition.
- The video level is inconsistent.
- Video displays too much generational loss - It is a copy of a copy of a copy...
- The picture is too noisy, snowy or grainy.
- The video is unstable - the picture jumps or flickers frequently.
- Loss of control track.
- **Media is not compatible with UPTV Equipment. (If media is not compatible with UPTV equipment, UPTV may accept donations of equipment to make the medium compatible. See 6.8)**

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

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

## UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming

Section No. 3.10

Page 1 of 2

Subject: Community Bulletin Board

Effective: November 2004

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

**Policy:** Listings may be posted by:

1. All City of Urbana Government Departments **including the Urbana School District, Urbana Park District and the Urbana Free Library.**

~~1. Urbana School District, Urbana Park District, Urbana Library~~

2. Non-profit and community service-oriented organizations.

3. Local producers using the system to promote their cable access programs.

~~4. Non-profit events, services or notices concerning public charitable events that require an admission charge may be posted.~~

~~5. Direct appeals for contribution of funds, support or other property value for a tax-exempt, non-profit entity will be allowed once a year. The time of year may be selected by the organization.~~

Types of listings not allowed:

- Slander or libel.
- Commercial announcements, advertising or direct appeals for funds.
- Direct appeals for contribution of funds, support or other property value, ~~even if the appeal is for a tax-exempt, non-profit entity other than the one announcement a year which is allowed.~~
- Material designed to promote the sale of commercial products, services or trade.



## UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Public Access Programming      Section No. 3.10      Page 2 of 2

Subject: Community Bulletin Board      Effective: November 2004

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

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

Listings may not exceed 7 lines of 24 characters and may be edited to fit space and technical limitations. They must be submitted on an UPTV Bulletin Board request form and accompanied by the original event flyer or some other resource material.

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

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

## **UPTV OPERATIONAL POLICIES AND PROCEDURES**

**Section: Public Access Programming    Section No. 3.11    Page 1 of 1**  
**Subject: ~~Outside~~ Non-local Programming    Effective: November 2004**

**Purpose: To establish guidelines for the sponsorship of programming produced outside of Urbana to be played on UPTV.**

**Policy: Programming that is produced outside of Urbana may be cablecast on UPTV Channel 6. Any UPTV member may sponsor such programming as the submitter of record by completing the Cablecast Request Form and the UPTV Rules and Procedures Agreement. Non-local programming series may only be sponsored by Urbana residents, who are also UPTV members.**

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

**UPTV staff may determine appropriate playback periods for non-local programming to ensure program continuity.**

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

## UPTV OPERATIONAL POLICIES AND PROCEDURES

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

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

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

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

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

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

## **UPTV OPERATIONAL POLICIES AND PROCEDURES**

**Section: Programming** \_\_\_\_\_ **Section No. 3.13** \_\_\_\_\_ **Page 1 of 1**

**Subject: Publicity** \_\_\_\_\_ **Effective: February 1997**

**Purpose:** To provide an opportunity for all UPTV members to publicize programming.

**Policy:** UPTV encourages all community producers to publicize their programs in a variety of ways. Four weeks notice should be given to be included in the UPTV newsletter. Two weeks notice should be allowed to put a notice on the Program Schedule on the Community Bulletin Board. UPTV shall make the Community Bulletin Board available for programming-related announcements. Further, producers are encouraged to prepare 30 or 60-second promos for cross-promotion by other producers or staff and submit press releases to local newspapers of their upcoming programs.

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Equipment Use**

**Section No. 4.1**

**Page 1 of 1**

**Subject: Restrictions**

**Effective: November 2004**

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

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

~~Weddings, birthdays, and other events of this nature are not events that  
UPTV would consider playing on the PEG access channel.~~

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Equipment Use**

**Section No. 4.2**

**Page 1 of 2**

**Subject: Use of Field Equipment**

**Effective: November,  
2004**

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

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

**Procedure:**

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

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

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

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

Reservations cannot be made more than one month in advance

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

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

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Equipment Use**

**Section No. 4.2**

**Page 2 of 2**

**Subject: Use of Field Equipment**

**Effective: November, 2004**

~~The Community Producer's ID card will be kept with the Equipment Check-Out Form, and it will be returned when the equipment is returned.~~

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

Failure to return portable equipment on time without receiving an extension to your reservation **may** result in a 30-day suspension. Community Producers may not borrow additional equipment until all items have been returned in good working order (normal wear and tear excepted).

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

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

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Equipment Use**

**Section No. 4.3**

**Page 1 of 3**

**Subject: Use of City Council Chambers**

**Effective: October 1998**

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

**Policy:**

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

**Procedure:**

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

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

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



## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Equipment Use**

**Section No. 4.3**

**Page 2 of 3**

**Subject: Use of City Council Chambers**

**Effective: October 1998**

B. Priority: Use of the Council Chambers is allowed at times when it has not been scheduled for official business such as City Council meetings, board/commission meetings, etc.. In the event of a scheduling error, the City will make every effort to reschedule the meeting. In the event no alternate time or date can be identified, the appropriate notice and refund will be made by the City.

C. Reservations/Cancellations: Reservation Application forms can be picked up at the City Clerk's office at the City Building or can be mailed to the eligible users between 8 a.m. and 5 p.m., Monday through Friday. Reservations can be made in person or by mail. Reservations will be taken no later than one week prior to meeting time. Reservations will be made on a first come, first served basis. Meeting times scheduled for weekend use will be contingent on the availability of City personnel to staff the meeting.

Cancellations must be made at least 24 hours in advance of the meeting. In the event the meeting was scheduled for Sunday, cancellation notice must be made no later than noon on the preceding Friday in order to receive full refund. Failure to provide 24-hour advance notice of cancellation will cause the City to charge the user for the actual costs incurred for personnel.

D. Audio-visual Equipment: Requests for Audio-visual needs must be indicated on the application. The Urbana Public Television Coordinator will schedule a camera operator for the meeting. It is also required to discuss audio-visual needs and capabilities with the UPTV Coordinator prior to the meeting time and date. The camera operator will also act as a building monitor for security purposes. This person will check the building before and after the meeting. Users will be charged and billed for these personnel costs after they have been verified. Users will be allowed one taped copy of their meeting. Additional copies may be purchased for the dubbing fee of \$15.

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Equipment Use**

**Section No. 4.3**

**Page 3 of 3**

**Subject: Use of City Council Chambers**

**Effective: October 1998**

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

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

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

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

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

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Violations**

**Section No. 5.1**

**Page 1 of 1**

**Subject: Minor Violations**

**Effective: November 2004**

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

### **Policy:**

#### **MINOR VIOLATIONS**

1. Failure to follow submitting procedure
2. Producer's name not on tape
3. Tape does not meet technical standards
4. Tape not provided or late for playback
5. ~~Equipment damage or unsafe use~~
5. Failure to cancel camera reservations

These violations and others may result in the following restrictions:

- First violation            written warning
- Second violation        30-day suspension
- Third violation           90-day suspension
- Fourth violation        permanent loss of access privileges
- All violations require satisfactory resolution of the violation for reinstatement of membership privileges

## UPTV OPERATIONAL POLICIES AND PROCEDURES

Section: Violations

Section No. 5.2

Page 1 of 1

Subject: Major Violations

Effective: November, 2004

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

### Policy:

#### MAJOR VIOLATIONS

- Commercial or profit-making use of PEG Equipment.
- Abuse of staff or other members.
- Misrepresentation of member's affiliation to others.
- Falsifying forms.
- Taking equipment without staff permission.
- **Equipment damage or unsafe use, including attempted repair or improper transport.**
- ~~Not notifying~~ **Failure to notify** PEG Coordinator of indecent content **requiring late night scheduling**. which would qualify a program for an Overnight Hour time slot.

These violations and others **may** result in the following restrictions:

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

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Violations**  
**Subject: Discipline Authority**  
**and Appeals**

**Section No. 5.3**  
**Effective: February 1997**

**Page 1 of 1**

**Purpose:** To establish authority for disciplinary action.

**Policy:** The UPTV Coordinator or a designee is authorized to issue warnings and suspensions.

Where the implementation of these policies is subject to interpretation, decisions shall be at the discretion of the UPTV Coordinator or a designee.

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

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

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Miscellaneous Policy**

**Section No. 6.1**

**Page 1 of 1**

**Subject: Ownership**

**Effective: February 1997**

**Purpose:** To establish ownership of locally produced programs.

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

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

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

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

## **UPTV OPERATIONAL POLICIES AND PROCEDURES**

**Section: Miscellaneous Policies**      **Section No. 6.2**      **Page 1 of 1**  
**Subject: Videotape**      **Effective: February 1997**

**Purpose:** To establish policy on providing tape to UPTV members and retention of tape after each use.

**Policy:** UPTV will provide tapestock to members for edited masters. Each community producer will also receive the use of two production tapes for each program. These tapes must be returned to UPTV at the end of the project to be erased and reused.

A program must be ready to air within six months of the first taping date. If not, tapes will be recycled to allow for storage of other projects in progress.

New videotape, at a reduced rate, will be available to all members.

**UPTV OPERATIONAL POLICIES AND PROCEDURES**

**Section: Miscellaneous Policies**

**Section No. 6.3**

**Page 1 of 1**

**Subject: Copies of Programs**

**Effective: November 2004**

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

**Policy:** Producers are allowed to make one copy of their program for personal use, **on media they provide. UPTV will charge \$15 all other dubs.**



## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Miscellaneous Policies**

**Section No. 6.4**

**Page 1 of 1**

**Subject: Membership File**

**Effective: November, 2004**

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

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

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

UPTV will maintain a complete record of the names and addresses of all persons, groups and organizations requesting channel time. Such records will be available for public inspection. ~~Any community producer or program sponsor may refuse to have her/his address or phone number released to the public.~~

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

~~Community producers who do not wish to have their phone number or address released, will be contacted by UPTV personnel to relay comments and complaints.~~

## **UPTV OPERATIONAL POLICIES AND PROCEDURES**

**Section: Miscellaneous Policies** \_\_\_\_\_ **Section No. 6.5** \_\_\_\_\_ **Page 1 of 1**

**Subject: Volunteers and Interns** \_\_\_\_\_ **Effective: February 1997**

**Purpose:** ~~To encourage UPTV members and television students to volunteer their time and efforts towards expanding and improving UPTV.~~

**Policy:** ~~UPTV relies heavily on the services of volunteers. UPTV members are encouraged to volunteer during and after their training and certification.~~

~~Students who are receiving high school or college credit are encouraged to intern.~~

~~All volunteers and interns must become UPTV members and sign the agreement included in the Policies and Procedures. Membership fees may be waived in lieu of volunteer hours worked.~~

## **UPTV OPERATIONAL POLICIES AND PROCEDURES**

**Section: Miscellaneous Policies**

**Section No. 6.6**

**Page 1 of 1**

**Subject: Right to Refuse**

**Effective: November 2004**

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

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

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Miscellaneous Policies**

**Section No. 6.7**

**Page 1 of 1**

**Subject: Indemnification**

**Effective: November, 2004**

**Purpose:** To relieve UPTV and the City of Urbana of all responsibility for **all** programming and use of equipment by UPTV members and community producers.

**Policy:** Users of Urbana Channel 6 shall indemnify the City of Urbana, Insight Communications, UPTV, their employees and the Urbana Public Television Commission against any and all liabilities arising out of use of facilities and resources, or out of breach of the **UPTV Agreement With Rules and Procedures** with the Policies.

**UPTV OPERATIONAL POLICIES AND PROCEDURES**

**Section: Miscellaneous Policies**

**Section No. 6.8**

**Page 1 of 1**

**Subject: Donations**

**Effective: November, 2004**

**Purpose: To establish a policy for donations to UPTV**

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

# URBANA PUBLIC TELEVISION

## AGREEMENT WITH RULES AND PROCEDURES

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

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

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

Name \_\_\_\_\_ ID # \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

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

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

## Applicable Charges

Camera Operator/Building Monitor

\$35 - 1<sup>st</sup> hour

\$20 — each additional hour

UPTV Annual Membership Dues

\$20 — Individuals & Non-profit organizations

Damage Deposit - \$50 — due at time of reservation

## Available Equipment and Services

(Check All That Apply)

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

## Building Monitor Checklist

- Check and lock doors
- Notify Police Department after meeting
- Turn off lights and equipment
- Check for cleanliness\_\_\_\_\_
- Check for damage\_\_\_\_\_

Date Received \_\_\_\_\_  
Reservation Taken By: \_\_\_\_\_

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

The City Council Chambers is available for use by Urbana residents and non-profit organizations serving Urbana residents. Only individuals and organizations wanting to televise their meeting or event may use the Council Chambers. All others are urged to use the Urbana Civic Center. Becoming a member of Urbana Public Television Public Access is a prerequisite for use of the City's cable access channel and television equipment.

Date of Meeting: \_\_\_\_\_

Start Time: \_\_\_\_\_ Estimated End Time: \_\_\_\_\_

Purpose of Meeting or Meeting Topic: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_

Person Responsible (please print): \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Group Size \_\_\_\_\_

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

Signature \_\_\_\_\_

(see other side)



Start Date \_\_\_\_\_

End Date \_\_\_\_\_

Urbana Public Television  
CHANNEL 6 BULLETIN BOARD SYSTEM REQUEST

Request Date \_\_\_\_\_ Requested by \_\_\_\_\_

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

**Please attach signed original copy to verify content.**

**Please include all copy in the space provided below:**

(Header)	
1)	_____
2)	_____
3)	_____
4)	_____
5)	_____
6)	_____

**Header + 6 lines @ 25 characters/line = Maximum Page Display**

System Entry \_\_\_\_\_ System Clear \_\_\_\_\_  
Operator Date Operator Date

**BULLETIN BOARD ENTRIES MUST BE SUBMITTED TO CHRIS FOSTER,  
UPTV COORDINATOR A MINIMUM OF 5 WORKING DAYS IN ADVANCE OF AIR DATE**