

TELEVISION ACCESS PARTNERS TV

(TAP TV)

POLICIES AND PROCEDURES

FOR

THE CITY OF LOMPOC

Updated
May 8, 2012

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LOMPOC TAP TV MISSION STATEMENT

Television Access Partners TV (TAP TV) is a Public, Education, and Government (PEG) access television center offering community members the tools and training to produce their own programs for airing on local cable access television in the city of Lompoc.

The TAP TV mission is to stimulate community dialog, enhance understanding of government and the diverse and various people of our communities, and to encourage civic participation. We actively seek to include all segments of the community in the production, promotion, and presentation of programming. We support the First Amendment of the United States Constitution, without restrictions of bias or prejudice.

TAP TV provides access to training, video equipment, and channel time to individuals and organizations residing in Lompoc and other Northern Santa Barbara County communities, on a first-come, first-served, non-discriminatory basis.

In support of this mission, TAP TV is committed to the following goals:

Establishing a broad base of community understanding, support, and involvement in PEG access television.

Providing information, instruction, and resources to ensure the effective use of the access channels.

Assessing community response to programming on the channels, to ascertain areas of need and aid in the implementation of additional programming.

Providing sound management and financial strategies to ensure continued community access to, and use of, the access channels in the years to come.

Participating in the development of further community uses of telecommunication technology throughout the city of Lompoc and other Northern Santa Barbara County communities.

Working cooperatively with other similar organizations locally, regionally and nationally to promote and develop meaningful community uses of the cable access channels.

WHAT IS PEG ACCESS TELEVISION?

PEG television, often referred to as Community Access or Local Access television, exists in many communities around the country as a way of allowing the residents of a community the ability to use the local cable television system to reach out and communicate with their fellow citizens on subjects of local interest.

Depending on resources, PEG media centers often provide equipment, technical training and airtime to members of the local community. The local cable operator provides one or more dedicated PEG channels as a condition of receiving the cable television franchise.

Although Federal law does not require the local cable operator to provide PEG access channels, franchising authorities, cities, counties, etc., may legally require PEG access as a part of the cable franchise agreement.

Essentially, a cable TV company secures the right to do business in a community and to use the public rights-of-way to place cables and equipment, and in exchange compensates the community with franchise fees paid to the local government. Some of these fees may go directly or indirectly to the PEG access television facilities.

PEG Access television differs from commercial television in many ways. In PEG access television there is no editorial control of content, no ratings, and no advertising. In commercial broadcast television, programming decisions are based on the desire to generate as much paid advertising as possible by reaching the largest number of TV viewers. In contrast, PEG access television is often referred to as "narrowcasting." That is, the programs seen on a PEG channel are often likely to appeal to a very limited audience. Providing a voice to the under served is one of the many things that makes PEG access such a unique community resource. Instead of being broadcast over the airwaves, PEG channels are usually seen only on cable systems. The programming is therefore referred to as being "cablecast".

TAP TV also serves the educational and governmental institutions (the E and G of PEG) of Lompoc and provides specific channel capacity and resources to serve those interests. Separate programming guidelines apply to these channels or programming blocks. Qualified institutions and agencies may use their own criteria for program submission, scheduling and cablecasting.

In an era of media consolidation where fewer individual companies control more media outlets such as TV, local newspaper and radio, PEG television is a unique and special entity. PEG TV has frequently been referred to as the last remaining voice of the independent viewpoint remaining on television. It is special; use it, enjoy it, take care of it. It is truly a community resource. Individual interests are most effectively served in a system that is open to all voices.

USER REQUIREMENTS

1. STATEMENT OF COMPLIANCE

Before using the Lompoc Media Center, the scheduling of channel time or operation of any equipment, all persons (producers and volunteers including minors and their parents) are required to attend an orientation session, read the TAP TV Policies and Procedures and sign a Statement of Compliance. Failure to sign and adhere to the terms of the Statement of Compliance will result in the forfeiture of privileges to use TAP TV. The Statement of Compliance is at the end of this guide.

2. MEMBERSHIP

Upon completion of a membership application and paying the annual membership fee, membership is open to:

- Residents of the Cities of Lompoc, Santa Maria and other Northern Santa Barbara County communities age 18 and over.
- Any legal non-profit organization, governmental entity, or institution with an office located in the cities of Lompoc or Santa Maria and other Northern Santa Barbara County communities; or having as members a large number of residents of these cities. Non-profit organizations will, upon request, provide proof of 501c3 status by supplying a current State certificate to TAP TV management.
- Any person who is an employee or member of such non-profit organization or institution and who is in agreement with the objectives of TAP TV and is involved in a production on behalf of the non-profit organization or institution.
- Students, employees, and faculty of any accredited learning institution located within the City of Lompoc or the City of Santa Maria, and other North County communities, or the local school district's jurisdiction.

3. PARENTAL PERMISSION

Parental permission is required for persons under the age of 18 years to utilize the TAP TV Media Center. In order for minors to become TAP TV members, a parent or guardian must also be a paid member. Minors using TAP TV must have on file a signed Parental Consent form. The parent or guardian who signs the form assumes all responsibility for any liability arising from the minor's involvement in TAP TV. Minors may work in the studio but portable equipment may only be checked out with the express written permission of a parent or guardian, and also only with the consent of TAP TV staff. Staff may, at its discretion, refuse to permit a minor to use TAP TV equipment, based on failure to demonstrate sufficient knowledge to safely and properly handle equipment.

4. MEMBERSHIP APPLICATIONS

Membership applications are available at the Lompoc Media Center and on line at www.cityoflompoc.com/taptv. Membership is available to all eligible individuals and groups without discrimination.

5. MEMBERSHIP FEES

Membership fees are \$25 per year for individuals who reside in the cities of Lompoc and Santa Maria. Membership fees are \$60 per year for all residents in Northern Santa Barbara County who live outside the city boundaries of Lompoc and Santa Maria.

Membership fees are \$75 per year for nonprofit organizations and institutions based in the cities of Lompoc and Santa Maria. Membership fees are \$125 for nonprofit organizations and institutions based in Northern Santa Barbara County and outside the city limits of Lompoc and Santa Maria.

Individuals who are part of a non-profit organizational membership are authorized to participate only in productions and other activities directly related to that non-profit's program(s). A separate, individual membership is required for all other activities.

Membership fees are due and payable at the membership anniversary date. Although staff will issue renewal notices approximately 30 days prior to expiration, it is the member's responsibility to be aware of this date. A thirty-day grace period will be given from the date of expiration, after which all membership privileges will be suspended. Fees paid after expiration will be retroactive to the anniversary date.

Individuals who otherwise meet membership requirements are allowed, upon request, to participate in TAP TV's In-lieu Volunteer program. New members may have their initial membership fee waived by agreeing to volunteer for six hours of studio production under direct staff supervision. This supervised training shall be completed prior to the new member being permitted to work on any other productions. After their initial year of membership, any member who wishes to continue to utilize the In-lieu Volunteer program may do so by volunteering three hours as crew on any show other than their own. The In-lieu program is available for individual memberships only, and appearing as talent does not qualify as volunteer time. Such volunteer time must be documented with staff at the time provided.

6. MEMBERSHIP BENEFITS

As an active member in good standing you will be eligible to:

- Schedule programs on a TAP TV public access channel
- Utilize TAP TV facilities and equipment
- Enroll in TAP TV training workshops

7. PRODUCER'S RESPONSIBILITIES FOR GUESTS

Producers must inform their guest(s) regarding arrival time, parking, entry to the studio and other information from the TAP TV Policies and Procedures pertinent to the guest(s) appearance. Producers shall meet their guest in the green room prior to show time and brief them on the TAP TV commercialism policies as covered in these Policies and Procedures and in the pre-production meeting with TAP TV staff. It is the sole responsibility of the producer to see that all crew and guests are aware of and adhere to all TAP TV Policies & Procedures. Producers are required to notify staff at least 24 hours in advance if more than five guests are expected to be present for any one studio reservation.

Under no circumstances are non-TAP TV members allowed to operate facility equipment.

TRAINING

1. ORIENTATIONS

All users of TAP TV must attend a new member orientation session conducted by TAP TV staff. These free sessions consist of an overview and introduction to TAP TV with special emphasis on policy, safety and rules regarding TAP TV use.

Orientation session attendance is a prerequisite to membership in TAP TV.

Only TAP TV Staff are authorized to train members on the operation of City-owned equipment.

TAP TV PROGRAMMING

1. PROGRAMMING PRIORITIES

TAP TV specifically wishes to encourage programming designed to meet the general and specific needs of the community of Lompoc and to reflect the values, wishes, and activities of both this city and other Northern Santa Barbara County

communities. Accordingly, TAP TV encourages programming of the following nature:

- Programs produced locally involving subjects, events, or people unique to the area.
- Programs which represent “narrowcasting” or airing of programs of limited interest and scope due to the fact that the audience for these programs, being necessarily very small, are under-served by traditional broadcast or print media.
- Programs that are tailored to the needs of the entire community.
- Programs which are innovative and free from traditional restrictions on length, format or subject.

For the purposes of playback, programming will be assigned the following priorities:

1. One-time, special event live programs
2. Locally produced taped programs
3. Outside programming

One-time, special event, live productions will have programming priority. At staff's discretion, previously scheduled programming may be pre-empted to accommodate such special events. Locally produced programs take precedence over programs produced outside the local area. Such outside programming must be sponsored by a local producer and will be aired on a space available basis.

For purposes of studio scheduling, shows will be assigned the following priorities:

1. One-time, special event live programs
2. Live series programs
3. Taped series programs

Live, one-time special events and live series programs will be scheduled at management's discretion and will be considered on a case by case basis.

Live shows are strongly encouraged to accept public input by telephone or other electronic media. The studio call-in number or other appropriate contact information should be displayed, along with the date of the live show. All live productions that accept viewer input are required to have an open phone line during airing, with no exceptions.

Conversely, in fairness to our viewers, taped shows are prohibited from implying that they are live studio productions. The TAP TV studio call-in number shall not be displayed under any circumstances unless a show is actually a live cablecast. Failure to comply with these policies will result in verbal and written warnings, followed by membership suspension.

4. CHANNEL ACCESS

Public access producers shall have their programs cablecast on a Public Access channel. The Educational Access channel is reserved for accredited educational institutions or programming sanctioned by such an institution, while access to the Government channel is reserved for use by local Governmental agencies.

Any non-Governmental request for access to the Government channel would have to be authorized by the City Administrator or his/her designee on an individual basis. All public meetings of the City Council are authorized for cablecast on the Government channel. Other meetings may be added as approved. All City departments may submit programming requests for the government access channel, subject to approval by the City administrator.

5. PROGRAM PROPOSALS

Public access producers shall be required to meet with TAP TV staff to review the proposed program and anticipated utilization of TAP TV equipment and facilities, and shall complete and submit a Channel Use Agreement prior to scheduling a program for cablecast. TAP TV staff shall provide limited guidance and assistance, upon request, in developing program proposals and planning a production. Members using TAP TV facilities, equipment, and playback services do so with the intent of submitting non-commercial programming on a TAP TV channel and not for private use or commercial gain.

6. ASSISTED PRODUCTION

Producers are required to assemble their own qualified production crew. Given the limited number of staff and demand for assisted production, it is in the best interest of the Producer to obtain qualified volunteers on their own. Consequently, if less than the required number of crewmembers show up for the production, TAP TV staff may, at their discretion, decide to cancel the shoot. However, when possible, staff may be permitted to participate on a limited basis in the case of live shows or other unforeseen circumstances. TAP TV may also make available assistance in developing community productions including the recruitment and assignment of volunteers and some limited staff involvement. TAP TV may also initiate open production times when community users who are not producers, or TAP TV members with otherwise limited resources, may be taped by staff and volunteers for presentation on the PEG channels.

7. CONTENT

TAP TV maintains a content neutral position toward all programming submitted. TAP TV's concern with program content is limited to ensuring that program material does not violate Federal, State, or local law, and that TAP TV policies are not violated. A content neutral policy does not restrict staff from reviewing programming to ensure compliance with the above, or from taking any appropriate action in the event of violations.

8. PRIVACY AND RIGHTS

Producers of public access programs retain all rights to the content of their program. All programming produced using TAP TV equipment must first be cablecast on a TAP TV channel. After initially appearing on TAP TV, a program may be submitted elsewhere for airing at the producer's discretion. Producers must secure all releases of copyrights, talents, etc. and any other necessary permissions or legal clearances to use materials included in the program prior to its airing. This includes any content previously or currently submitted for cablecast by other TAP TV producers, which may not be used without the producer's written permission. The producer's signature upon a Channel Use Agreement certifies that the producer assumes full responsibilities for program content, and releases TAP TV, the city of Lompoc and its staff from any liability of legal fees and expenses or legal challenge that may be incurred as a result of the cablecasting of the program. This agreement also gives TAP TV limited right to cablecast or to repeat the program on the channel.

Programming and scheduling of programs will be the responsibility of TAP TV staff. Members wishing to submit a program for scheduling will obtain a Request For Playback and meet with designated TAP TV staff to determine available dates and times for airing the program. Members under the age of 18 will need a parent or legal guardian to sign the Request for Playback.

9. PROGRAMMING STANDARDS

TAP TV staff will not allow the community access channel(s) to be used for the presentation of:

- Any material which is obscene or an invasion of privacy.
- Any material which is slanderous, libelous, defamatory, or which is a violation of any local, state or federal law.
- Any material or information concerning a lottery, gift enterprise, or scheme offering prizes dependent on lot or chance.
- Any material presented in violation of copyright, royalty, trademark, literary or motion picture rights, or other ownership rights, or any material submitted without all necessary releases, licenses, or other required permission.
- Any material presented for private commercial gain.

TAP TV assumes no liability for programming cablecast on TAP TV channels unless specifically authorized. Public Access programming must include a disclaimer in which the producer accepts full responsibility for their speech and that the expressed viewpoints of the show are not the viewpoints of TAP TV or its staff, and the program shall hold harmless TAP TV, the cable provider(s) on

which TAP TV programming appears and each franchising authority contracting with TAP TV. TAP TV staff, upon receiving proper notification, will not cause to be cablecast or recablecast programming that is illegal or the subject of legal proceedings until such proceedings are resolved in favor of the producer.

Programs containing material that may be unsuitable for younger audiences will air only in the "safe harbor" hours between 11:00 p.m. and 5:00 a.m. and must contain a warning and disclaimer prior to first video and all subsequent broadcasts.

8. COMMERCIAL CONTENT RESTRICTIONS

TAP TV shall not cablecast, nor permit to be cablecast, programs which contain commercial content. This is a requirement of the Franchise Agreement between the City of Lompoc and Comcast Cable. Commercial content includes, but is not limited to, product placement, advertisement and service designations provided in exchange for value of any kind or nature. If, in the opinion of TAP TV management, the primary intent or impact of a program or segment of a program is to promote a business or its products or services, that program will be considered in violation of this policy and will immediately be removed from the playback schedule.

The following are examples of restricted commercial content:

- a. Business contact information (address, telephone, web address)
- b. Pictures or video of storefronts or interior of business areas.
- c. Business hours
- d. Calls to action (shop here, call now, go see...)
- e. Product placement
- f. Price or value information
- g. Descriptions of goods or services
- h. Inducements to buy
- i. Superlative descriptions or qualitative claims about sponsor
- j. Corporate slogans
- k. Direct comparison of sponsor with other companies
- l. Personal endorsements

TAP TV's content neutral policy does not in any way prohibit management's obligation to ensure adherence to its non-commercialism policy. **Any program found to be in violation of this policy will be removed from playback** and its producer will receive an immediate 60 day suspension. A second violation will result in the producer's membership being permanently revoked.

New members will be made aware of this policy during the mandatory pre-membership orientation meeting with TAP TV management.

This policy shall not prevent corporate sponsorship recognition for business/professional supporters of TAP TV, but such recognition shall be limited to a maximum of 10 seconds per supporter and will include only recognition of the sponsor's participation. Any reference to the sponsor's contact information is strictly prohibited.

9. TECHNICAL STANDARDS

TAP TV reserves the right to reject a program not meeting minimum technical standards. Tapes that do not carry a stable signal over the cable system or might damage TAP TV equipment shall not be used. With this in mind, all submissions are required to contain two-channel audio throughout the entire length of the program. Only one program may be submitted per tape, except for public service announcements (PSA's). Programs submitted for airing shall have 30 seconds of black at the beginning of the tape and at least 60 seconds of black at the end of the program. All program tapes need to be properly labeled and timed, and shall include all required slates.

10. FORMAT

TAP TV is able to air programming in formats of VHS, S-VHS, DVCAM, properly formatted DVD and mini DV, and has acquisition and editing capabilities in a variety of digital formats.

11. PROMOTION AND SCHEDULING

Producers are encouraged to promote their programs to build community awareness and support for their local access channel(s). The TAP TV program schedule will be published on the TAP TV electronic Bulletin Board, as well as the TAP TV website. They are also included on Comcast's CH2 TV Guide, the Comcast digital guide and at TV Guide.com.

All requests for channel time shall be processed on a first-come, first-served, non-discriminatory basis, depending upon the availability of cablecasting equipment and channel time.

12. PLAYBACK SCHEDULING PROCEDURES

Programs will be scheduled by staff, using established criteria applied consistently to all programming. Certain thematic blocks may be established for grouping programming. Other criteria for grouping may be technical (e.g., live vs. taped), programming source (public, educational, governmental), or age-appropriateness.

TAP TV staff will assign programs for playback with the goal of presenting a coherent schedule that maximizes fairness and diversity of expression, and which helps fulfill our mission. TAP TV serves both producers and viewers and will work to develop schedules that are interesting, timely, logical and beneficial

to the community based on the availability of time slots and the need to avoid monopolization or relative over-utilization of the channel. TAP TV will reserve ample space for the individual voice, single-issue programs, and other non-series programming.

Producers may request specific time slots for playback, based on the following criteria:

Shows will be scheduled to air five times per week. Two airings will be assigned within the morning day part (5am-noon), two in the afternoon day part (noon-7pm) and one in the high-demand area (7pm-11pm). Saturday and Sunday are currently exempt from day parts and, as such, weekend airings of any available timeslot may be substituted for airtimes during the week. Shows containing adult content or any other material unsuitable for children will be placed in the safe harbor area (11pm-5am). Timeslot requests are taken on a first come, first served basis. Staff will try to accommodate time slot requests whenever possible, based on availability and fairness of allocation, however requesting a time slot does not guarantee a show being placed there.

Reasonable effort will be made to provide make-up airings in the event of technical difficulties interfering with playback. However, due to the unusually large number of airings per month routinely scheduled for each program, such make-up airings should not be considered mandatory, nor may they be used to extend the expiration date of a show.

Producers will be allowed to have two unique and distinct programs in rotation simultaneously. Each episode can run a maximum of one calendar month, after which it must be replaced by a new episode. Although using excerpts of previous shows from the same series is allowed, to be considered new programming an episode must consist of at least 50% new, **previously unused video material. Program material may not be used as content for more than one show simultaneously.** A producer may resubmit a previously aired program on only one occasion during any six-month period. If staff does not receive a new episode within 24 hours of a show's expiration date, the time slots associated with that program can be made available to other members. To prevent duplicate scheduling, programs, either series or one-time events, may be sponsored by only one producer during any one month scheduling cycle.

Producers may schedule one live studio production per week. Series producers will commit to providing programming on a regular basis in order to maintain their time slot. Time slot assignments to series producers may be redistributed according to demand in order to maintain fairness in allocating shared access resources.

All programs submitted for cablecast must be accompanied by a fully completed Request for Playback, including specific first and last air dates. Incomplete submissions will not be accepted.

EQUIPMENT AND FACILITIES

1. CONDITIONS FOR USE

TAP TV studio equipment and facilities are available, free of charge, to persons who:

- Are members of TAP TV and are making a program for Lompoc TAP TV cablecast.
- Have completed the necessary in-house workshops or can demonstrate prior training and have familiarity with the equipment and its uses.
- Have read this Policies and Procedures guide and have signed the Statement of Compliance.
- Have made the required security deposit before checking out equipment.

However, parties using TAP TV studio equipment shall be made responsible for the use of any equipment checked out in their name, and shall be held financially responsible for the replacement costs of any studio equipment that is damaged, lost, or broken during their use.

2. STUDIO RESERVATIONS

The TAP TV facilities are available to members in good standing to tape or air live productions on a pre-scheduled basis during regular business hours.

In order to assure access to all active producers, studio reservations are limited to three hours per episode. A producer may schedule a maximum of three hours of studio time for each program to be submitted. To clarify, a maximum of three hours of studio time may be reserved every week to produce a weekly show, twice per month to produce a bi-weekly show, and once per month to produce a monthly show. The three hours must be used consecutively and may not be spread out over multiple days. Studio reservations are non-transferable and must be used solely by the producer making the reservation and for the show for which the reservation was made. **Studio reservations may not be placed for programs that do not utilize the studio for production.** Reservations for facility use are to be made at least 24 hours but no more than 1 month in advance. Producers may reserve studio time no more than once per calendar week, and are limited to a maximum of one three hour block per business day.

Members shall meet with a staff person to reserve the facility and go over the proposed program. An additional appointment may be scheduled, if necessary, to assure full understanding and familiarity with studio equipment. Management

reserves the right to limit the scope of in-studio productions if they exceed the capacity or practical capabilities of the premises.

Changes in studio reservations must be made in advance and with approval of TAP TV staff. A member may use assistants in developing and producing the program, but such assistants must be qualified members of TAP TV.

As studio time is one of the primary assets of the Media Center, promptness and efficient use of time are highly valued. The producer shall report to the studio promptly at the scheduled production time and, as the responsible party, is to be present at all times during the production. A late arrival of fifteen minutes or more will result in a verbal warning. A second late arrival of fifteen minutes or more will result in a written warning. Any subsequent late arrival of fifteen minutes or more will result in a thirty-day suspension of membership privileges. As no production can begin in the absence of the producer, the timely arrival of crewmembers does not exempt the producer from arriving as scheduled, or from any sanctions caused by repeated late arrivals. In the event that a producer fails to arrive within thirty minutes of the start of a studio reservation, the production will be cancelled by staff.

Set-up and striking of sets are the responsibility of the producer and crew. The studio and Control Room are to be restored to their normal conditions prior to the end of a studio reservation. So as not to negatively impact subsequent productions, clearing of sets and normalization of the facility shall be completed within the studio reservation time. Failure to comply will result in a verbal warning, followed by a written warning for a second violation. Any subsequent late departure or failure to normalize the facility will result in a suspension of membership privileges for thirty days.

The TAP TV member making the reservation shall be responsible for assuring that any persons participating in the use of TAP TV facilities/equipment are qualified TAP TV members and that all rules regarding facility usage are followed. Failure to do so shall result in a suspension of privileges.

The studio is to be used as provided. **Use of additional technical components or arrangements requiring rewiring or reconfiguring of equipment is strictly prohibited.** The program producer must provide all props and set pieces beyond those furnished by TAP TV. As facility space is limited, all props will be kept only in the prop storage area, with producers only permitted to store items on a space-available basis.

3. CANCELLATIONS

TAP TV producers are required to provide a minimum of 24 hours notice of cancellation for reserved studio, editing time or remote equipment use. Failure to comply may result in suspension and loss of access to the TAP TV Media Center.

The first time that a producer fails to appear without prior notification will result in a verbal warning. The second incident will result in a written warning. The third time will lead to suspension from TAP TV Media Center services for 30 days. Any user who fails to arrive for or cancels any facility reservation without 24 hours notice, or who fails to keep his/her appointment to pick up equipment requested on four occasions within any 12-month period will forfeit TAP TV privileges for a period one year.

4. EQUIPMENT CHECKOUT

Studio equipment shall be disbursed as needed, based on the requirements of specific productions. Only equipment necessary to complete the production shall be issued. Staff shall complete the Studio Equipment Checkout Form at the beginning of a studio reservation. The member making the reservation shall be responsible for the return of all equipment issued in their name, to be verified by staff using the previously completed checkout form. The producer shall be liable for any missing or damaged equipment.

A copy of the Field Equipment Checkout Form will be provided to any member wishing to use TAP TV Field Production Equipment. Members will complete and sign the Equipment Checkout Procedures Agreement. Any malfunction or surface damage to equipment, at the time of checkout will be noted on the agreement and initialed by both member and staff.

If a member fails to pick up equipment at the assigned time or fails to notify the studio of a possible delay, that equipment may be assigned to another member after one hour.

a. CHECKOUT TIMES

Portable equipment may be picked up during regular business hours. Contact the TAP TV staff to schedule checkout.

b. LIMITATIONS

- 1) In the interest of facilitating equipment usage by the maximum number of TAP TV users, the checkout of portable equipment must be limited to one time per week per user, with a maximum of two times per month and not to include more than one weekend per month. All checkout equipment is available for a maximum of two days (48 hours) per week. Extended checkouts must receive prior approval from TAP TV staff.
- 2) Field equipment may not be available for check out while in use for staff productions, during training sessions or during equipment maintenance. Unless authorized by staff, a producer may check out field equipment no more than twice per program episode.

- 3) The TAP TV mobile vehicle is designated for City use only. As per City of Lompoc Administrative Procedures Manual Chapter 42, Issue 3, Section IV A&B, City vehicles will be used solely for conducting official City business and may only be operated by qualified City employees. As such, the TAP TV mobile vehicle is not available for producer use.

c. SECURITY DEPOSIT

A \$50 security deposit fee is required for use of TAP TV equipment checked for use outside of the Media Center.

Users are required to post a \$50 security deposit, either by cash or check. TAP TV will not process this deposit unless checked-out equipment must be replaced or repaired due to abuse or theft. The equipment must be returned by the date agreed upon at the time of checkout.

Users are required to sign a written agreement to pay all costs of repair or replacement beyond normal wear and tear, i.e., if the equipment must be replaced or repaired due to abuse or theft. The checkout form will list each item and its replacement value. A user will place a checkmark next to each item requested for checkout.

The user will have 30 days to work out satisfactory agreements with the PEG Station Manager for the payment of costs of repair or replacement of any equipment loss and/or damage. All payments must be made within 30 days from the date of damage or loss. All TAP TV user privileges will be suspended until satisfactory arrangements or payment are made.

The user's privileges will be suspended or revoked if, in the opinion of staff, equipment has been damaged through abuse or negligence.

5. CHECKOUT FORM

The Field Equipment Checkout Form must list the name of the equipment, replacement value and the user's initials. It should also be signed by the user, dated, and have the user's California Drivers License number.

6. EQUIPMENT CHECK-IN

If a member is going to be late in returning equipment, they will be expected to advise TAP TV staff in a timely manner. Failure to do so may result in a suspension of privileges (see above).

The member must return video field production equipment undamaged and on time to TAP TV staff or designee. Additionally, the member will reimburse TAP TV for expenditures required to repair damaged equipment or to replace equipment as specified and approved by TAP TV in the instance of irreparable damage or loss of equipment. Any malfunction or damage will be noted on the

check-in sheet and initialed by staff and the member. In the event that a user is unable to pay the full cost all at once, the user can apply to the TAP TV Studio Manager for a hardship situation and work out a payment schedule. Failure to provide satisfactory payment shall result in permanent suspension of privileges.

Equipment must be returned by the time and date agreed upon at checkout, or a late fee of \$3.00 per hour, to a maximum of \$24 per day, will be applied.

7. EDITING AND DUBBING EQUIPMENT

Editing and dubbing equipment is available on a first-come first-served non-discriminatory basis during TAP TV business hours. Editing sessions may be scheduled for a maximum of three consecutive hours, and are limited to no more than two sessions per week. TAP TV members are allowed to make no more than two copies of their program using TAP TV dubbing equipment. There is a \$5 charge for all copies made by staff.

Members using the editing and dubbing equipment will arrive in a timely manner and leave when their scheduled time is over. Editing and dubbing reservations may be cancelled by staff if a member arrives more than 15 minutes late without notification. Late arrivals of fifteen minutes or more constitute a failure to comply with cancellation requirements.

Cancellations for editing and dubbing equipment need to be made at least 24 hours in advance. Failure to comply can result in the suspension of facility privileges.

8. COMMUNITY BULLETIN BOARD

Established non-profit organizations and the City of Lompoc may submit text messages for air on the TAP TV Community Bulletin Board. Staff must approve any other messages on an individual basis. Messages may include information regarding services or events presented by non-profit groups and/or approved cultural or educational organizations. Fees for events will be listed only for those organizations that are members of TAP TV. A contact number must be included.

9. DONATIONS

The Media Center is pleased to accept donations from members and community residents under the following guidelines:

- a. All potential donations are to be approved by management.
- b. Donations will only be accepted on an unconditional basis.
- c. Once donated, the item(s) become the property of the Media Center, and as such, can be used in any manner seen fit my management.

TAP TV FACILITY RULES OF CONDUCT

The following rules of conduct are in place to help provide a safe, healthy and comfortable environment for all TAP TV members while in the facility. Individuals who violate these rules shall not be allowed to remain on the premises and may be subject to further sanctions, the minimal of which shall be a suspension of the member's facility privileges for 30 days.

- Studio prop, personal belongings and studio equipment are not to be used or stored in hallways
- Phones, fax machines, copiers and office computers are for staff use only.
- No smoking is allowed in the building or within 20 feet of the entrance of the building at any time. With the exception of beverages for on-air talent and guests, food and drink are allowed only in the guest waiting area ("Green Room") and never in the studios, control rooms or editing suites.
- Only authorized personnel are allowed in the Master Control Room or staff offices.
- Under no circumstances are members allowed to re-engineer equipment configurations.
- Producers and guests shall abide by all pertinent fire and safety codes and other rules and regulations as may be posted at TAP TV facilities.
- With the exception of sealed alcoholic beverage used as props or for fundraising purposes, alcoholic beverages are not allowed in the facility.
- Nudity is strictly prohibited at TAP TV facilities.
- Use, possession, or distribution of illegal drugs or controlled substances on the premises is prohibited.
- Aside from Public Safety personnel, weapons and controlled substances are not allowed in the building at any time.
- Hair and fur from animals can damage sensitive video equipment. Pets and animals to be used in member productions must be approved by management prior to arrival and are not allowed in the control rooms or editing suites.
- Children accompanying any user of TAP TV, including producers, crew, hosts and guests, who are not directly participating in a production, will remain in the guest waiting area and shall be supervised by an adult at all times. Guardians will be asked to remove any child who is disruptive to the operation of the facility.

- The TAP TV facility shall not be used as a meeting place, or for any other purpose not directly related to TAP TV production. All maximum occupancy limits will be observed at all times.
- Use of the TAP TV name and logo is prohibited except as authorized by TAP TV. No users of the facilities may represent themselves, either directly or implied, as employees of TAP TV or the City of Lompoc. Use of the TAP TV street address as a personal mailing address is strictly prohibited.
- The TAP TV facility and all associated equipment shall not be used to conduct personal business. Under no circumstances shall any member be allowed to use City owned equipment for personal financial gain. This includes the use of TAP TV equipment to produce, edit, duplicate or otherwise promote programs not intended for cablecast on TAP TV; and the charging of a private fee for instruction, training or operation of TAP TV equipment. Violation of this policy will result in immediate revocation of membership.
- TAP TV does not tolerate threatening, harassing, or verbal abuse of any kind by any person, employee, access user or third party. No person shall have the authority, whether expressed, actual, apparent or implied, to commit **any** harassment, including, but not limited to sexual or verbal harassment of staff, members, users, community members, or other persons at TAP TV facilities. Harassment of a verbal, physical, visual or sexual nature will not be tolerated. Violations of this policy will result in immediate revocation of membership.
- Any person, who by action or word, disrupts the efficient operation of studio facilities, including activities of both staff and membership, may have his/her access or membership to TAP TV permanently suspended or revoked.

APPEAL OF SANCTIONS

Should it become necessary for the Studio Manager to deny a member access to equipment or studio facilities or other privileges enjoyed by TAP TV members and the member feels the action is unfair or inappropriate; the member may appeal the decision to the City Administrator's designee. Such appeal shall be in writing and provide a full explanation of the situation. It will be filed within ten (10) business days of the action deemed unfair by the member to the Studio Manager with copies to the City Administrator.

Within thirty days of receiving the appeal, the City Administrator's designee shall hold a hearing regarding the matter, and will render a decision within 15 business days of the hearing. No further administrative appeals shall be available.

STATEMENT OF COMPLIANCE

- A. I have received, read, and am thoroughly familiar with the contents of the TAP TV Policies and Procedures and I agree to completely comply with these provisions. I understand that the TAP TV Studio Manager reserves the right to suspend or revoke the privilege of any TAP TV member if that member is in violation of any of these rules.

- B. I will thoroughly familiarize myself with the content of program material to be taped and/or cablecast and agree that it will not contain:
 - 1. Any material which is obscene or an invasion of privacy;
 - 2. Any material which is slanderous, libelous, defamatory, or which is a violation of any local, state or federal law;
 - 3. Any material or information concerning a lottery, gift enterprise, or scheme offering prizes dependent on lot or chance;
 - 4. Any material presented in violation of copyright, royalty, trademark, literary or motion picture rights, or other ownership rights, or any material submitted without all necessary releases, licenses, or other required permission;
 - 5. Any material presented for private commercial gain.

- C. I assume full responsibility for the content of all program material cablecast and will ensure that such program material will not violate any right of any third party.

- D. I assume full responsibility for the program content and release TAP TV, the city of Lompoc and its staff from any liability of legal fees and expenses or legal challenge that may be incurred as a result of the cablecasting of a program that I produce.

- E. I understand that false or misleading statements made in this statement are grounds for forfeiture of the right to use TAP TV channel space, facilities, and equipment.

Name _____ **Date** _____
Signature _____ **Address** _____

NONPROFIT INSTITUTION/ORGANIZATION:

Institution or organization _____
Address _____ Phone _____
Official agent _____ Title _____
(Executive Director, President, Dept. Head)

Signature of agent _____