

COMMUNITY ACCESS TV POLICIES

Goal of Community Access TV Programming

1. The goal of Community Access TV programming is to offer an inexpensive and practical opportunity for the City of San Diego, the City of Escondido, the City of Chula Vista and unincorporated areas of San Diego County citizens, community organizations, and non-profit groups to participate in a community dialogue through video programming.

Eligibility to Distribute Programs via Community Access TV

In order to distribute programs on Community Access TV, the requesting entity must fulfill the following requirements:

1. Be a resident, property owner, nonprofit group, or entity which is housed or has an active branch within the City of San Diego, Escondido, Chula Vista or San Diego County unincorporated areas.
2. Proof of Eligibility will be required if requested.
3. Be 18 years of age or sponsored by an eligible adult.
4. If under 18 year of age, have permission from a parent or guardian to distribute programming on the Community Access TV system.
5. Submit complete and signed "Use Agreement" with the Community Access TV Administrator.
6. Submit a completed Telecast Agreement for each program or series of programs to be cablecast.
7. Abide by the policies set forth in other parts of these policies.

A Playback Request must be submitted before any program may be telecast on the Community Access TV channel. Programs will not be telecast without prior receipt of this form.

Acceptable Programming for Community Access TV

Community Access TV television productions may be intended for any purpose and may include information, entertainment, or the expression of points of view, without limitation, unless prohibited elsewhere in this document.

Prohibited Programming

Any program requested to be cablecast may be rejected if, in the opinion of the Community Access TV Administrator, it is of poor technical quality or represents content including but not limited to:

1. Lotteries or any advertisements or information concerning lotteries or games of chance, gift enterprises or similar promotion is prohibited;
2. Presentation of advertising materials designed to promote the sale of commercial products or services;
3. Solicitation of funds;
4. Material soliciting or promoting unlawful conduct;
5. Sexually explicit material;

6. Statements, pictures, or sound which violate city, state, or federal laws, including related to obscenity, defamation, slander, and libel;
7. Violation of the policies or rules set forth by the Community Access TV Administrator.

Restricted Programming

All Producer or Providers are required to inform the Community Access TV Administrator of any program content which contains the use of adult language, images or situations. At the sole discretion of the Community Access TV Administrator, this material may be cablecast during FCC defined "Safe Harbor" hours when children are less likely to constitute a significant portion of the viewing audience, typically between 10:00 p.m. and midnight. When possible, acceptable mature programming will be preceded by verbal and/or text information stating that the programming content is intended for a mature audience.

Copyright

Programs containing copyrighted material will not be cablecast without proper copyright authorization. Producers or Providers submitting programming for cablecast are responsible for obtaining all necessary copyright clearance and shall hold the City of San Diego, the City of Escondido, the City of Chula Vista, the San Diego County, the Community Access TV Administrator, and their officers and agents harmless in any case of copyright infringement. All Producers and Providers are solely responsible for the content of the programming created/submitted for cablecast on the Community Access TV channels.

Program Scheduling

All programming must be submitted for cablecast at least two weeks before the requested cablecast date. Exceptions must be pre-approved by the Community Access TV Administrator. Timeslots are allotted on a first-come, first-served, nondiscriminatory basis following existing primary timeslots for recurring series. A series timeslot may be held as long as new programming is being delivered for a maximum of Six (6) consecutive months. Specific series timeslots may be scheduled beyond the maximum time if there are no other series programmers seeking the same desired time. If a Producer or Provider fails to supply new materials according to the terms and conditions signed by the user, the program may be removed from the schedule at the discretion of the Community Access TV Administrator. Repeat programming will not be telecast for more than four consecutive weeks.

The Community Access TV Administrator will determine the appropriate timeslots for all restricted programming (mature audiences).

Live programming (if any) may pre-empt recorded programming, but not without prior notice. At the discretion of the Community Access TV Administrator, locally produced programming (programming that is substantially created, recorded, or otherwise produced in the City of San Diego, City of Escondido, City of Chula Vista or unincorporated areas of San Diego County) can pre-empt non-locally produced programming up to Two (2) weeks in advance of the timeslot of the non-locally produced programming.

Program Sponsorship

Any programming that is sponsored (in full or in part) by a commercial, civic or private entity may carry a brief sponsorship statement at the beginning, end or beginning and end which identifies the sponsor.

Technical Standards

All programs must include at least five seconds of black at the start of the recording before the program begins. A half-hour program must be no longer than 29:00 in length and an hour-long program must be no longer than 59:00 in length.

Programming must be submitted on DVD or acceptable designated digital data formats only. Discs or data files with multiple programs or chapters will not be accepted. All DVD discs submitted must contain the following information printed on the DVD label:

- Name of production, as stated on the Playback Request Form
- Total running time of the production (written in format – 0:00:00)
- Name of the user (producer or organization's representative producer)
- Date produced (written in format – MM/DD/YYYY)

A DVD not clearly labeled will not be cablecast. The Community Access TV playback facility is not responsible for the loss, destruction, theft or damage of materials submitted for telecast. Users who wish to have their discs returned must visit the Community Access TV playback facility in person or supply a postage pre-paid envelope for media return. The Community Access TV Facility shall keep unclaimed programming DVDs for a period of no less than three (3) months. Programming DVD's maintained longer than the minimal period may be disposed of or otherwise removed at the discretion of the Community Access TV Administrator.

Program audio must be audible with minimal noise levels when amplified.

Program video must be of adequate signal-to-noise ratio as determined by the Community Access TV Administrator. Scratched, smudged, or otherwise damaged DVD discs will not be accepted.

Programming Log

The Community Access TV Facility shall maintain a programming log of all programming cablecast on Community access TV. Log information shall include program title, airtime, program length or other information as deemed appropriate.

Suspension from Public Access Channel Use

The failure of public access Producers and Providers to abide by the Community Access TV Policies or other rules and regulations stipulated by the Community Access TV Administrator may lead to appropriate disciplinary actions including temporary and/or permanent suspension of Community Access TV channel use. Aggrieved parties may appeal disputes to the City of San Diego, the City of Escondido, the City of Chula Vista or San Diego County for final determination. Decision by the City of San Diego, the City of Escondido, the City of Chula Vista or San Diego County shall be deemed final.

Use of channel during emergencies

Public agency use of the Community Access TV during emergencies or disasters declared by the City of San Diego, City of Escondido, City of Chula Vista or San Diego County has priority over other programming. During such emergencies or disasters, Community Access TV shall be permitted to accept recorded and character generated information from governmental or non-governmental entities when such announcements are deemed to provide important public information pertaining to the emergency or disaster or other conditions requiring protection of the public health, safety, and welfare.

Community Access TV Producer's Agreement

This agreement is to be filled out and handed in with your completed DVDs at the time they are submitted for preview prior to airing. DVDs submitted without this agreement will not be reviewed for airing. The person signing this agreement is the legal producer/sponsor of the program and therefore solely responsible for the program and our only contact concerning the program. If any information on this form is inaccurate or missing, DVDs will not be reviewed for airing. Read your guidelines.

I, _____, an individual over 18, have read the Public Access Television Services Guidelines and Agreement and I will abide by its terms.

Signed: _____ Date: _____

Series Title: _____

Program Numbers: _____

Address: _____

Street Address – **NO PO BOX**

City: _____ State: _____ Zip: _____

Phone (home): (____) _____ / Cell: (____) _____ / Work: (____) _____

Email: _____

Picked Up Disks: _____ Date: _____

Community Access TV
6401 Linda Vista Rd.
San Diego, CA 92111
(858) 292-3741
acheese@sdcoe.net