

I. Statement of Purpose

Anne Arundel Community Television (AACT) is organized for the following purposes:

- Make available communication, production and distribution facilities for primary use by residents and community organizations of Anne Arundel County for public and governmental purposes:
- Organize, manage, promote and facilitate the use of the facilities for communication by cable or any other communications methods;
- Produce and encourage the community to produce programming that serves viewers with high production quality, diverse viewpoints, and regular scheduling;
- Develop and administer appropriate regulations concerning the use of the public access channel and facilities.

II. ELIGIBILITY

1. Training, Equipment, and Facilities

Use of the facilities and channel are available to residents of Anne Arundel County on a non-discriminatory basis. A user must be an individual, organization or institution that has a legal address in Anne Arundel County. Users may be under the age of 18 provided an adult takes full legal and financial responsibility for equipment and facilities.

2. Channel Time

Community access channel time shall be made available free of charge on a first-come, first-served basis to individuals, organizations, institutions, and groups represented above in II. Any programming originating outside of the County requires a sponsor from within Anne Arundel County, and shall have lesser priority than programs produced locally.

3. Non-Discrimination

No person will be denied training, facilities or channel time on the basis of race, sex, age, physical disability, religious or political belief or affiliation, or the nature of their programming interest.

4. D. Denial of Service

The Executive Director may deny service to any member or user consistent with rules specified in Section VI of these Rules and Procedures. Denial of service may be appealed.

5. Appeals Committee

An Appeals Committee shall review all appeals in writing requesting a review of any or all sanctions issued by the Executive Director.

III. PROGRAM OWNERSHIP / DISTRIBUTION

A. Ownership/Copyright

Public access producers retain ownership of the creative rights to the programs they produce, and may register and establish a copyright at their discretion.

B. Intention

Programs produced with AACT equipment and facilities must be intended for cablecast on AACT.

C. First Use

Any program produced by a user with AACT facilities and/or equipment must be cablecast at least once on AACT prior to, or concurrent with, cablecast on any other cable or broadcast system, and prior to any other form of distribution.

D. Acknowledgment of Access Facilities

All programs produced with AACT equipment and facilities, and any copies, must clearly acknowledge the provision of the equipment and facilities. The following wording is the minimum requirement:

"This program was produced through the facilities of Anne Arundel Community Television."

IV. USE OF COMMUNITY ACCESS EQUIPMENT AND FACILITIES

Public access use of AACT facilities and equipment is limited to those hours designated by the Public Access Time Period.

A. Television Production Training

AACT provides basic video production training to individuals and/or organizations that intend on producing programming for public access.

B. Certification

Community access equipment, privileges and facilities are available only to certified access users. A user's certification will remain valid provided that the user has submitted a program for playback or been involved in a production during a one (1) year period. Certification is available in the following ways:

1) Training Workshops

Individuals are certified upon successful completion of training.

2) Proficiency Tests

Experienced users may schedule a proficiency test with a member of the production staff. The test may include written and "hands-on" sections. The producer may be *required* to provide sample footage from a previous production.

3) Refresher Courses

Certified access users in the AACT system who have not been active for a one-year period are required to schedule a refresher course with a member of the production staff in order to review equipment and facilities.

C. Facilities Available

Users are authorized to use any community access equipment and facilities for which they are certified. The following types of production equipment and facilities are available:

1) Studio

Used for videotaped programs with up to three cameras.

2) Editing Systems

Used to edit video into a finished program for cablecast.

D. Scheduling Equipment and Facilities

1) Program Proposal

Any access producer is required to submit for approval a program proposal to the designated staff member(s).

The program proposal shall be submitted on a form/format provided by AACT.

Pre-production meetings may be scheduled with staff as needed.

Program proposals will remain in effect for a maximum of six months from the date approved.

2) Facilities Reservations

The certified access producer may make facilities reservations after approval of the program proposal. Productions "in progress" must be completed before a new proposal will be accepted. Facilities are available to certified producers on a first-come, first-served basis.

3) Reservation Form

The access producer is required to complete a Reservation form before using AACT equipment or facilities. In signing the form, the producer agrees to indemnify AACT for all damage to or loss of any community access equipment or facilities caused by neglect, abuse, theft, or other causes that occur while such equipment and facilities are assigned to the producer.

4) Facilities Use by Minors

Certified producers under age 18 must have an adult co-signer in order to use AACT facilities. The adult and minor shall both co-sign the Reservation Form; the adult accepts full responsibility for loss or damage of equipment on behalf of the minor.

If the producer is 18 or younger, the adult co-signer must attend an orientation meeting prior to facilities use.

5) Eating/Drinking/Smoking in Facilities

Smoking, alcoholic beverages and controlled substances are not allowed within any of the access facilities. No food or drink is allowed in the control room or editing suites.

6) Canceling a Reservation

Producers who have reserved the facilities they cannot use are asked to notify staff as soon as possible so that these resources may be reassigned to other producers. Notification of any cancellation is required prior to the reservation time.

7) "No Shows"

Producers who reserve the facilities that do not show up and do not call in advance to cancel reservations are subject to sanctions outlined under Section VI.

V. CHANNEL ACCESS

A. Submitting and Scheduling Access Programs

Access producers that submit completed access programs must complete a Cablecast Request Form. AACT staff may need to schedule programs a minimum of one (1) week in advance of cablecast. The access producer may request specific cablecast dates and times, and AACT staff will attempt to match the requests as closely as possible.

1) Cablecast Request Form

Any program submitted for scheduling must be accompanied by a signed Cablecast Request Form. Any minor must have an adult co-signer. The party signing the Request assumes liability for program content and warrants that the program does not contain any of the following:

a. any advertising or material that promotes any commercial product or service or lottery, or programs labeled as "paid political announcements";

b. any unlawful use of copyrighted material; (If the submitter is not the copyright holder of the program, he or she must provide evidence, in writing, of permission to cablecast on our channels on an unlimited basis.)

c. any material that is libelous, slanderous or otherwise defamatory of character; or material that is an unlawful invasion of privacy;

d. any material that violates state or federal law relating to obscenity;

e. any material that violates state or federal law relating to "hate speech";

f. any direct solicitation or appeal for funds;

2) Scheduling Priorities

In scheduling programs on the community access channels, first priority is given to programs produced within Anne Arundel County.

3) Time Slots and Continuing Programming

a. Access Producers will be provided 2 permanent broadcast time slots on a first come first served basis. A broadcast schedule of either monthly, weekly or bi-weekly, will be agreed upon by both the producer and AACT staff.

b. If a program is not provided by the program producer after a term of 1 month, current episode will be pulled. This program slot will become available if a new program is not submitted after an additional 1 month period, unless special arrangements are approved by the AACT staff.

B. Technical Standards

All programs submitted for playback must be edited (raw footage will not be accepted). Programs must be submitted in a MPEG2 file format.

C. Acknowledgment of Program Sponsors and Program Underwriting Guidelines

An access producer may give credit to an individual, company, or organization that underwrites any of the program's production costs.

Credit may be given through the use of a title at the end of the program that identifies the contributor.-

Permitted:

- A fifteen (15)-second announcement per underwriter at end of program
- Name, address, and/or web address of company or organization or generic reference to area served

Prohibited:

- Calls to action such as "buy, try, consider, or call this or that"
- Comparative statements, qualitative adjectives or any subjective evaluations, such as "the best pizza"

Sample underwriting acknowledgments:

- "This program was made possible by a grant from xxx"
- "Local presentation of xxx was made possible by xxx"
- "This program has been brought to you by xxx"
- "We'd like to thank xxx for their contribution making this program possible"

D. Community Announcements

AACT accepts non commercial announcements in text form from community groups and organizations for display on the community access channels. Announcements will be accepted as either Microsoft Word document files or JPEG graphic files. If submitting a JPEG graphic file, graphics MUST be in landscape orientation.

VI. RULE VIOLATIONS

To ensure that the community access equipment and facilities remain available and in good working order, the following rules have been established. Any access producer or staff member may report rule violations to the 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 any sanctions.

A. Rule Violations

1. Failure to submit a program produced with community access equipment and/or facilities for initial cablecast on a AACT channel;
2. Abuse or vandalism of equipment and facilities;
3. Use of facilities for a purpose not related to production of a program for community access cablecast;
4. Reserving facilities for use by a non-certified producer or a producer on suspension;
5. Smoking or use of alcohol or controlled substances within any access facility;
6. A community producer who represents himself or herself as "staff";
7. Threatening and/or verbally abusing staff, volunteers, or Producers at the AACT facilities, including conduct or disruptive behavior such as yelling at, using profanity to, or attempting to intimidate staff, volunteers, or users, or deliberately sabotaging any project.
8. Making changes to the lighting in studio without certification or staff presence.

Anne Arundel Community Television
Program Treatment Sheet

Name of Producer: _____

Program Subject: _____

Program Title: _____

Program Outline: _____

I _____ have read and understand the rules and guidelines and agree to abide by its terms and conditions while acting as a producer for Anne Arundel Community Television.

Signature: _____

Date: _____

APPLICATION FOR CABLE CAST

APPLICANT NAME: _____

ADDRESS: _____

PHONE: H _____ **W** _____

EMAIL ADDRESS: _____

PROGRAM NAME: _____

LENGTH: _____ **DATE PRODUCED:** _____

PRODUCER'S NAME: _____

1. The Applicant agrees that AACT shall have the right to refuse any submitted programming found to be in conflict with programming guidelines.
2. The Applicant agrees that AACT shall have the sole responsibility for scheduling cablecasts of any programming submitted.
3. The Applicant agrees to obtain all necessary copyright clearances, licenses and permits as may be necessary. The Applicant further agrees, in connection with pre-recorded program of which he/she does not hold copyright ownership, to submit proof of distribution agreement.
4. The Applicant agrees to indemnify and hold harmless Anne Arundel County, AACT and their employees from any and all liability arising from or in connection with the content of the programming being furnished.
5. The Applicant agrees to make public disclosure of information relating to the programs creator, copyright owner, location of program creation and program funding sources.
6. It is agreed that the Applicant shall retain copyright ownership in any programming submitted to AACT for cablecast over the community access channel.
7. The Applicant hereby grants to AACT a non-exclusive license to cablecast submitted programming without limit as to frequency of such cablecasts, unless negotiated otherwise.

Applicant's Signature: _____ Date: _____