

Media Network of Waterford

Public Access
Rules and Procedures



Media Network of Waterford Mission Statement

By providing access to media and through the free exchange of ideas and information, the Media Network of Waterford will support, manage and produce non-commercial community based media programs in order to entertain, enrich, enlighten, and educate our community.

Revised 1/1/1993 I.N
Revised 9/4/1997 J.B
Revised 1/9/1999 J.B
Revised 5/6/1999 J.B
Revised 5/12/1999 L.G
Revised 6/1/2003 J.B
Revised 12/1/2005 J.B
Revised 1/1/2006 J.K
Revised 1/1/2012 D.M
Revised 5/9/2016 W.H

I. What is Public Access?

The Media Network of Waterford, as agreed to by Waterford Township provides use of television equipment, facilities and channels for airing programs free of charge to RESIDENTS of the Township. The Public Access channel is available to any Waterford resident on a first come first serve bases, to communicate whatever may be desired. The Access producer is solely responsible for and liable for the content of the program. By the FCC rules governing Public Access, advertising, soliciting and obscenity are not allowed on the Public Access channels. FCC rules are available for review at the Media Network of Waterford office and the Media Network of Waterford has established Public Access rules and procedures. The rules and procedures ensure proper use of production equipment and facilities and protect the Media Network of Waterford and the Township of Waterford against misuse by unqualified persons

II. What Does the Media Network of Waterford Provide?

The Media Network of Waterford oversees the technical operation of the applicable Access channels per assignment by Comcast Cable:

The Media Network of Waterford offers free workshops that cover the basics of television production: camera operation, audio, graphics, lighting, sets and props, script writing, interviewing tips, producing, directing, and editing.

The Media Network of Waterford provides a television studio, control room, and edit suit, as well as portable systems for location filming. The Media Network of Waterford also provides an automated playback system for airing Public Access programs on Community Access channels.

III. Who is Eligible to Use Public Access Channels?

- a. Access filming equipment is available to persons or organizations that reside in the Township of Waterford who wish to produce a program for local programming.
- b. In order to use the programming facilities, residents of the Township of Waterford must attend workshops and become certified in the use of equipment. Several different workshops are offered regularly free of charge by the Media Network of Waterford.
- c. All access applicants will be required to sign a statement of compliance form provided by staff. These forms will be kept on file in the Media Network office.
- d. All persons or groups who request access time, and/or appear on cable, must supply their full name, home address a copy of their driver's license, and phone number(s). This information will be kept in Media Network files for at least two years.
- e. Any minor using the facilities and/or equipment must be accompanied by an adult to assume legal responsibility for the minor's actions.

The Media Network of Waterford realizes that learning all aspects of television production is not typically an easy thing to do in a small amount of time and Media Network staff are always available for assistance of any kind. Staff is instructed to work with those involved in Public Access until self-sufficiency is attained (within 6 months) and staff members are always available for questions.

On occasion, Media Network will conduct special classes such as learning the basics of the Production Truck, Studio Lighting, and advanced production workshops.

IV. What are the Rules Regarding Equipment Use?

A. Equipment Use

- All equipment use must be for recording or preparing a program for cablecast on the Public Access Channels. Media Network staff reserves the right to visit the location to ensure that all the proper procedures are being followed.
- Private or commercial use of equipment is strictly prohibited.
- If a production is not completed within 3 months of using the equipment, Media Network will place a hold on any future equipment usage.
- Use of equipment by access producer to make copies is prohibited except in the following cases:

- 1) Copying by staff is permitted with Media Network equipment and will be charged according to Media Network rates (See Network Rates) Volunteers are asked to contact staff to request a copy time. Staff is in charge of setting up duplication and will work with the volunteer to complete the process.
- 2) Copies will be permitted only after a program has been completed and scheduled for cablecast.

Volunteer Dub Fees:

DVD's \$1.00 per DVD
 Dub Rate \$1 per DVD
 DVD Ink Label (B&W) \$1 per DVD
 DVD Case \$1
 DVD Case Label (Full Color) \$3 per DVD
 Black & White \$1
 Artwork for Labels \$6

Public Fees:

Transfer from VHS-DVD \$10 per Half Hr of Footage.
 DVD Dub Fee \$1 per DVD
 DVD's \$1 per DVD
 DVD Cases \$1 per Case
 DVD case Label \$3 per Case
 DVD Label (B&W) \$1 per DVD
 Artwork for Labels \$6

Dubbing will be permitted only after a program has been completed and scheduled for cablecast. **Non-residents of Waterford Township must pay a yearly fee to use the facilities, including equipment use in the field. (See staff for rates)**

B. Studio Rules:

1. All studio use must be for the purpose of producing a finished program for the community access channels.
2. Smoke, liquids and foods are harmful to Media Network equipment, therefore, smoking, drinking, and eating are prohibited in the studio, control room and editing areas. Water is permitted on the studio floor, but only in non-breakable containers.
3. Broken or malfunctioning equipment or systems must be reported to the Media Network staff immediately.
4. Studio audiences are limited in size and must be reported in advance to the Media Network staff.
5. Reservations of the studio should be made not more than 30 days in advance. Staff reserves the right to make exceptions.
6. For taping access programs, Media Network will schedule a 1.5 hour studio block. More elaborate productions may require more time. The maximum time allowed for a studio production is four (4) hours. This includes set-up, rehearsal, production, post-production and strike time.
7. A producer must return the studio to "normal" by the end of the reserved time. Please allow 15-20 minutes before the end of your studio time to allow for clean-up.
8. Crew positions must be filled by at least here (3) crew people. All positions (except Host and Guest) must be filled by certified people only. These positions must be filled or staff reserves the right to cancel studio reservation. Media Network staff will not serve as crew for a production, but will provide technical assistance. The producer will provide entire crew.
9. Each reservation, whether by group, organization, or individual must have a single producer who takes responsibility for the reservations, serves as the coordinator and contact person and deals with the Media Network in all phases of the production. Each volunteer is responsible for the orderly and safe operation of studio equipment facilities.
10. When a production has been completed, the studio must be cleaned for the next studio shoot. All production crew are responsible for the following:
 - All properties must be struck, removed and properly stored. All sets must be struck and removed for safety purposes.
 - All camera cable should be neatly coiled and stored in appropriate places. Each camera should:
 - a) Have all pedestal locks in the "locked" position.
 - b) All headsets should be stored on cameras. The floor manager's headset should be stored on the studio wall by the control room.
 - c) Lights should be returned to normal positions and turned off.
 - d) Microphones should be turned off, replaced in their boxes, batteries removed, and stored.
 - e) Audio cables should be properly bound and returned to their proper place.
 - f) Audio snake should be coiled and returned to the proper place at the back of the studio.

- g) Floor of the studio is to be vacuumed. All debris and garbage must be picked up before leaving.
 - h) All tapes are to be removed from the machines in the control room at the end of the studio production.
 - i) CD's, DVD's, audio tapes, carts, etc. and any of your own equipment are to be removed by the user and properly stored.
 - j) All "work in progress" including graphics, tapes, music, props, etc. must be removed by the user. Area should be clear of everything and ready for the next producer.
 - k) Headsets in the control room must be placed on the cameras.
 - l) All equipment will be turned off by Media Network staff.
 - m) Tardiness in arriving for studio production or getting the production under way does not extend the time of the reservation, and in extreme cases may result in cancellation of reservations.
11. Possession or consumption of alcoholic beverages or illegal substances within the Media Network of Waterford scope or control is strictly prohibited.

V. What are the General Rules for Editing?

- a) Editing time will be granted to Access users who have a need to edit videotape for payback purposes.
 - b) Request for the editing suite may be scheduled up[to two (2) weeks in advance.
 - c) No more than two (2) editing periods/blocks may be scheduled in one (1) week to ensure all producers get fair and equal editing time.
 - d) Only one (1) editing period may be scheduled per day, per producer.
 - e) Access producers may call the Media Network of Waterford to see if any editing periods have been forfeited by other producers. If editing time has been made available by such an instance, it's given to the first person requesting it.
 - f) You must schedule an appointment, walk-ins are not accepted.
 - g) Any editing party arriving more than fifteen (15) minutes late for their scheduled editing time, without previously calling a staff member will have to reschedule. The purpose of scheduling is to get people in and out on time. Editing sessions will end on time, even if the producer begins after scheduled time.
 - h) Staff will impose no charge for editing facilities, provided the work is for the Media Network, but staff does reserve the right to limit editing time to ensure availability of the facilities to other users.
 - i) The Editing equipment is available for the purpose of preparing a program for cablecast on the Media Network Access channels.
- ✓ **The following uses of the Media Network editing system are not permitted**
- a) **Pre-Editing:** All edit plans should be thoroughly worked out before the volunteer/producer brings the project to the edit suite.
 - b) **Preparing or editing material for commercial/private use:** Any use of Media Network facilities for work that does not move toward cablecast of non-commercial community programming will be billed at our rate and will be entered into a separate agreement.

VI. Submission of Program Materials:

Finished programs shall be submitted to Media Network at least five (5) working days before their scheduled cablecast. Submission of program materials will be subject to the following:

- a) **Program Identification:** When a program is ready for cable casting, the producer will fill out the "Release to Cablecast" form that will indicate the title, show number, show date, and length. Shows should be no longer than the allotted time period.
- b) **Acceptable Show Formats:** Media Network accepts the following show formats for playback...DVD, MPEG2 on DVD, Flash Drive, or External Hard Drives.
If show is submitted on DVD, we request that only one show is added per DVD.
If DVD format is incompatible with the Networks importing software, or the DVD is bad Media Network is not responsible for show not playing on the time and day requested. If DVD is found to be a bad disc, it's the producer's responsibility to bring in the show on acceptable format.
- c) **Access Disclaimer:** Producer/volunteers will add a 15 second tag at the end of all show credits stating that "This program does not reflect the views of Media Network of Waterford"

- d) **Loss and Destruction of Program Materials:** Neither Media Network or any subcontractor, Waterford Township, nor the Cable Commission will be responsible for the loss, destruction, theft, or damage to such tapes or program materials when such a loss, destruction, theft, or damage is due to the acts of nature or to causes beyond control.
- e) **Quality of Programs and Compatibility with Equipment:** Media Network or any subcontractor will not be responsible in any way for the quality of access cable casting programs produced by others. Media Network reserves the right to reject any program not compatible with standard cable casting equipment. Audio and video portions of the program must be transmittable over standard cable casting equipment. Assistance will be available to correct technical or format problems.
- f) **Delivery and Return of Program Materials:** All users shall make their own arrangements for delivery and return to and from media Network of program materials. Media network will not be held responsible for any program materials. All program materials must be removed from the facility within 15 days of final cable casting. All archiving of tapes must be requested by producers prior to the 15 days of final cable casting. If producers have not removed tapes(s) from the facility the show(s) may be recycled.

VII. Programming Standards:

Programming materials for transmission by eligible persons or organizations on the access channel are subject to and must satisfy the following criteria:

- a) Compliance with all Federal, State, and Local laws and regulations.
- b) Transmission on the access channel must be for non-commercial purposes only, however, if used in sponsorship or partnership with donors Media Network, the following will be permitted.... **THIS SECTION HAS TO BE DISCUSSED BY THE UNDERWRITING COMMITTEE BEFORE RULES ARE APPLIED.**
- c) The following are violations of access programming:
 - Material that is obscene as defined by county law.
 - Any programming that constitutes or promotes any lottery or gambling enterprise which is in violation of any local laws.
 - The user will be held liable for materials containing slander, invasion of privacy, or violation or trademark or copy write.
 - Material that has a reasonable probability of creating an immediate danger or damage to property or injury to persons, or of creating a public nuisance.
 - Material that has a reasonable probability of causing the substantial obstruction of law enforcement or other governmental functions or services.
- d) Violation of above programming standards is considered a major offense.

VIII. Application Procedures and Scheduling Requirements for Public Access:

Those eligible for use of access channel must complete the "Release to Cablecast" form. Upon completion and filing of the release with the Playback Operator, the requested times and dates for transmission will be scheduled by the Playback Operator. Those applying under the age of 18 must be co-signed by parent or guardian. Parent or guardian assumes ALL of the minors obligations and is subject to the liabilities set forth in these rules in the release.

To assure fair use of access time to eligible persons or organizations, reservation of access time is subject to the following conditions:

- a) To reserve time, the Playback Operator requires the release to cablecast form be filled out at least five (5) days in advance of the requested transmission times.
- b) If the transmission times are unavailable, the applicant will be notified of transition times that are available.
- c) Applicant will be granted two (2) transmission time slots, usually one day time, and one night time slow. These will be your assigned times that you can advertise.*

*(Although these are your assigned times, this does not guarantee playback will not fail due to loss of power, temporary loss of signals, emergency broadcast system, head-end issues, acts of God.

- d) Media Network may re-run your shows as needed for filler; filler is used to fill programming in slots not taken on Media Network's playback schedule. It's the sole discretion of Media Network Staff what is to be used as filler and what is not. Dates and times of re-run programming is also up to Media Network. Producers can notify Media Network if they do not want produced shows to be used as filler. It's recommended that producers do NOT promote times in filler time slots. These slots can change at any time without notice.
- e) In the event a user is scheduled more than four (4) hours in a given calendar month, the playback operator in consultation with the Executive Director may preempt any time scheduled in excess of five (5) hours to favor other users not meeting the test. The preemption may occur up to one (1) week in advance of cablecast time.
- f) "Locally Produced Programming", i.e. programming which is substantially created, taped, filmed, or otherwise produced within Waterford Township can preempt non-locally produced programming.
- g) Film Premier(s) production(s) taped through Media Network may be allowed to be played on media sites or movie cinema's in advance as long as producer has given completed production to playback for scheduling within five (5) days in advance of premier dates. *Producer must ask for release permission of production from the Executive Director at least seven (7) days in advance of premier.
- h) Media Network staff reserves the right to terminate the transmission of any program at any given time, which does not meet production quality standards of Media Network.
- i) When a program contains adult material, the following disclaimer must be included in the introduction at the beginning of program opening...

"This program contains adult material and is intended for a mature viewing audience. The producer assumes full responsibility for program content"

IX. Request for Mobile Production Truck

The mobile truck can be requested for special shoots, and is intended for Waterford and surrounded cities. I.E. Waterford, Pontiac, Clarkston, White Lake, and Commerce. Truck shoots are over seen by staff who's responsibilities are as technical engineers only. Producer may request up to two (2) shoots per year, and must fill out a Truck Release Form, for initial final approval. (See staff for a truck request form)

- A. It's the producer's responsibility to find crew for truck location shoots: (Includes, Director, Camera People, and Audio person). Five (5) volunteers are mandatory to run a mobile truck production. Producer must confirm with staff that crew is available and ready for location shoot, at least four (4) days in advance of the production. If crew is NOT secured the shoot will be canceled. If crew does not show up at scheduled shoot, it will be cancelled.
- B. Producer is responsible for securing permissions for taping, and for all contracts both at the location site, and with secured crew.
- C. Staff is responsible for getting the truck to the site, and to make sure equipment is running properly throughout the production.
- D. Producer must advertise event, and DVD sales that are available through Media Network with venue and media. (See staff for request form templates) *see staff for further info.
- E. After the shoot, it's the responsibility of the Producer to make sure that everything has been put away by secured crew. That the mobile truck is cleaned up and all garbage has been disposed of properly.

X. Ethical Behavior

This is an agreement to act in a professional manner at all times.

In effort to protect the diversity and the integrity of our organization consisting of staff and volunteers, the following rules of good conduct will be adhered to, and followed.

A. No Tolerance Policy:

Media Network will NOT tolerate harassment of any nature, or to threaten, embarrass or cause distress or discomfort upon another. (Volunteer, staff member, or guest).

Violation of these rules is a major offense and an indefinite suspension may follow. If an issue does get out of hand, you may be asked to leave the building until the matter is settled. If you are asked to leave you must do so.

B. Filing a Complaint:

If you believe that an issue cannot be resolved in a courteous manner, contact a staff person or the Executive Director. You will be asked to fill out a complaint form, once the complaint form has been reviewed and the matter settled, officially the issue will end.

**In the event that special circumstances arise in an outside matter (Outside the Network's realm) of resolving certain problems, the outcome may then be determined by the Media Network Board of Directors.*

- C. Suspension Defined:** A Debarment, as from office or privilege. Temporary stoppage. (American Heritage Dictionary)

If you are suspended from the Network, you are not allowed to take out equipment, call the office (unless we have called you first) or to enter the premises of the Network facilities until your suspension is over.

XI. What Happens If Access Rules Are Violated?

- A.** The Media Network of Waterford has set up the following guidelines:
In the instance of a violation, and adheres as closely as possible to the rules. These rules serve as a protection against possible misuse of equipment and are designed to ensure equipment and time are available to all facility users.
- B.** If viewer complaints arise regarding obscenity or pornography, the program will be removed from cable casting and reviewed by prosecuting attorney for further action.

Minor Offenses or Access Rules (Examples of, but not limited to):

- a) Failure to return equipment on time or to cancel a reservation without sufficient notice.
- b) Return of functional equipment, but dirty equipment.
- c) Unsafe or improper use of equipment.
- d) Improper packaging of equipment for transport.
- e) Failure to leave studio, control room, and editing suit clean and in proper order.
- f) Reservations on behalf of others.
- g) Smoking, drinking, or eating in any restricted equipment areas.

Disciplinary Action for Minor Offenses:

- a) For a first offense, in the case of a Minor offense, the individual committing the offense will be given a verbal warning and a written memorandum of this first offense placed in his/her file. This will be removed one year from infraction.
- b) For the second offense, in the cast of a Minor offense, the individual will receive a written warning. One copy of this warning will be placed in his/her files, and another will be given to the Media Network Board of Directors.
- c) For the third offense, in the case of a Minor offense, the individual will be terminated from the facility for up to six (6) months. The individual may appeal this decision of the Board of Directors.

Major Offenses of Access Rules (Examples of, but not limited to):

In accordance with their rules and procedures, the following offenses will result in immediate suspension of ALL privileges, or if warranted, more serious penalties.

- a) Misuse or abuse of equipment or facilities.
- b) Theft or vandalism of the property of Media Network or of any staff person, producer, producer in training or visitor.
- c) Failure to return equipment through intent, negligence, loss or theft.
- d) Making false or misleading statements on any Media Network document.
- e) Use of Media Network equipment or facilities for commercial or profit making purposes or any other purpose other than cable casting.
- f) Removal of equipment from Media Network facility without proper sign out procedure and supervision of a staff person.
- g) Use of equipment by non-certified or probationary users.
- h) Chronic or willful disregard for Media Network Rules and Procedures.
- i) Abuse or harassment of Media Network staff.
- j) Attempted disassembly or repair of Media Network equipment.
- k) Violation of programming standards.
- l) Use of alcohol or illegal drugs.

Disciplinary Action for Major Offenses:

- a) The first disciplinary action for major offense will be a 90 day suspension of ALL privileges.
- b) The second disciplinary action, in the cast of a major offense, will be one (1) year suspension.
- c) The third disciplinary action, in the cast of a major offense, will result in permanent suspension of Access privileges with Media Network. *** Note: All sanctions or Major Offenses are written and a copy given to the Board of Director.**

- d) All decisions may be appealed to the board of Directors of the Media Network of Waterford.

XII. Indemnification:

Any producer of the access channel will be expected to assume full and complete responsibility for responding to any complaints respecting his/her program(s) and to answer any inquiries, which are received from the Federal Communications Commission respecting such programming. Producers must respond to inquiries or complaints about program material. Failure to respond to inquiries or complaints about program material may result in a discontinued cable cast. As a precondition to use of all access channels, any users must agree to defend, indemnify and hold harmless Media Network or its *subcontractor, the Waterford Township Cable Communications Commission, and the Charter Township of Waterford from and against any and all claims, demands, causes of actions, liabilities, judgments, cost and expenses (including attorney fees) arising out of the users use of the Access channel. Media Network and its subcontractor will not assume any responsibility for answering any complaints that may be received from the general public as to the quality or content of such programming. Neither Media Network nor its subcontractor prescreens programming, however if it's determined following playback of a particular program that any violation of access programming has occurred, disciplinary action of a major offense will follow.

XIII. Final Point:

***Rules are subject to change in order to adjust to any unforeseen change in Access use by the citizens of the Township of Waterford.

XIV. Statement of Compliance:

To: Media Network of Waterford Volunteers.

- A. I have read and I'm thoroughly familiar with the contents of the Access Rules and Procedures.
- B. I am thoroughly familiar with the contents of the program material to be taped and/or cablecast and agree that it will comply with all Local, State, and Federal laws with regard to cable programming, and it will not violate any of the operating rules and procedures set forth by Media Network. I, the producer, could be legally responsible and subject to disciplinary action for a major offense if material contains any of the following:
 - 1. Advertising material designed to promote the sale of commercial products or services, or material, which identifies any product, services, or material, which identifies and product, service, trademark or brand name in a manner that is not reasonably related to the on-commercial use of such a product, service, trademark, or brand name on the program.
 - 2. Commercial programming which in whole or in part depicts, demonstrates or discusses products, services or businesses with the intent of substantial effect of benefiting or enhancing a profit making enterprise.
 - 3. The direct solicitation for funds or other things of value for any and all purposes.
 - 4. Political endorsements or advertising by or on behalf of candidates for public office.
 - 5. Material that is obscene as defined by county law.
 - 6. Any programming which constitutes or promotes any lottery or gambling enterprise which is in violation of any local law.
 - 7. Material which constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright or which may violate any Local, State, or Federal laws.
 - 8. Material that has reasonable probability of creating an immediate danger or damage to property or injury to persons, or creating a public nuisance.
 - 9. Material that has reasonable probability of causing substantial obstruction of law enforcement or other governmental functions or services.
- C. I assume full responsibility for the content of all program material cable cast and will ensure that such program material will not violate any right of 3rd party.
- D. I have obtained or, before the program is cablecast, I will obtain all approvals, clearances, licenses, etc., for the use of any program material which I cablecast, including but not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers representatives,

all persons appearing in or referred to in the program material, and any other approvals necessary to transmit program material over the media Network of Waterford channels.

- E.** I indemnify and hold harmless Media Network and any staff members against any claims arising out of cable casting of the program material that I produce, or any branch of this Statement of Compliance, including but not limited to any claims in the nature of libel, slander, with applicable laws and unauthorized use of copyrighting material. I understand that I may be criminally or civilly liable for performing or producing such material that is cable cast.
- F.** I agree that I shall not represent myself or any other person involved in community access cable casting of productions as an employee, representative or agent of Media Network or its facilities.
- G.** I agree to pay the cost of any repair or replacement of equipment or materials resulting from damage, misuse, or theft while such equipment or materials are in my possession or control. I understand the penalties that apply if I do not return equipment or materials on time.
- H.** I shall not use the Media Network Public Access channels, equipment or facilities for any financial gain or any other commercial purposes. I understand that programming produced with Media Network equipment or facilities must appear on the Media Network Public Access channels.
- I.** I understand that false or misleading statements made in this application are grounds for forfeiture of the right to use the Media Network Public Access equipment and facilities.



**Statement of Compliance
Media Network of Waterford**

Name: _____

Driver's License #: _____

Home Address: _____

Home Telephone #: _____

Daytime Telephone #: _____

Email Address: _____

Name of Show or Series: _____

Non-Resident? _____ If so, Membership fee is \$25 (Check, Cash, Card) per class, please make checks payable to Media Network of Waterford .

How did you hear about the Media Network of Waterford?

*Optional, for networking purposes:

*Profession: _____

*Hobbies: _____

*Interests: _____

Signature: _____

_____ (your initials) By Checking this you allow Media Network to post our name and phone number on our crew call list, which allows other volunteers to contact you.

Media Network is NOT responsible for failure of equipment.