



Operating Rules and Facilities Scheduling Guidelines

OBJECTIVE

One goal of Quad Cities Community Television (QCTV) is to encourage area residents to produce local cable television programming for and about the communities of Anoka, Ramsey, Andover and Champlin. The following guidelines are established to ensure fair use of our community access facilities, channels and equipment.

PURPOSE

The purpose of these guidelines is to set forth rules and procedures that govern the availability and use of facilities (to include: equipment, studio, training and cablecast time) provided by Quad Cities Community Television. QCTV facilities and equipment use will be without regard to a participant's race, creed, religion, color, national origin, political beliefs or physical disability.

Access User Eligibility

- An Access User shall be defined as a group or an individual who reside within the franchise area served by Quad Cities Cable Commission and employees of organizations and agencies.

- Certified individuals or organizations from outside the franchise area who are not of the franchise area, may use facilities and equipment if local access users have not already reserved the equipment, provided the programming is intended to be cablecast on QCTV's community channel(s).

- Access Users may use the production facilities, equipment and channel on a first come, first serve basis, provided they:
 1. Have a valid producer's identification card obtained by successfully completing a approved training seminar (provided by QCTV), or have demonstrated a working knowledge of requested video equipment.
 2. Have agreed in writing to comply with all provisions of QCTV operating rules.
 3. Have executed all assurances, releases and statements of compliance as may be required for equipment checkout and program cablecasting.
 4. Are 16 years old or have a parent or guardian co-sign the application and agreement forms accepting full responsibility for use and return of equipment.
 5. Assure technical (recording & editing) responsibility for any video production.

Access User Training

- QCTV will provide training for groups or one-on-one, free of charge, and upon completion grant Access Users the privilege of using designated video production equipment & facilities

Access User Responsibilities For Equipment and Facility Use

- The Access User is responsible for understanding the operating and scheduling guidelines.
- Access Users of equipment and facilities are expected to produce programming for cablecast on the QCTV access channel within a reasonable time set by the *AC.
- QCTV AC and/or Administrator reserve the right to refuse the use of the community channel, equipment or facilities to any person(s) suspected to be under the influence of alcohol, drugs or not under control of their senses.
- Use of equipment and facilities will be for the production of cablecast programming for community access purposes. **It will not be used for commercial, profit-making or specifically personal reasons.**
- Persons using the equipment and facilities of QCTV shall at all times be under the supervision and authority of the AC or a designated staff person. All handling of equipment, facilities or granting authority to do so, will be done by that staff member in charge at the time of the production.
- The producer must insure, if the use of music or non-music copyrighted material is involved, that appropriate copyright clearances have been obtained.
- When portable equipment is used, it is the producer's responsibility to identify themselves to the person(s) being video taped. At no time may an Access User identify themselves as an employee of Quad Cities Community Television, Anoka-Hennepin School District 11 or Media One.
- The Access User is responsible for informing QCTV staff if equipment or facilities previously booked will not be utilized or if there is a change in pick-up or facility use time. If no such notification is received, equipment or facilities may be booked for another Access User or QCTV employee thirty-minutes after the scheduled time. (Failure to give notice is grounds for suspension of access privileges.)

The access user assumes full responsibility for equipment owned by QCTV, while in their possession, for damage other than normal wear and tear. Responsibility for minors must be assumed by a parent or guardian and **they must sign a blanket responsibility form** for the minor to be kept on file. The parent or guardian may be required to supervise said minors when using equipment or facilities at the direction of QCTV staff.

** AC is defined as the QCTV Access Coordinator*

Access User Responsibility For Equipment and Facility Use (Continued)

- Access users will report all defects and/or problems with equipment or facilities to AC or a QCTV staff person.
- The access user, upon checkout of equipment or facilities, assumes full responsibility for damages other than normal wear and tear. This judgement will be made by the AC or QCTV staff person.
- Upon completion of equipment or facility use, **the Access User in charge**, not QCTV staff, must insure that all equipment is properly stored and studio is left in a clean and orderly manner as found when starting.
- Access Users will lose the right to use QCTV equipment if used in a unprofessional manner. Such violations include but are not limited to:
 1. Not dealing with the AC or staff in a straight forward and truthful manner.
 2. Not abiding by the operating rules and facility scheduling guidelines.
 3. Allowing unqualified persons to operate QCTV equipment.
 4. Using QCTV equipment for projects other than those approved by Quad Cities Community Television.
 5. Using equipment for commercial, profit-making or personal use.
 6. Using QCTV equipment or facilities in a negligent or improper manner will be grounds to suspend use. The following shall be considered, but not limited to, negligent use:
 - A. Interfacing QCTV equipment with non-group equipment without prior approval of QCTV Staff.
 - B. Loss of equipment or accessories.
 - C. Improper storage, (extreme heat or cold temperatures).
 - D. Not protecting equipment from the elements when used out of doors.
 - F. Not protecting equipment from theft, misuse or accidents.

Scheduling

- Certified Access Users may schedule in person or by phone.
- Each Access User or group may reserve equipment or facilities on a first come first serve basis:
 1. Up to seven (7) days in advance.
 2. Up to five (5) hours of studio/editing time per week.
 3. Equipment for a forty-eight (48) hour block of time. Holiday weekends will be considered a 48 hour weekend.
 4. Time in excess of the above may be obtained on a day to day basis if there is unreserved time available when scheduled use begins.
 5. If time following schedule studio/editing is not booked, production may continue beyond scheduled time.
 6. **At least 15 minutes should be allowed at the end of your scheduled time to wrap up your area.**

Equipment Checkout

- Checkout of equipment should be scheduled with the AC. Normally by 4:00 pm, Monday - Friday.
- The checkout procedure includes: Signing all forms, completing an equipment inventory form and operational tests.
- Equipment must be returned by time scheduled with the AC. The Access User will set up equipment for an operational check. Failure to return equipment within the specified time limits, will result in a rental fee of \$25 per day and loss of all access privileges for one (1) month.
- Only 3M Scotch, Maxell or Fuji video tape, approved by QCTV, should be used in QCTV equipment. All tape, not properly labeled, will remain the property of Quad Cities Community Television.

Facility Use

- During production time, non-essential personnel will not be allowed in the control room or studio.
- Smoking and alcohol are not allowed in any of QCTV's facilities or offices.
- Food and beverages are not allowed on equipment racks or countertops where equipment is used or stored.
- Studio use includes:
 - Rehearsal time
 - Staging
 - Production
 - Set up and tear down
- Any prop, set or costume stored at the studio may be used in any access production, unless previous approved "exclusive" use is approved. Ownership of such items remains with the original producer. Storage at QCTV may be limited depending on space.
- Access Users will hold QCTV and its employees harmless for any and all claims relating to the use of facilities and equipment.

Access to Cablecasting

- There will be **no** charge for cablecasting time.
- Before a program can be cablecast, the program's producer must sign a statement of compliance and persons appearing prominently on camera must sign a release form.
- Programs from sources other than QCTV **must be sponsored by a Access User** who will hand deliver the program, sign appropriate paperwork and pick up the program after cablecasting. Programs will not be delivered or returned by mail or any other external delivery service.
- Scheduling cablecast time.
 1. Applications, (provided by QCTV), of cablecast time for regular, (ie: weekly, bi-weekly or monthly), programs must be made four (4) weeks prior to first cablecast date.
 2. Access User must deliver actual program tape to QCTV master control at east three (3) days prior to cablecast date.
 3. When delivering **more than one** program at a time, tapes should be labeled as follows: title of program, topic, program length and **designated play date. They should then be logged in on the schedule.**
 - 4 reserves the right to identify, by means of video and/or audio announcement, the access user and organization presenting any

5. cablecast program. QCTV also reserves the right to present disclaimer and announcements preceding or following any cablecast program.
6. Programs produced by **QCTV staff members** will have cablecast priority.

Program Content

- Access Users of facilities, equipment and channel time are responsible for the content of their programs. Prescreening of programs by QCTV **will not excuse** Access Users of this responsibility. Access User agrees to hold QCTV and its employees harmless for any claims arising from the cablecasting of their programs.
- QCTV will not censor program content. QCTV does reserve the right to preview, prior to cablecasting, any program to determine whether or not the theme and content of the program are consistent with the description of the program provided by the producer and to determine whether or not the program violates any QCTV rules. If QCTV finds that any rules would be violated by cablecasting a program, it may request that the producer remove the portion or portions of the program which would constitute the violation.
- No program content will advertise material designed to promote sale of commercial products or services, including advertising by and on the behalf of candidates for public office.
- No program will contain a lottery or any advertisement of or information concerning a lottery.
- No program will contain obscene or indecent material.
- All access users of QCTV facilities should be aware that they may be held accountable for their actions by the same laws that govern any public activity.

Rule Changes

- These rules will be subject to periodic revisions without notice.