

HIGHLAND PARK PUBLIC ACCESS CENTER

1677 Old Deerfield Road
Highland Park, IL 60035
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OPERATING RULES, REGULATIONS, AND WORKSHOP INFORMATION

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I. WORKSHOP

A. OVERVIEW

The City of Highland Park will utilize its Public Access Center staff to instruct residents and other authorized community producers or users in television production techniques in a comprehensive television production workshop. The workshop will include a written manual, detailed lectures and hands-on training. Those under 18 years of age must have the permission of a parent or guardian before participating in a workshop. Certification is based on proven proficiency with all production equipment and the successful completion of a final production. Community producers must be residents of or employed within the City of Highland Park, Village of Deerfield or Village of Winnetka. Upon certification, community producers are entitled to reserve studio time for the purpose of producing community access programs only. There is a great deal of material presented during each workshop session and participants work closely together and will rely on one another during exercises and program tapings. For these reasons, **attendance at all workshop sessions is mandatory!**

B. CERTIFICATION

Upon successful completion of a workshop, producers will be certified to use the Public Access Center and equipment. At the discretion of the staff, producers may be required to re-certify if the above requirement is not met. In lieu of a workshop, producers may take a proficiency exam.

C. ADDITIONAL TRAINING

If a producer would like additional training or a refresher on any of the equipment, they may contact staff to arrange such.

II. USE OF FACILITIES AND EQUIPMENT

A. OVERVIEW

The City of Highland Park will make available local access channels to all residents and members of local groups serving the communities within the City's service area, which is the City of Highland Park, Village of Deerfield and Village of Winnetka. To encourage the use of these channels, the City of Highland Park has provided programming facilities, equipment and staff. These facilities are available on a first-come, first-served, non-discriminatory basis to producers who are residents of or employed within the City of Highland Park, Village of Deerfield or Village of Winnetka. All interested parties must adhere to the policies and procedures set forth herein.

B. ELIGIBILITY

1. Access Producer's must successfully complete a training course provided by City staff and sign a consent form stating responsibility for damage or other liability arising out of a producer's use of equipment or facility (see appendix A).
2. Minor must have parents or guardians sign the consent form: 1) accepting responsibility for damage or other liability arising out of or relating to a minor's use of production equipment or facilities, and 2) consenting to and authorizing the appearance of any minors on a cablecast program (see appendix A).

III. SAFETY PROCEDURES

A. OVERVIEW

For the safety and security of the Highland Park Police Department, the following safety protocols set forth the terms and conditions by which authorized users shall have access to utilize the facility.

B. ACCESSIBILITY TO PUBLIC ACCESS CENTER

Access Producers, Crew Members and Guests are required to sign-in at the dispatch window (Communications, which is located on the first floor, left of the main entrance) and acquire an electronic swipe card which will provide them limited access to the elevator and studio rooms, located on the lower level of the facility. When signing in, each studio user shall provide and deposit an identification card, such as a driver's license or other form of ID in exchange for the electronic swipe card. After the electronic swipe card is returned, identification card(s) will be returned to the studio user.

Please be aware that beyond the front lobby of the Police Department, the facility is off-limits to non-staff members. Accordingly, accessibility to the Public Access Center is limited. The electronic swipe will be programmed to allow a studio user to utilize the lobby elevator to go between the lower level where the Public Access Center rooms are located and the first floor lobby. The electronic swipe will also provide access to the three Public Access Center rooms (rooms B10, B13 and B14). Public washrooms for studio users are available in the first floor lobby. Studio users are prohibited from entering or attempting to gain entry to any other rooms or secure areas of the police department. Studio users may use the public conference room located on the first floor of the Police Department with prior approval from the City or Police Department. Any violation of this provision will result in the loss of any future privileges to utilize the Public Access Center.

In the unlikely event of a fire, the building's fire alarm and suppression system will be activated. Upon activation, studio users may access two separate stairwells leading from the lower level area. Studio users should utilize the nearest available stairwell to directly exit the building until the situation is resolved.

In the event of failure of the electronic key swipe system, the Communications Center will maintain a limited number of keys which will allow the Access Producer access to the three studio rooms, storage and the outside stairway door.

C. PARKING

Studio users shall have the choice of utilizing either available marked spaces located in the Police Department's south parking lot or angled on-street spaces located in front of the station on Old Deerfield Road. No personal vehicles shall be parked in the north portion of the Police Department's parking lot that is designated by signs for police patrol, investigative and administrative vehicles.

IV. RULES AND REGULATIONS

A. OVERVIEW

The City of Highland Park reserves the right to determine whether proposed use of access equipment and facility is appropriate. There will be no charge to certified producers for the use of equipment or facility.

B. RESERVING STUDIO TIME AND EQUIPMENT

To ensure that no access producer or group monopolizes the Public Access Center, and to ensure that equipment is being used to complete a program ready for cablecast on the public access channel, scheduling guidelines must be observed. The City will be flexible in scheduling usage time whenever possible, to aid in successful completion of a program.

Public Access Center hours vary daily, please contact the staff for current hours of location. Access producers may work in the facility during scheduled hours only, unless otherwise specified.

Requests for reservations of facilities and equipment can be made by certified access producers only. Requests must be made no more than 30 days and no less than 7 days in advance of production date. Requests for reservations may be made in person, by telephone or by e-mail. In order to reserve studio time, producers must provide the following:

1. A program outline or script (see appendix B)
2. A list of crew members and production guests
3. Production plans as they relate to the operation of the studio

Producers may reserve up to four (4) hours for studio production per session, with a maximum of eight (8) hours per week. Scheduled time includes the time needed to set-up or break down the set.

Due to space limitations, the studio will be available to only one group at a time. Only individuals who are directly involved in the production will be allowed in the facility during a scheduled production time slot.

Portable equipment may be checked-out for a 24-hour period during the week and a 72-hour period over the weekend. Requests for longer duration must be made at the time the reservation is placed and will be honored at staffs' discretion. Producers are allowed one piece of portable equipment at a time. Equipment not returned by the due date may result in the loss of equipment usage privileges.

Producers must test equipment at the time of checkout before leaving the building. Any problems with the equipment must be reported to staff. Producers assume full responsibility for the loss or damage to equipment while such is in their possession.

If a producer needs to cancel a reservation for equipment or the facility, they must notify staff 48 hours in advance. Repeated failure to do so may result in the loss of Public Access Center privileges. If the production crew does not arrive within 30 minutes after the start of the reserved time the staff has the right to cancel a scheduled production.

D. ACCESS PRODUCER RESPONSIBILITIES

Access producers must arrive on time for scheduled studio productions and must have the studio and control room equipment and sets put away before the end of a scheduled time period. The Public Access Center operates on a schedule to try to meet the needs of all users; therefore producers who are late are not guaranteed the use of equipment or facilities.

It is the responsibility of a producer to fill crew positions and ensure they are properly trained. City staff should not be considered to fill crew positions.

Access producers must follow appropriate procedures for handling and operating equipment and facilities, and assume full responsibility for loss or damage due to negligence or abuse during their scheduled and assigned time. Producers found to be misusing or abusing equipment may be asked to repeat training and may lose future privileges of the Public Access Center.

Access producers should not attempt to repair equipment. Producers who attempt to do so and cause damage will be charged for repair costs and will lose access center privileges. Producers should promptly report any defects or problems to City staff.

Additional materials for production beyond what the City provides must be supplied by producers and removed from the facility after production.

Food and beverages are only allowed in the reception area of the facility (Room #B10). Pursuant to City ordinance, smoking is prohibited within the facility. Anyone found to be

under the influence of drugs or alcohol, or carrying a weapon of any kind, will be removed from the facilities and will lose future privileges to utilize the Public Access Center.

Inappropriate behavior of any type will not be tolerated. Such behavior includes, but is not limited to: yelling, using profanity, abusing equipment, and abusing another individual (either physically or verbally). Engaging in inappropriate behavior will result in a loss of future privileges to utilize the Public Access Center.

Telephones and other office equipment are for the use of City staff only and may not be used by producers, without permission.

Facilities and equipment may not be used for personal profit or remuneration.

Access privileges may be rescinded for noncompliance with any operating rules and procedures outlined in this document or for any action that is deemed detrimental to community television, at the discretion of City staff.

E. ACCESS PRODUCERS PRIVILEGES

Access producers are afforded the following privileges:

Ownership rights to all original material

A minimum of one cablecast timeslot per year, in accordance with scheduling priorities

The ability to request that program master videotapes held by the City be discontinued from cablecast or erased

Permission to play or distribute the videotape, for non-profit purposes only, provided the City is given graphic credit within the videotape during each cablecast date or showing

The ability to obtain duplicates (dubs) of program masters. Videotapes for making dubs must be provided by the individual or group making the dub.

F. INFRACTIONS AND DISCIPLINARY ACTION

Any producer who violates the rules and regulations of the Public Access Center may be subject to discipline as deemed appropriate by City staff. The City generally employs the following guidelines:

1 st Violation:	Verbal warning
2 nd Violation:	Written warning
3 rd Violation:	Access privileges suspended

4th Violation: Access privileges terminated

The City reserves the right to depart from these guidelines and impose these or other sanctions at any time based on the severity of the infraction and other circumstances, as deemed appropriate.

V. ACCESS CHANNELS

A. ELIGIBILITY

Application for channel time on a public access channel is open to any producer who submits a request for time. Programs are scheduled on a non-discriminatory basis. Channel time is granted in the following order of priority:

1. **In-house access producers** are City staff or contractors that use the facilities to produce, shoot, or edit their programs and use air time to show their programs.
2. **Out-of-house access producers** are certified producers who use the facilities to produce, shoot, or edit programs and use air time to show their programs.
3. **Out-of-house producers** are producers who do not reside in the service area, are not certified, and do not use the facilities or equipment but do submit programs for playback.

B. CHANNEL TIME

Channel time must be requested by the 15th day of the month prior to the intended air time. (see appendix C)

Requests for consistent time slots will be honored at the discretion of City staff, provided ample time remains available for other community programming requests and the following conditions are met:

1. The material is produced within the service area (City of Highland Park, Village of Deerfield or Village of Winnetka) by community volunteers.
2. A producer submits new material on a monthly basis

A series time slot will be allocated for new series only if the producer has completed one taped program prior to application. Except for live or series programming, time slots will generally not be scheduled until a program is completed and all information pertaining to the program is supplied to staff for scheduling.

If a series producer repeatedly fails to have a program ready in time for scheduled playback, that time slot may be forfeited.

If scheduling allows, a taped program may be repeated two times during any weekly period, for a total of eight cablecasts per month. First-run programs have priority over re-

runs in scheduling. Programs previously cablecast on the system may be re-run, upon request, no more than four times within a given year.

Time slots for a program series are not permanent or guaranteed and may be interrupted or changed from time to time to accommodate other producers.

C. PROHIBITION AND CLEARANCES

The City shall not exercise editorial control over program content, except that which is required by law with regard to obscenity and illegal activity. Producers are responsible for ensuring their program meets FCC rules and regulations and all applicable copyright laws. The City reserves the right to schedule programs deemed inappropriate for children in a timeslot of its choosing. The following material content is prohibited:

1. Material which constitutes libel, slander, invasions of privacy or publicity rights, or which might violate any other local, state or federal law.
2. Material that creates the immediate danger of damage to property or injury to persons; the substantial obstruction of law enforcement or other governmental functions or services; the deprivation of any person by threat, threat of force or physical action of a legal right or the disturbance of any person in the enjoyment of a legal right; or the creation of a public nuisance.
3. The direct or indirect presentation of lotteries or lottery information, except for announcements pertaining to state sponsored lotteries.
4. Material which constitutes electioneering as defined in Chapter 37 of the City Code. If a producer would like to interview a candidate that is seeking a seat on any political board the guidelines below must be followed. Additionally, City staff has the right to not televise a show if they feel it displays electioneering activities. Shows that have a candidate as a guest cannot be aired on Highland Park Channel 10.
 - a. Taping a show at the Center: Producers must inform Public Access Staff that a candidate will be a guest one week in advance of taping. Public Access Staff will review the tape before scheduling it for playback.
 - b. Dropping off a tape for playback: Producers must inform Public Access Staff that a candidate is the guest on the show when dropping off the tape. Public Access Staff will review the tape before scheduling it for playback.
 - c. A community producer cannot conduct a live taping if the guest is a candidate
 - d. The candidate and/or host cannot discuss the candidacy or campaign on the show
 - e. The candidate and/or host cannot solicit contributions on the show
 - f. The candidate and/or host cannot solicit votes on the show

D. CREDITS, DISCLAIMERS, AND LABELING OF SENSITIVE MATERIAL

The City reserves the right to include any of the following notices at the end of any program:

1. "The views expressed on the following (or preceding) program are those of the individual producer and do not necessarily reflect those of the City of Highland Park. The City of Highland Park is not responsible for the production or quality of the tape being cablecast."
2. "The preceding program was made possible through the community television facilities owned and operated by the City of Highland Park."
3. "The following program may contain sensitive material. Viewer discretion is advised."

G. CABLECASTING PROCEDURES

Tapes scheduled for cablecast must be submitted at least five days prior to the scheduled playback. The videotape must be clearly labeled with the following information on the spine of the tape: (see appendix C)

1. Title of program
2. Cablecast dates
3. Producer's name and phone number
4. Length of program
5. In-cue and out-cue

Tapes submitted for cablecast must be prepared following the standard format outlined below:

1. 30-seconds of color bars
2. 30-seconds of black
3. 10-second countdown
4. 30-second disclaimers
5. Program content
6. Appropriate production credits
7. 60-seconds of black

Videotapes that are the property of a producer must be picked up within two (2) weeks of the final cablecast. After two (2) weeks, the City assumes no responsibility for the return and/or safekeeping of any videotapes.

Programs that are taped outside the Highland Park Public Access Center will be pre-screened and will not be cablecast without full disclosure of content.

H. TECHNICAL STANDARDS

All programs submitted for playback are required to meet minimum technical standards for cablecast. Audio and video signals must be stable and of a quality as to permit playback and viewing without severe distortion. The City reserves the right to refuse a request for playback if these standards are not met.

VI. RIGHTS & RESPONSIBILITIES OF THE CITY OF HIGHLAND PARK

A. WAIVERS

The City reserves the right to unilaterally waive or modify any self-imposed regulation when that waiver or modification is judged by the City to be in the public interest, or necessary for the efficient operation and management of the public access system.

B. VIOLATIONS

Any community producer found in violation of the City's access rules, regulations and operating procedures may be denied future use of the equipment and/or facility.

C. MAINTENANCE

The City will endeavor to maintain all equipment in good working order. Equipment that experiences technical failure will be repaired as quickly as possible. If the equipment can no longer be repaired, replacements will be purchased, as funding permits.

D. PUBLIC INSPECTION

The City will maintain a file of all access requests, for both equipment and playback. The file shall include the name and address of the individual making a request. The file will be available for inspection during normal business hours.

E. MISUSE OF ACCESS FACILITY

The City's training workshops, facilities and equipment are intended solely for the expression of views and ideas of those members of the community who have completed a workshop and have been certified in the use of facilities and equipment under the rules, regulations and procedures outlined herein. Access workshops, facilities, and equipment may not be used for commercial ventures of any kind. Furthermore, it should be understood that the use of access equipment and facilities is for not-for-profit purposes only. Violators will face loss of all future access privileges and may be charged for commercial leased access use.

F. REPRESENTATION

Access producers are not to identify themselves as an employee or representative of the City of Highland Park at any time. Anyone misrepresenting their affiliation with the City will cause the immediate termination of their access privileges.

G. RIGHT OF REFUSAL

The City reserves the right to refuse the use of equipment or facilities to any person who appears to be under the influence of drugs or alcohol or otherwise appears not to be in full control of their faculties. The City also reserves the right of refusal to any person not complying with the rules and procedures set forth in this document.

H. COPYRIGHT

Access producers must obtain, in writing, and produce upon request, all necessary approvals, clearances, and licenses for the use of any material submitted for cablecast.

VII. GRANTS, UNDERWRITING AND SPONSORSHIP

A. UNDERWRITING

Underwriting for programs must be for goods and services or in kind contributions that aid in developing and improving the program. Credit for underwriting must be similar to the following:

“Goods and services used in the production of this program were contributed by (company name).”

Credits may be shown before and after a program and can be displayed at periodic intervals during the program. All programs must include the City's credit.

Public Access Center staff must be notified, at the time a program proposal is submitted, that a program will be underwritten. Failure to notify staff may result in a delay or cancellation of the cablecast.

Any individual or group submitting a proposal for grant funding for a project involving use of the community access facilities must obtain prior written approval from the Public Access Center staff.

B. PERSONAL PROFIT AND COMMERCIAL USE

Access producers may not use any part of the program for personal profit or gain. Access producers found to be using the facilities or equipment for personal profit or gain may lose future privileges to utilize the Public Access Center.

Commercial use of the public access station is not permitted, in accordance with federal law and FCC policies.

Appendix A

City of Highland Park Statement of Rights and Responsibilities

I, _____, have read and agree to abide by all the Highland Park Public Access Center Operating Rules and Regulations. I am aware of my rights and responsibilities and agree to use the facilities in the manner called for by the Operating Rules and Regulations.

Signature: _____ Date: _____

For individuals under 18 years of age, a parent or guardian must sign below as the legally responsible party:

Signature: _____ Date: _____

Appendix B

Program Outline

Production Title: _____

Producer Name: _____

Production Description: _____

Address: _____

City, State, Zip: _____

Primary Phone: _____

E-mail Address: _____

Production Crew (your crew must have required certification):

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

Production Guests:

1. _____ 2. _____

The submitter has read and agrees to abide by all the Public Access Center Operating Rules and Regulations pertaining to productions and has signed the Statement of Rights and Responsibilities

Signature of Submitter: _____

Date: _____

Appendix C

Channel Time Request

Program Title: _____

Show Number: _____ Total Running Time: _____ hrs. _____ min. _____ sec.

Production Description: _____

Address: _____

City, State, Zip: _____

Primary Phone: _____

E-mail Address: _____

Access Channel _____ Channel 10 _____ Channel 19

Is this the first cablecast of this program? _____ Yes _____ No

Program Category Information:

_____ Not Timely _____ Timely and SHOULD NOT be aired after the date of _____

_____ Suitable for General Audiences _____ Contains Adult Language and/or Situations

Preferred Channel Times:

First Choice

Date: _____ Date: _____

Time: _____ Time: _____

Or Check One

Or Check One

___ Early Evening

___ Early Evening

___ Late Evening

___ Late Evening

___ Weekend

___ Weekend

The actual channel times will be based on availability, prioritized by the order in which the forms were received.

The submitter has read and agrees to abide by all the Public Access Center Operating Rules and Regulations pertaining to productions and has signed the Statement of Rights and Responsibilities

Signature of Submitter _____

Date _____

Appendix D

Cablecast Request

Program Title: _____

Show Number: _____ Total Running Time: _____ hrs. _____ min. _____ sec.

Production Description: _____

Address: _____

City, State, Zip: _____

Primary Phone: _____

E-mail Address: _____

Access Channel: _____ Channel 10 _____ Channel 19

Is this the first showing of this program? _____ Yes _____ No

Will the program be a single program or series? _____ Single _____ Series

If Series: How often will it be submitted? _____ Weekly _____ Bi-Weekly _____ Monthly

Program Category Information:

_____ Not Timely _____ Timely and SHOULD NOT be aired after the date of _____

_____ Suitable for General Audiences _____ Contains Adult Language and/or Situations

Preferred Channel Times:

First Choice

Second Choice

Date: _____

Date: _____

Time: _____

Time: _____

Or Check One

Or Check One

____ Early Evening

____ Early Evening

___ Late Evening

___ Late Evening

___ Weekend

___ Weekend

The actual channel times will be based on availability, prioritized by the order in which the forms were received.

The submitter has read and agrees to abide by all the Public Access Center Operating Rules and Regulations pertaining to productions and has signed the Statement of Rights and Responsibilities
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Signature of Submitter: _____

Date: _____