



**Connect – Create – Contribute**

## **COMMUNITY ACCESS USER'S GUIDE**

**Provides services to:**

**Mountain View** – *Public Channel Comcast 15,  
Government Channel Comcast 26*

**Los Altos** – *Public Channel 15, Government Channel 26*

**City of Cupertino** – *Public Channel 15*

**Sunnyvale** – *Government Channel 26*

**Foster City** – *Government Channel 27*

**Channels can be viewed on AT & T U-Verse 99 throughout the Bay Area**

**On Roku**

**YOUTUBE:**

**[www.youtube.com/user/KMVT](http://www.youtube.com/user/KMVT)**

**or**

**[www.KMVT 15.org](http://www.KMVT15.org)**

## Community Access User’s Guide – Table of Contents

### TABLE OF CONTENTS

<b>GENERAL INFORMATION</b> .....	1-4
Business and Production Hours.....	3
Staff and Board Contact Info.....	4
<b>WELCOME TO KMVT Silicon Valley Community Media</b> .....	5
Code of Conduct.....	6
KMVT Services.....	7
Defining KMVT Access Users.....	8
KMVT Access User Fees.....	9
<b>KMVT GENERAL OPERATIONS</b> .....	9
Equal Opportunity/Non –Discrimination Policy.....	9
Volunteers and Internships.....	10
Access User Responsibilities.....	11 -12
<b>KMVT RESPONSIBILITIES</b> .....	13
KMVT Volunteers.....	13
KMVT Content Policies.....	14-15
Copyright/Talent Release info.....	16-17
Produce a Show.....	18
Producer Policies and Definitions.....	19-20
Training/Volunteering.....	21
<b>PROGRAM TECHNICAL STANDARDS</b> .....	22-23
Program Ownership and Distribution.....	24
<b>KMVT GRIEVANCE POLICY</b> .....	24
<b>KMVT PRODUCTION GUIDELINES</b> .....	25
Producing at KMVT.....	23
Import Producer.....	23
<b>FACILITY USAGE</b> .....	26
Access Fees and Policies.....	26-27
Rental Rates for Access Users.....	28
<b>KMVT PLAYBACK POLICIES</b> .....	29
<b>ACCESS SHOW SPONSORSHIP POLICIES</b> .....	29-30
Managing Sponsorship Funds.....	30
<b>KMVT MISC:</b> .....	31
Classes.....	31
Rule Violations.....	32
Sanctions/Appeals Process.....	33



### Where To Find Us:

**KMVT 15 is located in Mountain View, right off of 101**

1400 Terra Bella Ave, Ste. M

Mountain View, CA

Office Phone: (650) 968-1540

Fax: (650) 968-1543

[www.KMVT\\_15.org](http://www.KMVT_15.org)

[info@KMVT\\_15.org](mailto:info@KMVT_15.org)

[www.youtube.com/user/KMVT](http://www.youtube.com/user/KMVT)



### Business Hours

Monday – Friday, 10am - 6pm

### Production Hours

Monday – Friday, 6pm – 10:00pm

Saturday, 10am – 2pm

### Equipment Rental Check-In/Out

Monday – Friday, 2pm - 6pm

## Staff Contact Info

### Station Phone for all 650-968-1540

<b>PERSON</b>	<b>TITLE</b>	<b>EMAIL</b>
Christina Hagan	Office Manager	<a href="mailto:chagan@KMVT 15.org">chagan@KMVT 15.org</a>
Shelley Wolfe	Executive Director	<a href="mailto:swolfe@KMVT 15.org">swolfe@KMVT 15.org</a>
Bobby Chastain	Operations Director	<a href="mailto:bchastain@KMVT 15.org">bchastain@KMVT 15.org</a>
Rene Mendoza	Program Manager	<a href="mailto:rmendoza@KMVT 15.org">rmendoza@KMVT 15.org</a>
Mark Taylor	IT/Facilities Mgr.	<a href="mailto:Mtaylor@KMVT 15.org">Mtaylor@KMVT 15.org</a>
Robin Frank	Production Mgr.	<a href="mailto:Rfrank@KMVT 15.org">Rfrank@KMVT 15.org</a>
Dox Doxiadis	Production Mgr	<a href="mailto:ddoxiadis@KMVT 15.org">ddoxiadis@KMVT 15.org</a>

## Board Contact Info

<b>PERSON</b>	<b>TITLE</b>	<b>EMAIL</b>
Young Han	Board Chair	young@govoluntr.com
Heather Hurford	Vice Chair	
David Joud	Past Chair	
Artie Green	Past Chair	
Jim Connor	Treasurer	
Val Carpenter	Director	
George Cohn III	Director	
Ron Packard	Director	
Saadia Aurakzai-Foster	Director	



## **WELCOME TO KMVT 15 Silicon Valley Community Media**

Congratulations for becoming part of KMVT 15 Silicon Valley Community Media

Community Access television or otherwise known as PEG Media (Public, Education, Government Access) exists to provide members of the community the opportunity to use the public airwaves and have an independent voice. To meet this objective, Comcast makes available to the public a channel specifically for local use, allowing for any individual or organization from the community to be heard over the airwaves. KMVT 15 Silicon Valley Media strives to ensure that the channels we manage reflect the local demographics and diverse viewpoints of the cities we serve.

KMVT 15, a nonprofit 501 c (3) serving the community since 1982, formed specifically to operate Mountain Views public community access channel. Over the years we have grown to provide public & government access service to surrounding communities.

KMVT 15 is operationally independent from Comcast and the cities it serves. Funding for KMVT 15 comes from a combination of franchise and city fees, direct donations, and fees for service, training and production services.

Our mission is to provide media literacy education, hands-on training, and civic engagement. We serve as a resource to narrow the digital divide through the use of technology, and provide the community with the tools to create media and utilize technology in a socially responsible manner.

### **WATCH KMVT ON:**

**Comcast Channel 15 - Public Access/Community Media:** Non-commercial content provided by local residents, organizations and businesses protected by the 1<sup>st</sup> Amendment

**Comcast Channel 26 - Government Access:** This channel is specifically designated to air government related meetings, agendas, and messages brought to you by local government officials

**AT & T U – Verse Channel 99 – Public Access:** any customer can find throughout the Bay Area under Mountain View

**YouTube - [www.youtube.com/user/KMVT](http://www.youtube.com/user/KMVT)** - All of our content created by KMVT 15 and its volunteer producers can be found on the web.

**Roku Channel –** We have our own independent Roku Channel. Roku is the simplest way to stream programs on your TV or smart/mobile devices.

## CODE OF CONDUCT AT KMVT

At KMVT 15 Silicon Valley Community Media, we attempt to create an environment of *cooperation, creativity, and community*. In order to maintain this environment so everyone can have a positive experience while at our facility, it's important that staff, producers, volunteers and guests understand and follow this

### **Code of Conduct:**

- Please treat everyone with respect and consideration. Be mindful that we're each sharing a community space.
- Follow the staff's instructions in use and handling of KMVT 15's equipment and facilities at all times.

### **The following activities are not allowed on KMVT 15 premises, and violation of the following may result in suspension of access privileges:**

- *Physically or verbally threatening or harassing any person in any way.*
- *Using sexually explicit language, obscene gestures or racial, religious or ethnic slurs that are likely to upset or disturb the peace of staff, clients, volunteers or visitors.*
- *Engaging in sexual behavior*
- *Nudity – except as part of individual productions*
- *Defacing, damaging, or destroying property*
- *Possession, use or sale of illegal drugs, weapons or contraband*
- *Possession or consumption of alcohol in any public or common area of the building without prior authorization. Alcohol may be consumed at events with prior authorization*
- *Being "under the influence" of alcohol or other substances, taken prior to arrival at KMVT studios or on location*
- *Soliciting, for any purpose, including asking for money, contributions or donations unless such activity has been approved by KMVT*
- *Assembling for the purpose of disturbing the public peace*
- *Committing any unlawful act*
- *Fighting, disrupting other activities, or in any other way creating a disturbance which is disruptive or dangerous to others or the business activities of KMVT during any on-site or off-site KMVT activity or meeting.*
- *Video or audio recording, or photographing, of any individuals by producers, guests, or visitors on KMVT premises, including staff or members of the public, without prior consent.*
- *Smoking inside of the building*

The **Code of Conduct** must be observed at all times. If the content of your studio program would violate the Code, then that content must be produced off-site.

## KMVT 15 SERVICES

Ranging from public service announcements to public access/community media training and production, KMVT 15's services enable community members to produce programming that has a local flavor, expressing the views, interests and talents of ordinary – and extraordinary – people in our neighborhoods.

The following defines the types of programming and services available at KMVT 15:

**Public/Community Access** – Programs created, planned and produced by a crew of community members who have completed KMVT 15's training program for studio production or field production.

**Local Origination** – Programs produced and directed by KMVT 15 staff. The emphasis is on programming that benefits the communities we serve and based on community interest.

**Import Programming** – Programming produced by independent producers who do not use KMVT 15 facilities or equipment to create non commercial programs. Import programs are accepted and aired based on the programming interests of our community, first come, first serve basis and fee based.

**Public Service Announcements** - KMVT 15 offers 30 and 60 second promo opportunities for local nonprofit organizations to promote their mission, fund raising activities and upcoming events. We can also produce PSA's.

**Infonet Bulletin Board (i.e. Community Message Board)** - KMVT 15 will post messages from local nonprofit organizations on its multi-zoned bulletin board system, reaching over 30,000 Homes and 100,000 people in our service area. Infonet runs a minimum of 3-6 hours each day. Business sponsorships are available.

**Video Equipment Rental** - All KMVT 15 Access Users have access to high quality video equipment at a discounted rate off of our KMVT 15's professional client fees.

**Video Production Services** - Serving primarily nonprofit organizations, KMVT 15 offers client production packages for events, fundraising, public awareness and educational multimedia, and historical video documentation. Non commercial content will be aired on KMVT 15.

**Professional Client Services** - KPRO KMVT 15 will work with for-profit businesses to support their business media objectives. Content can not be aired on KMVT.

**Government Access** - KMVT contracts with cities in the greater Silicon/Bay area to provide video coverage of city council meetings and other special programming.

## DEFINING KMVT 15 ACCESS USERS

**Access User** - Many community members become Access Users at KMVT 15 for the opportunity to participate in KMVT 15's television production & media training programs. After successfully completing the Studio Production class, community members may begin crewing on any KMVT 15 staff or access users studio productions. All Access Users must sign a KMVT15 Access User Agreement and have paid their annual user fee.

**Access Producer** - Access Producers have unique responsibilities at KMVT 15. The Producer of an access program is defined as, "The person who most actively exerts influence over the production of the program." The producer must sign the producer compliance forms, accept full responsibility for the show, including but not limited to: content (including releases and copyrights), conduct of crew and guests, and financial accountability. The Access Producers must attend and supervise all their studio productions.

An access producer **must** complete the studio production and producer class, and has participated as crew on two staff or access user studio productions. Access Producers will meet with a KMVT 15 Staff Representative to propose and discuss their ideas and receive project approval from KMVT 15 before getting started.

**Independent Field Producers** - KMVT 15 supports independent television producers by offering training and video equipment rentals for productions. Completion of the Field Production & Equipment training and a signed KMVT 15 Access User Agreement and Compliance forms are required before renting KMVT 15 equipment. Equipment is only to be used to produce programming for the channel.

**Import Producers** - Import Producers are any individuals who create programming outside the facility not utilizing KMVT 15 equipment, and must pay a fee for distribution. Import Producers must also sign a KMVT 15 Import Producers Compliance Form and KMVT 15 Access User Agreement.

## KMVT 15 GENERAL OPERATIONS

### **Equal Opportunity / Non-Discrimination Policy**

Organization policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.



## **KMVT 15 ACCESS USER FEES**

KMVT 15 offers video equipment and television facilities for public use. General operating costs for running the station – including equipment purchase and maintenance – are not fully covered by the cable franchise fees or by city funding. We are NOT – PBS. Public Access/Community Media is a federally mandated channel through the local cable companies and approved of by local cities to provide a local voice.

### **KMVT 15 Access Users Fees are as follows:**

**Local Resident:** *(\$45 annually)*

Residents of Mountain View, Los Altos, or Cupertino who plan to use KMVT 15 services, facilities and equipment.

**Youth and Seniors:** *(\$30 annually)*

For youth (age 17 and under) and seniors (55 and older) living in Mountain View, Los Altos or Cupertino)

**Non-Resident:** *(\$90 annually)*

Non-residents (living outside Mountain View, Los Altos, and Cupertino) who plan to use KMVT 15 services, facilities and equipment.

**Import Producer:** *(Rates vary depending on package)*

Independent Producer is someone who produces content, but does not use KMVT 15 facilities or equipment to create content.

**Organization:** *(\$210 annually)*

Applies to employees or community members of nonprofit organizations; serves up to three individuals.

**STEM:** *\*(Nonprofit/Student Education discount \$500 annually)*

Student, Teacher and Education Membership. KMVT 15 provides hands on training for student educational or digital literacy training for youth or administrators. Schools and/or school districts serving youth are eligible. Membership is for four teachers/administrators with classes no larger than 10 students.

**Friends of KMVT 15:** *(Donation levels start at – \$50 annually)*

Become a supporter of public television and support KMVT 15.

\*\*\*In order to use KMVT 15 equipment you must complete appropriate training classes and have paid your annual access user fee.

### **As an annual KMVT 15 Access User, you can enjoy the following benefits:**

- Access to television production & media training services with workshops
- Access to KMVT 15's industry standard studio and edit suites
- Access to professional remote video cameras and accessories
- Guaranteed playback for all independently produced programming

Invitations to all KMVT 15 public events

## **Volunteers and Internships**

### **Volunteering**

KMVT 15 provides other forms of volunteering opportunities that may not be related to video & media production. Volunteering is an unpaid position providing time to a group or organization. (see page 13)

### **Internships**

KMVT 15 offers internship programs in television & media production, web development, sports production, programming, archiving and specialization at an interns request.

As a small organization with limited staff we rely on interns to help fill the production gaps. Opportunities include studio and field work, editing, developing news packages, creating promotional materials, web production, and/or working on local sporting and special events.

An internship at KMVT 15 is truly an excellent opportunity for the highly motivated and self-directed student to gain a breadth of hands on experience in television production. The selected interns will find that the skill-sets they develop while interning at KMVT 15 will truly help propel their career in television production, web production, marketing and/or journalism.

### **Internship Duration & Commitment**

We offer internships three different times a year.

**Fall** - September through December

**Spring** - February through April/May

**Summer** - June through August

Dates are flexible and will be considered on a case by case basis. During the school-year, we ask for a minimum commitment of 120 hours, which breaks down to 10 hours/ week for 3 months. The summer internship is more in-depth and intense, and requires a greater commitment, determined on a case-by-case basis

**\*\*We also offer volunteer/internship opportunities in video production and claymation to work with our youth camps from June - August**

## **ACCESS USER RESPONSIBILITIES**

KMVT 15 Access Users must be aware of all of the rules detailed in the documents provided. Access Producers are responsible for the conduct of everyone participating in their production at KMVT 15. Failure to observe these rules could result in a loss of privileges at KMVT 15.

1. Public usage of KMVT 15 equipment and facilities is for the sole purpose of producing and airing programming on KMVT 15 , which includes but is not limited to internet streaming, distribution on KMVT 15 website, Youtube, Facebook and other social media sites. KMVT 15 has the right to air and distribute electronically any program produced using our equipment. At KMVT 15's discretion, any user who does not deliver a program in the times agreed upon after using the KMVT 15 facility, may have their access privileges suspended, subject to re-evaluation. All material produced at KMVT 15 will be on our KMVT 15 YouTube channel.
2. Access Users agree to have full knowledge of equipment operation before productions or rentals. Upon request of KMVT 15 Staff, all Access Users must demonstrate remote equipment know-how prior to rental. Equipment may be set up upon return to assure that all is in working order.
3. Access Users are to exercise extreme care and common sense when operating studio and portable equipment.
4. Equipment is available for use by only those Access Users who have completed the appropriate KMVT 15 training. A deposit may be required for check out of portable equipment.
5. Under no circumstances shall any Access User attempt any maintenance, repair, or adjustment to any equipment in the KMVT 15 facility. Any Access User attempting any of the above shall have their production privileges revoked for the period of one month. All problems should immediately be brought to the attention of a KMVT 15 staff person.
6. Access Users may not operate the studio lighting grid. Any Access User attempting to adjust or move lighting instruments will be permanently banned from the facility. Producers, crewmembers and all by-standers must stay clear of lights while staff members adjust them. \*\*Unless authorized by staff.
7. Access Users will be held financially liable for missing equipment and for the repair or replacement of equipment damaged by negligence.
8. In no case shall an Access User represent himself or herself as an employee or agent of KMVT 15.
9. It is the Producer's responsibility to obtain crew for each production from KMVT 15's "Eager to Crew" list, located in the Producer's Room.

10. All Access Users must obtain all necessary clearances, rights, release and permission from any and all organizations, individuals and groups as may be needed to tape or cablecast material on public access channels (e.g. Talent Release Forms).
11. Access Users and Producers are solely liable for the content of their programs, and are encouraged to keep an open dialogue with viewers.
12. Access Users are allowed only in the Studio, Control Room, Edit Suites, Dub Room, Green Room, Producers Room, kitchen and restrooms. All other rooms and staff cubicles are off limits unless accompanied by a KMVT 15 staff member. Individuals having no regard for these limitations may have their usage privileges revoked.
13. Each Producer has a mailbox in the Producers' Room to be used for correspondence between KMVT 15 and the producer. Producers should not use KMVT 15 address as their mailing address for correspondence regarding their shows or their business.
14. Access Users should not use KMVT 15's phone number as a contact number for themselves. Staff cannot take messages for Access Users. Access Users may briefly use the phone in the Producers' Room for local calls only. Access Users may use the computer in the Producers' Room for the purpose of supporting their access program only.
15. KMVT 15 is a smoke free facility. There is no smoking allowed anywhere inside the facility. No food or drink is allowed at any time in the edit suites, dub room or control room. There is no eating or drinking allowed in the studio except during special events at the discretion of the staff.
16. The Green Room may be used for the comfort of guests and crew members during the production of a show. Eating and drinking is allowed in this room provided that the room is clean upon departure. Groups leaving a mess will lose access to the Green Room.
17. The Conference Room may be reserved for meetings to support your access program, however KMVT 15 staff will have priority
18. KMVT 15 Management reserves the right to suspend any User's access privileges at any time if Management believes that the User has in any way infringed upon another member's rights or violated any KMVT 15 policies and procedures.

## **KMVT 15 RESPONSIBILITIES**

1. Studio and portable remote equipment will be provided by KMVT 15 for use by Access User to produce content for the Access channel and will be maintained by KMVT 15.
2. KMVT 15 will provide qualified staff to offer technical programming and provide assistance to Access Users.
3. KMVT 15 will provide at least one trained staff member during production time to answer technical question and troubleshoot problems. At no time is this person expected to serve as a crewmember.
4. KMVT 15 will offer training to teach Users proper use and care of video equipment.
5. KMVT 15 will provide facilities for electronic editing of taped footage.
6. KMVT 15 will maintain a record of the names and addresses of all person, groups, and organizations requesting time on the community access channel. These records will be available for public inspection. Personal information and records will be for KMVT15 use only.
7. KMVT 15 will notify Access Producers of any comments and/or complaints received about a particular production.

## **KMVT 15 VOLUNTEERS**

1. At its sole discretion, KMVT 15 Staff may, from time to time, ask individuals to perform volunteer activities for the station. Such volunteers are designated as "KMVT 15 Volunteers." (as distinguished from participants in Access Producer programs).
2. KMVT 15 Staff shall have sole discretion to define the nature, start, frequency, duration, and termination of KMVT 15 Volunteers assignments.
3. KMVT 15 Volunteers may sometimes be rewarded at the sole discretion of the Executive Director, in which case such agreement will be in writing, signed by both parties. KMVT 15 Volunteers are not employees of the station, and are not entitled to any of the rights, privileges, and any other benefits of KMVT 15 Staff.
4. When the implementation of these policies and procedures are subject to interpretation, decisions shall be at the discretion of the Executive Director or designee.

## KMVT 15 CONTENT POLICIES

### PROGRAM CONTENT GUIDELINES

KMVT 15 has designed its policies and facilities so as to encourage quality and creative programming. In signing the Producer's Statement of Compliance, the Access Producer commits to accepting sole responsibility for programming content. Additionally, the following rules govern the program content of all community access programming.

#### **Content of programming must not contain material which:**

1. is disparaging of any racial, ethnic or religious group or discriminates against anyone based on sex and/or sexual preferences.
2. is defamatory or obscene, as defined by Title 18 of the US Criminal Code, Title 9 of the California Penal Code or breaks any city code or ordinance.

#### ***A cable program is considered obscene if:***

- a) the average person, applying contemporary community standards for the cable medium, would find the material, taken as a whole appeals to prurient (sexual interest);
  - b) the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable state law; and
  - c) the work, taken as a whole lacks serious literary, artistic, political or scientific value.
3. constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright, or which might violate any local, state or federal law.
  4. is protected under copyright law unless written authorization is obtained.
  5. contains material designed to promote the sale of commercial products or services.
    - Guests discussing products, topics, or services that are clearly and obviously in the public interest – even though offered by for-profit companies – is OK.

For example, PG & E discussing free inspections and energy-efficient donations to low-income households is OK. However, a company discussing free samples of their products (even if the product can be construed to be "in the public interest") is NOT OK.

- KMVT 15's Executive Director will have the final say in adjudicating ambiguous cases.

6. contains "call-to-action" or continuous identification during the body of the programming.

**ONLY** the following is allowed in crediting program guests, subjects, or organizations:

- 3-line maximum identifying text graphic and contact information during the body of the program to be shown for no more than 15 seconds for a maximum of 3 times during the program and 1 time during the end.  
Guiding Example:

*JANE BROWN  
End Bad Things Now!  
endbadthingsnow.org*

- 501(c)(3) non-profits may post "call-to-action" text graphic at the end of the program once for no more than 15 seconds
7. is commercial programming that in whole or in part depicts, demonstrates, or discusses products, services or businesses with the intent or substantial effect of benefiting or enhancing a profit-making enterprise.
  8. solicits or appeals for funds or other things of value for any and all purposes not in accordance with KMVT 15 fund raising and underwriting policies.
  9. promotes any lottery or gambling enterprise in a manner, which is in violation of any applicable local, state or federal law.
  10. KMVT 15 does NOT pre-screen or view programs for content considerations, but may spot check portions of a show to ensure technical standards are met or if a complaint has been brought forward. We do reserve the right to ask for any proof of permission of any copyright material.

## Copyright

### Copyright & Talent Releases

It is the Producer's responsibility to seek any releases and copyright clearances necessary for a production. The copyright law specifies that someone found guilty of certain categories of intentional copyright infringement can be fined up to \$25,000 and sentenced up to one year in prison for a first offense with double penalties for later offenses. In addition, the court may require the destruction of all equipment, materials and copies related to the infringement.

There are instances in which you might be able to legally use parts of a copyrighted work without the owners' permission. One category of such use is called "fair use". However, the problem is making an intelligent determination as to when it may be permissible to use some part of an existing copyrighted work without the consent of the original owner. The fair use issue is a tough one to call. Here are some practical benchmarks that can be used to help evaluate fair use situations.

***\*\*Disclaimer: WE here at KMVT 15 encourage the non use of copyrighted content***

**1. The purpose and character of the use.**

Generally, if something is used for non-profit educational purposes it is more likely to fall under the fair use criteria. When something is strictly commercial it is more difficult to call a fair use judgment. However this doesn't mean that any commercial purpose will fall outside of fair use.

**2. The nature of the copyrighted work.**

The closer the copyrighted work is to being factual in nature or based on public documents the more likely it will be considered fair use. The closer the program is to being pure entertainment or based on a creative element (ex. a novel) the further away it is from fair use protection.

**3. The amount and substance of the portion used.**

Depending on how much of a copyrighted work you use you could be in violation of the fair use ordinance.

**4. The economic effect of the use.**

The less actual or potential economic harm represented to the copyright owner, the better the fair use case.

**5. Degree of exposure.**

A single use of a copyrighted piece before a small audience is closer to fair use than multiple uses before a large public audience.

**6. Level of premeditation.**

A spontaneous use would more likely be considered fair use than would use which is part of a systematic and continuing plan.



## 7. **Honesty of use.**

If something is used in good faith and full credit is given to the copyright owner it is most likely to be considered fair use. Deception and dishonesty are almost always sufficient by themselves to take proposed use out of the fair use category.

A good reference site is - <http://www.pdinfo.com/PD-Info-FAQ.php> - or Creative Commons - <http://creativecommons.org/>

### **WHEN DO YOU NEED A TALENT RELEASE WHEN SHOOTING OUTSIDE LOCATIONS**

Ref. Link

<http://www.aclu.org/free-speech/know-your-rights-photographers>

1. Anywhere a person has a reasonable expectation of privacy would require a signed consent form (from a legal adult 18+). Minors are unable to enter into a legally binding contract on their own making their own permission basically worthless.
2. Any type of pay-to-access event would require signed permission from the appropriate stakeholders.
3. Interviews even with a clearly present camera may require signed permission. This varies from state to state.
4. Public areas are generally ok to shoot but beware of cemeteries (off-limits) and be cautious of becoming an **attractive nuisance**. This is when you are doing some type of activity that would naturally attract an abnormal amount of attention in an area that such a distraction could be dangerous (such as city streets.) If an accident is caused because someone was distracted by your activities you may be held liable. This is also the time where you would want to seek a permit from your local police department. How difficult/expensive this is will vary from location to location. Even if you don't technically need a permit, if you're going to be doing something in a highly visible location and may draw unwanted attention or become a distraction, it's a good idea to contact your local police department and at least inform them of what you are planning to do to avoid any ugly scenes later. It may not cost a dime and is good insurance.

These tips do not cover misuse, accident, lightning, flood, tornado, tsunami, volcanic eruption, earthquake, hurricanes and other Acts of God, neglect, damage from improper use.

## **PRODUCE A SHOW**

Anyone can produce content for KMVT 15 Silicon Valley Community Media Channel 15 utilizing KMVT 15 facilities and equipment.

### ***Produce your own Show:***

1. Take the Studio Production Workshop and Producers Workshop
2. Crew on a minimum of two productions
3. Submit a proposal
4. Meet with staff to go over your ideas and needs
5. Pay Access User fee
6. Book studio time and schedule crew
7. Produce show

**\*\*Produce your own show outside of KMVT 15 utilizing your own equipment and become an Import Producer.**

**\*\*\*If you need to utilize our equipment for remote shoots you will need to take our Field Production classes and follow the above steps. Before using our equipment you must become "certified" by taking an appropriate production workshop or if you're already technically savvy, you can get yourself "tested-out" by a staff instructor. You will need to pay membership fee in order to receive membership rates**

### ***Hire KMVT Staff:***

Have an idea but don't want to take the time to go through the classes? We can work with you to bring your idea to fruition. This is a professional team in studio facilitated production to be distributed through KMVT 15's media outlets (channel 15 and the web). **\*\*KMVT also provides professional video services for non-profits and businesses throughout the community.**

1. Submit a proposal
2. Meet with staff to go over proposal and costs
3. Sign compliance form and pay 1/3 upfront which also includes access user fee
4. Set date with staff
5. Produce program, edit if needed
6. Submit for distribution on the channel

## PRODUCER POLICIES AND DEFINATIONS

**Required Paperwork** - You must be a current paid access user with all your contact info on file. All current producers must have a *Compliance Form* on file with the Programming Department.

**Producer Identification Codes** - Upon approval by KMVT 15, each production at KMVT 15 is assigned a project identification code. Those productions that have more than one person working on the show need to give the correct identification code when signing up for facilities and equipment so that the proper account will be invoiced.

**Submitting Your Show** - Producers are to turn in new episodes seven (7) business days in advance of air-date to program manager with all submission paperwork. Producers should pick up their old shows after they've been aired. You can turn in shows with a staff member at our Front Desk during normal business hours or through mail.

**Prescreening** - KMVT 15 does not pre-screen programs for content considerations, but regularly views portions of a show to ensure technical standards are met. We do reserve the right to ask for any proof of permission of any copyright material. The producer takes on all liability for the content that is produced on their show.

**Non-Protected Speech** - A show must not have any slanderous, libelous or obscene material. "Obscene Material" is defined by the courts as the following:

- To the average person, applying contemporary community standards, taken as a whole, appeals to the prurient interest;
- Depicts or describes sexual conduct in a patently offensive way;
- Taken as a whole, lacks serious literary, artistic, political or scientific value.

No material may be aired that violates any City, County, State, or Federal laws.

**Transferring Slots** - Time-slots may not be transferred to another producer.

**Special vs. Series** - Specials are a one time program. Series programs are weekly, bi weekly or monthly programs based on a consistent show name and theme.

**Micro Programming** - Any form of content that is between 2 -15 minutes in length. News blurbs, highlights, etc.

**Commercial Content** - There may not be any commercial material or advertising nor any promoting of lotteries or gambling enterprises on KMVT 's channels. Any violation will result in a Major Violation.

**Fundraising On-Air** - No fundraising is allowed that would result in financial gain for individuals or commercial enterprises.

**Underwriting Sponsorships** - In exchange for their support, businesses or individuals may receive a 15-second underwriting spot.

The following can be included in an underwriting spot:

- contact information
- photo / logo
- music
- voice-over acknowledging sponsor

Underwriting spots may **not** include calls to action (e.g. "Call me!"), or comparative language (e.g. "The best rates in town!").

Underwriting support is meant to cover the costs of your production, and is not meant to be a source of revenue for yourself.

**Adult Content** - Adult content -- such as programming with excessively violent material, offensive language, excessive nudity, graphic depiction of medical procedures, or sexually explicit material -- will only air between 11pm and 2am.

When turning in your program, the producer must inform the Programming Department staff that their program contains Adult Content. The show must have the following language displayed as a graphic and as a voice-over announcement prior to the beginning of the program:

*"The following program contains material (include the specifics of all aspects of the content that could be potentially objectionable to others: excessive violence, excessive profane or offensive language, excessive nudity, sexually explicit material, graphic depiction of medical procedures) that some viewers may find objectionable or inappropriate."*

**Pre-Emps** – KMVT 15 reserves the right to preempt any show in the event that time-sensitive content needs to air on occasion. If a show was not played due to human or technical error, the program will be given one additional airing at a time arranged by the Programming Manager and producer.

**Promoting Your Show On-Air** - Each producer of a program or special can turn in show promos for air on KMVT or a promotional slide for our community message board. It is the responsibility of the producer to make a jpeg slide. Please note: KMVT's logo can not be used on your show or in your promotional materials. Members can not represent themselves as employees of KMVT 15.

<b>TRAINING / VOLUNTEERING</b> In order to use KMVT 15 production equipment for non commercial access/media programming members must take the corresponding workshops.	
<b>TO USE...</b>	<b>MUST TAKE THESE WORKSHOPS</b>
KMVT 15 Studios	Enroll and complete Studio Production Class to be able to crew on shows. (Also must pay access user fee)
Independently produce a show	To produce a show you must complete Studio Production and Producer Workshop, pay access fee and submit proposal to being process.
Field Cameras	Must complete field production training, become a qualified user and pay access user fee in order to be able to check out equipment to produce programming.  **Equipment is to only be used to produce your community media show and to be aired through KMVT distribution channels.
Editing – Adobe Premier CS6	Complete class and pay access fee to use.  If you are familiar with the software, you can rent the room for a day rate

## KMVT 15 TECHNICAL STANDARDS

The following formats will be accepted for playback on KMVT 15 Silicon Valley Media Channel 15.

1. Digital
2. DVD

### For Digital Files:

1. Best formats for uploading: MPEG2, MPEG4, QuickTime (.MOV)
2. Resolution: 720x480 - Frame Rate: 29.97 - Bit Rate: 3750 Kbps (3.75 Mbps) or greater

\*\*\*Also accepted formats: Windows Media, Flash, .VOB, AVI, and DV\*\*\*

All programs submitted must have technical standards high enough to deliver a clear and unbroken picture to cable subscribers. Audio must be clear, understandable, and at audible levels without distortion.

### For DVD Disc

1. DVD Media must be on DVD-R/RW (Minus or Dash R)
2. One Program or Episode Per DVD.
3. The disc should begin playing right away.
4. **NO color bars, countdown black at front or end, or slate needed**
5. Exact Total Running Time (TRT), Show title, Episode title, Episode number, and 3 letter show identification code should be written on disc
6. The program title should be near the beginning of the program. Program credits and copyright must appear at the end of the program. *(See Program Credit and Disclaimer below)*
7. Non acceptable media is BlueRay, (S)VHS tapes, mini DV

### KMVT 15 Submission Process

KMVT 15 provides a plethora of opportunities for the distribution of your program. KMVT 15 has its typical distribution outlets. Comcast Channel 15 in Mountain View, Los Altos and Cupertino, AT&T Uverse Channel 99 throughout the Bay Area. KMVT 15 also provides a opportunity to be on our Youtube channel and our Roku channel. The more channels you have to showcase your work the more chances for exposure and to reach a larger audience.

## Uploading content via Telvue Connect

1. Log in to Connect.Telvue.com(Note: Contact the program director if you did not receive an email with login instructions.)
  2. Click on the "Media" tab within the browser window
  3. Click the "Upload" button and select the video file you wish to upload. (Or for the drag and-drop feature & resumable uploads, install ChromeFrame, or use Chrome or Firefox).
  4. After uploading is complete, click on the edit button displayed to the right of the thumbnail of your show.
  5. Put the name of your show in the Title section (Example: Random Access) **(Note: Do not use quotation marks)**
  6. Add a brief description of the episode you have uploaded into the Short Summary section. (Example: Josh Young interviews the Burrito King.)  
**(Note: Do not use quotation marks)**
  7. Add in your show acronym and episode number to the Episode ID section **(Example: RAN043)**
  8. Click on Save.
- \*\*\*All shows must be submitted one week prior to its airing**

## Bring Digital Files to KMVT

- Bring in files on a USB drive or DVD
- Download file to designated folder share – (Files need to be H.264 or MPEG2)
  - Resolution: 720x480 - Frame Rate: 29.97 - Bit Rate: 3750 Kbps (3.75 Mbps, Audio 192kbs) or greater
- Fill our proper forms online to go with show, must have before shows are aired

**\*\*\*\*\*DO NOT USE FILES RIPPED FROM DVDS**

- Before programs are aired on the channel or distributed to our other platforms you are responsible for filling out a playback form found on the KMVT 15 website under Producer Resources. - <http://kmvt15.org/create/episodesubmissionform.html>
- The form asks for show information as well as Tag words. We need words that describe your show and can be used for search. I.e. Person name, location, topics, related contextual words.

## **PROGRAM CREDITS AND DISCLAIMERS**

All productions using KMVT 15's facilities must contain the following credit:

***Disclaimer that goes at the beginning of shows. This should be at the front of your shows.***

***The content and ideas expressed in this program do not necessarily reflect the views or opinions of KMVT 15 or the Cities of Mountain View, Los Altos, Cupertino, or the local cable providers.***

***"This program was produced at the facilities of KMVT 15 Silicon Valley Community Media"***

If an Access Producer has obtained programming sponsorship, credits for that sponsor must appear at the end of the show, and shall not contain any advertising information. All sponsorships must first be approved by KMVT 15 management. Please see Sponsorship Section in the User's Guide for more information.

## **PROCESS FOR HANDLING PROGRAM CONTENT, COMMENTS AND/OR COMPLAINTS**

KMVT 15's content guidelines have been designed to help Access Producers understand their responsibilities to viewers. However, every program that airs on KMVT 15 is subject to public scrutiny, and though some viewers will support a program's content, others could find it offensive. Therefore, the following steps will be taken when a viewer submits a comment to KMVT 15:

1. The Executive Director will notify the producer immediately of the viewer's comments. With viewer permission, KMVT 15 will forward viewer contact information to the producer. In turn, with the producer's permission, KMVT 15 will forward producer contact information to the viewer.
2. If a viewer wishes a particular program to be removed from the schedule, or aired in a later time slot, the Executive Director will view the show in question to determine if it egregiously violates any station policy as defined in the User's Guide. If the show in question is deemed in violation of any policy, it will be removed from the program schedule until the violation is resolved. If the program does not violate any policy, it will remain on the air, but may be subject to airing at a later time slot.

**NOTE: IF AN ACCESS PRODUCER OR VIEWER WISHES TO APPEAL THE EXECUTIVE DIRECTOR'S DECISION, THEY CAN INITIATE THE GRIEVANCE PROCESS AS OUTLINED IN THE USER'S GUIDE.**



## **PROGRAM OWNERSHIP AND DISTRIBUTION**

The Access Producer retains ownership of the creative rights to his or her programs and may register and establish copyright at their discretion. Any program using KMVT 15 equipment and/or facilities must be cablecast at least once (1) on KMVT 15 prior to cablecast on any other cable system and prior to any other form of distribution per approval of a staff member. KMVT 15 Access Producers will be guaranteed two (2) airings per show, per month.

***NOTE: If the producer has not picked up the master program or copy from KMVT 15 within one month of it's last airing, the tape will automatically be recycled.***

Beyond cablecast and KMVT 15 web streaming, all other uses of a program or materials produced with the equipment, facilities, and services of KMVT 15 must be agreed to in writing by the producer and KMVT 15.

KMVT 15 retains the right to air at any time or include any excerpts of any program or materials developed using KMVT15 equipment and/or facilities without payment to the producer in KMVT 15 sampler tapes, training materials, or promotional materials.

Any Access Users not following the guidelines or any rules and/or policies as defined in this User's Guide will have their programs removed from the program schedule. They can apply for re-instatement, but the decision to reschedule will be the at the Executive Director's discretion.

### **KMVT GRIEVANCE POLICY**

If any Access User, guest or viewer has an issue or situation that cannot be resolved through discussions with the Executive Director, or has had their access privileges suspended by station management, they can address the KMVT Program Committee. If the Program Committee cannot satisfactorily resolve the issue within ten (10) days, the issue will go before the KMVT 15 Executive Committee and/or full Board of Directors for final resolution.

## KMVT PRODUCTION GUIDELINES

### PRODUCING AT KMVT 15– STUDIO OR FIELD

There are many considerations when producing a program at KMVT 15. Each stage of a production has forms. All necessary forms are available from the KMVT 15 staff.

#### ***List forms available:***

Set/Lighting Diagram - So you want to be on TV – Talent Sheet  
Membership Applications - Community Producer statement of compliance -Access  
User Compliance Form - Playback Request Form -Program/Series Application  
Story Board - CG List - Eager to Crew List - Crew/Guest List -Talent Speaker Release

#### **\*\*Calendars, production prop**

#### **Access Producer:**

1. Complete appropriate classes to become trained on equipment
2. Complete the Producer Compliance Agreement and User Information form
3. Complete a Program Proposal Form.
4. Meet with a designated KMVT 15 staff person to discuss your program proposal and the equipment and resources you will need for your production. Get production approval and Project Identification Code.
5. Sign up in advance for the equipment needed to produce. There are three areas of production that can be incorporated into a program: Studio, Camcorder/Field and Edit. All Access Producers must be trained to use the equipment before signing up.
6. Access Resident Users will be given priority placement when scheduling studio, playback and workshops.
7. **Must have volunteered on minimum of two shows**

#### **IMPORT PRODUCER**

1. Become an Access User at KMVT 15, and pay appropriate fees.
2. Complete the Import Producer & Access User Compliance Form.
3. Complete an Import Producer Program Proposal Form
4. Once a program is accepted by KMVT 15, an Import Producer is guaranteed two airings per month, for 12 months. However, airings of the same program will terminate after two (2) months; therefore, the Import Producer must supply at least four (4) original, quarterly programs during the year, in order to take advantage of all 24 airings. No discounts or pro-rata reimbursements will be given for fewer than 24 airings if less than 4 programs are submitted in a timely manner to comply with the foregoing.
5. Import programs cannot exceed 2 hours in length. Playback exceptions can be granted with the approval of KMVT 15's Executive Director.
6. Import producers may not act as an agent, or distributor, of programming content created by another entity (e.g. individual, organization or business), without written permission of the KMVT 15 Executive Director.

**\*\*\*In order to secure a designated time slot you must submit four (4) produced programs.**

## **FACILITY USAGE – Fees and Policies**

KMVT15's facilities and equipment are available to members for the primary **purpose** of creating **non-commercial content** for the station's Public Channels. Once you have become an access user and taken the classes to produce shows you can make reservations via phone, email or in person with any staff member.

The facilities sign-up books in the office are for staff members only; reservations found in the book without a staff initial are not valid and will not be honored. Drop-ins are allowed, but the same fees apply.

It is KMVT15's expectation that producers can shoot a half hour studio show in two hours of studio time. Time constraints in programming require that with the exception of occasional specials, producers may only submit half-hour shows.

If an Access User is more than 15 minutes late for a reserved time slot, and another Access User drops in to use equipment, the Access User forfeits his/her rights to use the equipment.

Any cancellations must be made one (1) week in advance or you will still be charged for your designated time slot.

Series producers may keep their regular facility or equipment reservation as long as their series remains active on the channel.

### **ACCESS FEES AND POLICIES**

Recognizing the continuous need and expense for equipment replacement, improvement and repair, KMVT 15 has implemented access user fees in order to keep the facility open to the greater Mountain View & Silicon Valley community. A current rate sheet is available upon request, and the following fee policies apply:

1. All Access Users must "pay as you go". Corporate or nonprofit organizations may request a monthly billing system from KMVT 15 management; each request will be reviewed by the KMVT 15 Executive Director and granted accordingly.
2. All facilities and equipment will be rented by the hour (unless otherwise specified); usage will not be prorated.
3. Equipment rental and edit room cancellations must be made 24 hours in advance, or Access User will be charged full usage fee.
4. Studio rental cancellations must be made seven (7) days in advance, or Access User will be charged full usage fee.

5. A receipt will be issued by staff for all payments made to KMVT 15.
6. If Access Users use less time than signed up for when renting equipment or facilities, they will still be obligated to pay for the entire rental time period. KMVT 15 has a two (2) hour min. rental policy.
7. Access Users and Producers who cancel the use of the facility or equipment at a rate which the Executive Director deems to be excessive will have their privileges suspended for a period of not less than three (3) months with future use of the facility subject to review by the Executive Director.
  7. All Access Users who have outstanding invoices over 30 days will be denied KMVT 15 privileges until payment is received in full. Once all past-due charges have been paid and the account is current, Access User may resume KMVT 15 privileges.

## **Liabilities for Equipment**

It is the responsibility of the person checking out the equipment to be sure that everything is in good working order when checked out and returned.

KMVT 15 will assume responsibility for damage as a result of wear and tear, unless abuse or neglect is obvious (e.g., the camera is full of sand grains, or was left unattended in a public place, left out in the sun, water damage is evident). Access Users are responsible for the cost of repair and replacement of equipment due to damage, misuse or theft.

## **Set Storage**

Series Producers who tape at least once a month in KMVT 15 studios may store some set pieces that are used in each show taping dependent on available space, with the knowledge other shows may use your belongings. If set pieces are left behind from a show that has not produced for more than six (6) months and the access user has been notified to remove their sets within 30 days of receiving notice will result in set pieces becoming KMVT 15 property, in which case the property is subject to being discarded or donated.

## **Tours**

We invite you to visit our KMVT 15 facilities located here in Mountain View! We provide tours for youth and groups that are available by appointment.

We provide scout tours for a minimal charge; 10-4pm Monday through Friday, appointments must be made via phone or online.

## **Interactive Team Building**

We provide customizable team building experiences. We will work with your group to learn how to be in front of the camera, storyboard, cultivate team building, and discuss media literacy and how it is relevant to your organization  
Call us to build a program that suits your organization.

## RENTAL RATES for ACCESS USERS

KMVT 15's Access users may rent our production equipment and facilities for the primary use of creating content for KMVT 15 channels, at the following rates

\*\*All Prices subject to change:

### **KMVT 15 Studio**

KMVT 15 provides a 900 square foot studio with a full lighting grid, green screen, and multiple colored curtains.

**Note:** KMVT 15 studios has a maximum occupancy of 57 people. Please consider this when using the facility for holding meetings or shooting in studio.

**Rate** -\* 2-hour minimum

\$35 / hour includes the full studio services and one staff tech to do the lighting of the show. Tech is not employed to crew on an Access users show.

**Edit Suite** We provide classes in Adobe CS 6 – at a cost of \$99 for 3 hours. We can also provide one on one class. After completing the class you can hire KMVT 15 at a rate of \$35 for one on one support.

Rental of edit suite is \$30 for a full eight hour day (8) no tech support

\*\*Rooms must be reserved in advance.

Dubbing Room \$10 per hour, **Reservation requested**, - first come, first serve

Main Conference Room **Free** (up to 5 hours per month) \$20 / hour (over 5 hours)

### **Equipment Rental**

Rental equipment is to be picked up no later than 6PM daily. KMVT 15 does not do equipment check out on Sat or Sunday.

\*\*Note: KMVT 15 is closed on Sundays. Friday checkouts must be returned on Monday (there is no charge for Sundays).

\*\*\*Note: KMVT 15 Access Users are required to have a copy of their driver's license and current credit card on file prior to checkout.

Field Equipment rentals vary contact KMVT 15 for costs.

**Current rental equipment includes:**

2 Sony NX 5U – HD, Lowell Light Kits, Monitors

Audio Mixer, Microphones, Tripods

\* Equipment may not be used for any other purpose than for creating content. Other usage may result in loss of access privileges.

## **PLAYBACK POLICIES**

### **Acceptable Video Formats:** DVD or MPEG2 digital files

1. A "Request for Programming" form must be completed for all prospective programming. Upon receipt of a request, KMVT 15 will guarantee two scheduled playbacks within one 30-day period.
2. Requests for playback should be submitted at least one week prior to the playback time requested.
4. All playback slots will be assigned by KMVT 15, and KMVT 15 will make every effort to schedule regularly produced access shows in the same timeslot each month. However, KMVT 15, at its sole discretion, reserves the right to change the playback schedule at any time. KMVT 15 also is a first come first serve basis, reserves priority time slot for resident producers before giving to an import production.
5. All shows must submit a playback form in order for you show to be aired.
6. Programs containing adult material not suitable for minors will be scheduled to air after 10 p.m., and will be required to contain a disclaimer of responsibility. Additionally, a graphic and verbal warning are required at the beginning of the show stating that the upcoming production may contain information and material that may not be suitable for minors. Audience members should be encouraged to view at their own discretion.
7. Producers will be guaranteed four airings, per show, per month.

## **ACCESS SHOW SPONSORSHIP POLICIES**

KMVT 15 is a nonprofit 501(c)3 organization. Therefore, any program funding acknowledgement must be non-commercial in nature, or be perceived as non-commercial by our viewers.

For Access Members seeking business sponsors for their program produced with the facilities or equipment at KMVT 15, the following guidelines apply:

### **Working with Sponsors**

1. Any Access User interested in seeking Sponsors must first complete the Producers Class. Sponsorship Agreements, Project Proposals and reimbursement forms will be provided in these classes. Producers must submit all required forms to KMVT 15 prior to receiving any reimbursement or credits for production costs.

2. Access Users must never represent themselves as an agent of KMVT 15. Access Users seeking sponsorships should represent themselves as the Access User/Producer of a Community Access Television program that is created using KMVT 15 equipment and facilities.
3. Remember, Access Users can obtain SPONSORS, NOT ADVERTISERS. Television credit of for a Community Access Sponsor must comply with the following:
  - a. Program funding acknowledgments are allowed at the start of the body of a program and at the end of the program in the credits.
  - b. The underwriting announcement may not last longer than 15 seconds for each occurrence of acknowledgment.
  - c. The sponsor credit can include the name, logo and phone number OR website address. Street addresses are not allowed.
  - d. For audio acknowledgement, producers can voiceover the visual acknowledgement with the following statement (NOTE: THIS IS THE ONLY ACCEPTABLE STATEMENT).

*"Program Title" was made possible in part through a grant (or donation) from "Sponsor Name"*
4. Duplication of content cannot be used as means to garner personal income.
5. Producers are responsible for informing their sponsors of KMVT policies and procedures, particularly those policies that pertain to restrictions on program use.
6. KMVT 15 reserves the right to contact the underwriters of producers to inform them of KMVT 15's policies and procedures for sponsorships of Community Access Programs.

**Private or commercial use of KMVT 15 channel time, equipment or facilities is strictly prohibited.**

## **Managing Sponsorship Funds**

1. Access Users and Producers are expressly prohibited from charging clients for use of KMVT 15's facilities and equipment.
2. A minimum donation of \$50 must be acquired through sponsors in order for an Access Producer to open a sponsorship account, and have their sponsor receive an acknowledgement. No sponsorships will be accepted under \$50.

3. Sponsors must make their checks out to KMVT15 Silicon Valley Community Media, the Program Title and Producer's Name should be placed somewhere on the check.
4. Sponsorship funds will be retained by KMVT 15 until reimbursement requests are submitted. Receipts must accompany any request for reimbursement.
5. KMVT 15 is responsible for sending an acknowledgment letter to the Sponsor for tax donation purposes.
6. Funds acquired by Access Producers through sponsorships must be used within One (1) year. Any unused funds after one year will revert into KMVT 15's general fund, and cannot be reallocated.

**Failure to comply with any of the above requirements may result in a loss of KMVT 15 Access User privileges for a minimum of three months.**

## **CLASSES**

KMVT 15 offers a variety of classes, workshops and other learning opportunities. Class schedules are subject to change, so please check our website or call for the most current listings. If you are a current member and choose to take a refresher course there is no charge to do so. Please read the class descriptions carefully, as many have prerequisites.

### **"Testing-Out"**

Field production and editing classes offer a "test out option" for members who have production experience may attempt to "test-out" of one or more of these classes for a fee of \$45. You must request a test-out in advance by contacting the Operations Department. No instruction or answers are provided during the test-out. You can attempt to test-out once, and if you do not pass, you must take and pass the class in order to be able to use or rent the equipment.

(we will apply your test-out fee to the cost of the class).

## **YOUTH CAMPS & TOURS**

Youth camps are geared toward our local youth who want to learn more about video production. Camps are held during school and summer breaks. In the camps they will learn video production and media literacy training. All students must take the classes in order to be able to use KMVT 15 studios.



## **RULE VIOLATIONS**

To ensure that the equipment and facilities remain available and in good working order, the following rules have been established:

Access producers or staff may report violations to the schedule tech or Executive Director. Upon verifying that a rule violation has occurred, the Executive Director will issue a written statement to the producer describing the rule violation and sanctions.

### **Minor Violations**

- Failure to vacate production facilities by the end of the reservation time without authorized extension.
- Turning in equipment 30 minutes to two hours late.
- Return of dirty equipment.
- Operation of equipment or use of facilities in an incorrect, unsafe, or inappropriate manner, which might result in damage.
- Improper packaging of equipment for transport.
- Reserving or checking out equipment for another producer unless otherwise specified and approved.
- Failure to submit a program for cable-cast within production schedule limits.
- Listing private phone numbers or addresses on a program without the consent of the individual.
- Behaving in a disrespectful manner while at KMVT 15 or participating in a KMVT 15 event.
- Failure to maintain current file and contact information, or failure to respond to contact.
- Use of KMVT 15 logo without expressed written permission from management.

### **Major Violations**

- Breach of the Compliance, Checkout Volunteer Intake, or Playback Request forms
- Failure to submit a program produced with KMVT 15 equipment and/or facilities for initial cablecast on a KMVT 15 channel.
- Use of KMVT 15 equipment for the purpose of making a profit, including charging guests or covering events for profit.
- Using equipment and facilities for any purpose unrelated to the production of programs for telecast on KMVT 15 channels.
- Abuse, vandalism, or failure to maintain equipment and facilities.
- Return of equipment in damaged or unworkable condition, or failure to return equipment through intent, negligence, loss, or theft, or more than two hours late.
- Attempted equipment maintenance or disassembly.
- Changing the wiring/cabling of the studio or an editing room without specific authorization in advance by KMVT 15 management.

- Removal of equipment from the equipment storage area without proper checkout procedures and/or without signing a checkout contract.
- Checking out equipment for use by a non-certified producer, or for a producer on suspension.
- Behaving in a violent, disruptive or threatening manner -- or repeatedly behaving in a disrespectful manner -- to KMVT 15 staff, volunteers or clientele.
- Using or possessing alcohol or controlled substances at KMVT 15.
- Possessing firearms or other deadly weapons at KMVT 15
- Possession of food or drinks when working with any production or postproduction equipment within KMVT 15--with the exception of cooking shows, capped water bottles stored on the floor, or water for guests.
- A community producer representing him/herself as “staff”.
- Falsifying your physical address.

## **SANCTIONS / THE APPEALS PROCESS**

**Minor Violations:** Violations remain on record for twelve months.

A minor violation will result in the following actions:

- Written warning for the first minor violation
- Final written warning for the second minor violation
- Suspension from equipment and facilities for the third minor violation

**Major Violations:** Violations remain on record for twelve months.

A major violation will result in the following actions:

- Three week suspension from the facility for the first major violation
- Six month suspension from the facility for the second major violation
- Permanent suspension from the facility for the third major violation
- 

### **Appeals Process**

KMVT 15 members may appeal their violation to the Board of Directors Executive Committee. If suspension from equipment and facilities use is imposed, the suspension will remain in effect throughout the appeal process. The Board will consider the appeal at its next regularly scheduled meeting.

### **Right to Refuse Service**

KMVT 15 reserves the right to refuse access to its services, facilities and equipment to anyone who:

1. Appears to be under the influence of alcohol or illegal drugs.
2. Behaves in a fashion that is detrimental to other facility users, and/or staff, including harassment, antagonizing or verbal abuse, or interferes with the orderly conduct of business.
3. Owes any money to KMVT 15
4. Has intentionally violated policies and procedures.
5. Has deliberately presented false or misleading information to staff.

**User Guide Signature Page:**

I have read and understood the *KMVT User's Guide* and I am thoroughly familiar with and agree to follow the current operating rules of KMVT. I agree to read the updated versions of the *KMVT User's Guide* and comply with those changes. I am thoroughly familiar with, and responsible for, the content of the Program(s) to be videotaped and submitted, and I hereby warrant and represent that no obscene, libelous or slanderous material or any other prohibited content as defined in the *KMVT User's Guide*, nor any material that infringes on any third parties' rights, will be videotaped or submitted for distribution.

I understand and acknowledge that, pursuant to Section 639 of the Cable Communications Policy Act (and all updated and amended versions thereof), whoever transmits over any cable system any matter which is obscene or otherwise unprotected by the Constitution of the United States shall be fined by not more than \$10,000 or imprisoned not more than 2 years, or both.

For avoidance of doubt, I understand and agree that I assume sole and full responsibility for any disputes arising from my unauthorized use of copyrighted materials and/or trademark violations.

I understand that station management reserves the right to suspend my access privileges at any time and for any reason if station management believes that I have in any way violated any KMVT policies or procedures or the terms of this agreement. I understand that I do have the right to implement the Grievance Procedure as outlined in the *KMVT User's Guide* should I disagree with management's decision.

I agree to return all equipment to KMVT facilities at the times and dates indicated in the *KMVT User's Guide* in the working order in which I received it, and to take proper care for all equipment. I assume sole and full responsibility for all damage that occurs to the equipment or any loss of the equipment. I agree to pay on demand to KMVT the cost of any repair or replacement of equipment. I understand that it will be my sole responsibility to pay for any and all damage caused to the equipment while it has been checked out to me or any party associated with me in connection with the Program. I understand that failure to return equipment on time, or returning it in poor condition, or any other violation of the policies outlined in the *KMVT User's Guide*, may prohibit my use of equipment in the future.

I understand the KMVT equipment or my use of the facilities may not be used for any commercial purposes.

I grant KMVT the unfettered, irrevocable right to use my Program in all electronic distribution outlets, whether now or hereafter known, and I shall provide either the master or a true and correct copy of my Program to KMVT for such electronic distribution outlets.

I understand that providing inaccurate information on this document may result in the suspension of my KMVT privileges and/or KMVT taking any actions necessary to protect itself from any liabilities resulting there from.

**Signature:** \_\_\_\_\_

**Print** \_\_\_\_\_

**Organization (if applicable):** \_\_\_\_\_