

**WAYCROSS**



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# Public Access Regulations

Adopted by the  
Community Programming Board Regional Council of Governments  
March 12, 2014  
As amended, March 16, 2016

*Building Community through Communications*



These regulations were developed under the auspices of the Community Programming Board Regional Council of Governments (**CPB**), sponsor of the cable access partnership called Waycross Community Media (**Waycross**). The rules are established to assure equitable availability for all local residents to access training, equipment and channel time.

## **INTERPRETATION OF ACCESS REGULATIONS**

Like citizenship itself, community access demands certain standards of behavior. With the hope of keeping restrictions to a minimum, these pages spell out the standards here. Please accept and abide by our regulations in the spirit of cooperation which makes Waycross Community Media a communication opportunity for everyone.

### **A. Proposals for rule changes will be considered.**

1. Suggestions for change are welcome.

These regulations are not set in stone. Although they are intended to assist and protect programmers, we know some rules will cause inconveniences. Proposals from local access producers to ease any burdens or add new protections are welcomed by the Community Programming Board at 2086 Waycross Road, Forest Park, Ohio 45240-2717.

2. Rule changes are posted at the studio. Review copies are available upon request.

When revisions are adopted by the CPB, they will be posted at the Waycross studio. From time to time the CPB may publish revised rules, but community access users are responsible for abiding by current regulations as they are posted.

### **B. Violators are restricted from participation.**

Penalties depend upon the severity of the offense.

1. Minor violations may result in suspension of specific privileges (such as reserving equipment or channel time).

2. Severe offenses may result in exclusion from all access activity, including trespass on studio property.

3. Notice of suspensions are mailed within five workdays of the date of the initiating incident.

### **C. Appeals may be made anytime during a suspension period.**

1. Our rules are administered by the Waycross staff supervised by the Executive Director.

2. Appeals of staff decisions and/or comments about the rules should be addressed to the...

**Community Programming Board**  
2086 Waycross Road  
Forest Park, Ohio 45240-2717

- Appeals should initially be made in writing, although CPB Trustees may conduct personal or telephone interviews as are appropriate.
- In considering an appeal, the CPB may overturn the staff decision, uphold it, or impose a more severe penalty.

## WHO MAY PARTICIPATE

### A. Community Access is a privilege of responsible citizens.

#### 1. Honesty is required.

The basis of community access transactions is trust; misleading statements are grounds for forfeiture of access privileges. Participants will be suspended or expelled if they are found to have (a) falsified documents, (b) concealed equipment damage or loss from staff or (c) returned portable equipment more than 12 hours late, resulting in notification of the police.

#### 2. Producers signing for facilities and equipment are held responsible for its care.

Reimbursements are required for lost or damaged gear (including costs for staff time to assess damages, write orders and handle materials, plus any charges for equipment rentals made necessary by the loss or damage).

- Care is expected of each crew member in setup, operation, monitoring and striking equipment.  
Producers signing for studio and or edit time are held responsible for any loss or damage to facilities at their disposal. But crew members may also be held responsible (by the producer, if no one else) for any damages caused by their personal negligence.
- Portable equipment is the responsibility of the producer who signs it out.  
To avoid being charged for damages caused by a previous user, each borrower must note any problems with the condition of access equipment before signing for it.
- Producers and their crew members must be certified to use Waycross equipment.  
Prior to equipment use, producers and their crew must successfully complete Waycross workshops or complete test-out requirements and be certified by Waycross staff. Certifications expire three years after last equipment use. Recertification may be required at any time due to updated equipment or techniques.

3. Civil behavior is demanded.

Each staff member is authorized to temporarily bar access and expel disruptive individuals from the Waycross property or supervised remote productions. Decisions to bar access are reviewed by the Executive Director; additional penalties may follow.

- Anyone appearing to be under the influence of alcohol or drugs, or anyone refusing to cooperate with reasonable requests of Waycross employees, may be barred from the studio or remote productions.
- Disorderly conduct or interference with access productions and/or operations is prohibited. Abusive language will not be tolerated.
- Weapons, alcoholic beverages and illegal substances are banned from the studio property and remote production locations.
- Staff members, volunteer producers, and the CPB all retain their rights to press charges and/or testify against unlawful activity.

**B. PAID crew members may not operate Waycross equipment.**

Except for Waycross staff and employees of local schools and municipalities, no one operating Waycross equipment may receive financial compensation for their work (beyond reimbursement for documented production expenses).

1. Access producers may hire professionals for production crews, but those contractors may not operate Waycross equipment.

**C. Producers – who may participate at Waycross**

1. All residents that have principal residences within the CPB communities may become a producer of record.  
The CPB communities are Forest Park and Greenhills
2. Any non-profit organization or business with its office in a CPB community may be the “producer” of record, for the express purpose of producing a program for their organization. The organization must authorize a producer to represent the organization in activities with the CPB.
3. Any candidate for elected office during a general election serving any Waycross member community may become a producer of record. A non-resident candidate will retain production privileges from the date they are certified as a candidate by the Hamilton County Board of Elections until the day prior to election day.

4. Residents of Hamilton County or Butler County, Ohio, who live outside the CPB communities may become affiliate producers. Affiliate producers may become a producer of record, and receive the same benefits as residents, including use of equipment, training, and cablecasting of programs, by paying an annual membership fee. All rules, regulations, and fees of the Community Programming Board apply to affiliate producers.
5. Non-residents or non-members are ineligible for access except as part of a production crew for a local producer.

**D. Some non-local material is permitted within local access programs.**

Local producers are welcome to use pre-produced materials within their access programs, but producers may not import whole programs to cablecast here. If less than half a given program's material is produced by the producer, the program is not eligible for community access cablecast.

**E. Production Training.**

1. Production workshops are available on a scheduled, as well as an individual basis. The scheduled workshops are filled first come-first served.
  - All workshop participants will be required to pay a Workshop Materials Fee when registering for a workshop. This fee can be paid up to one week in advance by cash, check, or credit card. During the week prior to the workshop, participants must register with cash or credit card only (cash only on the day of the workshop, provided space is available.)
  - The Workshop Materials Fee is non-refundable. However, it can be transferred to a future workshop if the participant cancels at least 24 hours in advance. The future workshop must be identified and booked at the time of the cancellation.
  - Follow up one-on-one training is included in this fee for six months following completion of the workshop.
  - This fee applies to all specially scheduled small group workshops, as well as one-on-one workshops falling outside the six month window above. One payment covers six months of one-on-one training.

- Residents able to demonstrate a financial hardship, or those taking training solely to participate as volunteer crew for CPB productions can perform volunteer duties as a production crew member in lieu of the fee.

## **CONTENT-NEUTRAL RESTRICTIONS ON PROGRAMMING**

In accordance with the free speech protections of the First Amendment, Waycross does not censor programming. These rules are not intended to exercise editorial control, but to keep Waycross a fair and open forum for all local residents. The CPB does not accept any responsibility for the content of access programs, except those sponsored by Waycross.

### **A. Waycross accepts no responsibility for recorded media or program material.**

We take precautions, but we cannot accept responsibility for lost, erased, or damaged recorded media.

### **B. Programs made using Waycross equipment must be cablecast.**

1. No public display of video or audio media recorded and/or edited with Waycross equipment is permitted before cablecast.

Waycross access producers own all rights to their programming, but we retain the right of first distribution for all programs produced using our equipment. (Cable subscribers pay for Waycross, so they have the right to see the programs first.) We retain other limited distribution rights; including use in access center promotion, retrospectives, and compilations for recognition and awards.

2. If a copy of the program is desired, you must indicate that on the cablecast or submission form.

Producers will receive one free DVD copy of their production once it has been cablecast. Additional copies will be available at the then current producer rate. Programs will be deleted from our playback server three months after the program's run has been completed.

- Production media is not retained after the final program is submitted for playback.

Unless purchased by the producer, all source, edit and/or duplicate media used for a production are erased or disposed of when the show is submitted for cablecast.

3. Producers must reimburse the Waycross Community Programming Board at commercial rates (based on the then current Waycross Commercial Rate Card) for use of the production facilities and equipment used to create program material (whether cablecast or not), should sale or transfer of this program material result in financial compensation. In any case, this reimbursement shall not exceed the remuneration generated by the sale/s or use of the material. Failure to reimburse the CPB when requested will result in suspension of all access privileges until payment is made.
4. Producers may not charge a rent for equipment loaned to them, at no charge, by the Waycross Community Programming Board. Producers must reimburse Waycross for the full amount of any rent charged, will be subject to permanent suspension of all access privileges, and may be subject to prosecution.

**C. Appropriate credits are required**

1. Programs submitted for cablecast, whether created with Waycross equipment or not, must include a graphic containing the name of the producer of the program or the name must be stated verbally within the program.
2. Programs in violation of section C. will be removed from the playback schedule, and the producer will be given the opportunity to add the producer name and re-submit the program.

**D. No commercial endorsements**

1. Public access productions may neither advertise nor endorse commercial products and/or services.  
Producers are encouraged to express views on consumer matters without endorsing specific products, services, brands and/or businesses.
2. No prominent or persistent displays of commercial products, logos, promotional material are permitted.  
Identifying any product, service, trademark or brand name in a manner which is related to a commercial use of such a product or service is prohibited.
3. No direct or indirect solicitations for money are permitted.  
Only the not-for-profit organization administering access may raise funds using access channels.



4. Programs in violation of section D. will be removed from the playback schedule, and the producer will be given the opportunity to edit and re-submit the program. If a subsequent violation occurs within 60 days, the program will be removed from the playback schedule and the producer will receive a 30 suspension of their access privileges.

**E. No lotteries or lottery promotions may be shown.**

Presentations of information, promotion or actual games of chance, lotteries or raffles for money and/or prizes are prohibited by federal regulations.

**F. Cablecast applicants must own presentation rights.**

In signing our agreement, applicants accept legal responsibility and declare that they have releases to cablecast all audio and video materials that make up their programs.

**G. Material inappropriate for children**

Although access centers may not censor, we have a responsibility to protect child viewers from lewd, violent, profane or indecent material. Therefore, producers must identify such material for special handling when submitting it for cablecast.

1. Late night scheduling

- Producers identifying material submitted for playback as “inappropriate for child viewers” may request cablecast times for those programs only between 11 P.M. and 5 A.M.
- Producers may consult staff members for “appropriate hour” reviews prior to submitting their programs for cablecasting.
- If any lewd, violent, profane or indecent material is discovered in a program submitted for cablecast and not identified as “inappropriate for child viewers,” staff will immediately (without notice) reschedule it to play only between 2 and 4 A.M.

2. Parental Discretion Advisory

- Programs identified by the producer or by Waycross as inappropriate for child viewers must be preceded by an audio and video parental discretion advisory, reading as follows:

PARENTAL ADVISORY

The following access program includes material identified by the producer or found by the Community Programming Board to be inappropriate for child viewers. Viewer discretion is advised.

3. Producers may appeal inappropriate for child viewers decisions to the CPB. (refer to page 1, rule C-2)

**H. Illegal program content is not protected.**

Criminal prosecution and/or civil lawsuits can result from illegal uses of community television. The Waycross staff is neither qualified nor authorized to advise producers about the legality of questionable material. While other uses may also be illegal, these are clearly unlawful:

1. **Unlicensed use of another's work is prohibited by copyright law.**  
Applicants are responsible for insuring that all programming submitted includes properly licensed material.
2. **Obscenity is not considered protected speech under the First Amendment.**  
Producers should note that under the federal Cable Communications Policy Act of 1984, whoever transmits over any cable system any matter which is obscene or otherwise unprotected by the Constitution of the United States is liable for substantial criminal penalties (up to \$10,000 fine and two years imprisonment).
3. **Libel and slander are unlawful.**

**RESERVATIONS FOR PRODUCTION EQUIPMENT & FACILITIES**

Reservations are often needed to assure access, but they are not required when equipment is available. In fact, users willing to stand by can "vulture" facility and equipment time even after reaching their reservation limits.

**A. Certified producers may reserve equipment up to 8 weeks ahead.**

1. All reservations (by phone or in person) must be taken by staff.  
Only staff may make entries or deletions in studio records.
2. Producers are responsible for the accuracy of their reservations.  
Even though users may not make changes in studio reservation records, producers should check for accuracy. The records are available for review at the studio and staff members can verify the dates, times, and items reserved by phone.
  - Producers may contact staff at the studio anytime in advance to change a reservation.
  - Voice mail messages are credited when the call is received.  
However, we are not responsible for errors caused by mechanical failure of the equipment, so call to confirm change/cancellation the next day.
3. Unused reservations are charged against the reserver's maximums.
4. Reservation time lost to failed equipment (*not user error*) is not charged against reservation limits.

5. Only 2 people per family or production group may reserve equipment for one time.

Users living in the same home are considered a “family.” Any 2 or more users reserving gear for the same program or series are considered a “production group.” Waycross does not allow family or production group members to monopolize access facilities by reserving more than two units of portable production gear for the same time.

6. Waycross staff is available to provide technical support only. The producer is responsible to schedule certified crew members for their productions.

#### B. PORTAPACK equipment reservation limits

A *portapack* system is any combination of camera-recorder-monitor OR camcorder-monitor.

1. A user may check out only one portapack system at any one time.

2. A certified user may reserve up to five *portapack uses* per month.

- A portapack reservation day may be extended for a producer’s convenience.

One day of *portapack use* may last longer than 24 hours. Portapack systems may be reserved from sign-out until no later than one hour before studio closing time the following day. For example:

{sign-out anytime Monday — check-in Tuesday by 8:00 pm = one portapack use}.

- Users may reserve only one weekend (Saturday-Monday) use per month.

- Friday-Monday counts as one weekday reservation and one weekend reservation.

Weekday Friday sign-outs must check-in at least one hour before Saturday close.

- Portapack uses are only counted for days when the studio is open. If the studio is open less than two hours, equipment may be kept through that day without counting an extra portapack use against one’s limit. For example: {sign-out anytime the Wednesday before Thanksgiving and check-in by 5:00 pm the following Saturday =one portapack use} because the studio is closed Thursday and Friday for the Thanksgiving holiday.

- Portable equipment can be picked up or returned no later than one hour prior to the studio closing time.

3. Accessories (besides camera, recorder or monitor) are not charged against portapack reservation limits.

Accessories may be reserved as often as they are available, but cablecast requirements apply on all equipment. Each producer must present a show for cablecast after eight equipment uses.

4. A certified user must reserve the portable switcher system – it may not be vultured. The Tricaster System with three camcorders must be reserved as well, however there is a charge for use of this system, payable in advance.

### C. STUDIO facility reservation limits

1. The Studio A control room reservation limit is twelve prime time hours per month.
2. The Studio B reservation limit is twelve prime time hours per month. These facilities are in heaviest demand during prime time. Prime time is defined as weekdays after 5:00 P.M. & anytime Saturday.
3. There is no limit to the number of hours that may be reserved during non-prime time hours. However, no one may reserve any edit or studio facility more than half a day.  
To prohibit monopolizing and promote efficient use of facilities, all Studio A control room, Studio B, and edit suite reservations are limited to a maximum of six hours on weekdays and four hours on Friday and Saturday.

### D. The VIDEO VULTURE rule

Unreserved equipment is available on a first come...first served basis.

(Stand-by users of equipment are affectionately known as *Video Vultures*.)

1. Unreserved equipment uses are not charged against reservation limits.
2. The limits against family or production group members monopolizing access facilities by reserving more than two units of portable production gear for the same time also apply to individuals and groups “vulturing” unreserved equipment. Equipment use charges (if any) will apply to vulture reservations.
3. One may not *vulture* one’s own canceled reservation. Canceled reservations may be *reactivated*, if still available.
4. **WARNING:** Late portapack reservers may forfeit reservations. When a reserver is late for a sign-out, the equipment use is forfeited to any qualified portapack *vulture*, including staff, and still counts against the reserver’s limits (*IV, B*). Late users may not “call back” equipment from a *vulture*, but must wait until the gear is checked back in to use any reservation time remaining.

5. **WARNING: Late editors may forfeit their edit reservations.**  
When an editor is late for a reservation, the entire time reserved is forfeited to any qualified editing *vulture*, including staff. Late users may not “bump” any *vulture* using their time, but must wait until the *vulture* finishes to salvage any time remaining of that reservation. Reservations lost in Prime Time (IV, C) count against the reserver’s limit.
6. **Vulturing editors have first refusal rights.**  
When someone is vulturing time, no one can book a same day reservation of that production facility until the *vulture* is asked whether s/he wishes to reserve it.

#### E. **CANCELING Reservations vs. LATE and NO SHOW reservers**

1. Any user canceling 4 reservations within 30 days may not reserve any equipment or facilities through the next 30 days.  
All previously made reservations are revoked. *Video Vulturing (IV, D)* provides the only access to equipment during a suspension of reservation privileges.
2. Canceling more than 12 hours early is permitted without penalty (up to 3 cancellations per month).
3. Reservers making same-day cancellations (within 12 hours) lose only that reservation from their monthly limit, and suffer no other penalty (until the 4th cancellation in 30 days).
4. Late reservers can lose reservations and reservation privileges.
  - Calling beforehand can save reservations up to one hour.  
If your call is received before you are due, the start of your reservation may be delayed up to one hour with no penalties.
  - Any reserver LATE\* less than 1 hour is subject to scowls, verbal abuse and possible loss of equipment use. *See Video Vulture (IV, D, 3-4).*  
\* without phoning *ahead* to hold the reservation
  - NO SHOW reservers (more than 1 hour late) will receive the following:
    - a written warning for the first violation
    - each subsequent violation will result in the reserver being suspended from reserving any equipment or facilities through the next 30 days.  
**All previously made reservations are revoked.** *Video Vulturing (IV, D)* provides the only access to equipment during a suspension of reservation privileges.

## F. Live Programming Policy

1. A producer wishing to do a live production on a weekday must submit an Application for Live Production by Tuesday of the week prior to the desired production date. A producer wishing to do a live production on a weekend day must submit an Application for Live Production 3 weeks prior to the desired production date. Time slots are available on a first come-first served basis, and are subject to availability of the production studio and airtime on the public access channel. Proper forms must be submitted prior to every live production, unless it is part of a series.
2. The producer is responsible for scheduling certified crew to operate the production equipment.
  - At a minimum, crew for a Studio A LIVE production shall consist of:
    - 1 Director/Switcher
    - 1 Audio Engineer/CG Operator/Phone System Operator
  - Failure to provide a minimum crew will be considered forfeiture of the time slot, subject to the penalties in section 5 (below)
3. The producer and crew must be at the studio at least one hour prior to the scheduled production time. Failure to do so will be considered forfeiture of the time slot, subject to the penalties in section 5 (below)
4. The producer must cancel their LIVE reservation for equipment and airtime no later than Tuesday of the week prior to the desired production date. Exception: A producer may cancel their reservation up to 8 hours prior to the production in the case of illness or inclement weather. Failure to cancel will be considered forfeiture of the time slot, subject to the penalties in section 5 (below).
5. If the producer is not ready to go live at the scheduled time, they forfeit the live time slot. If the live program is part of a series, the series time slot is forfeited to the next producer on the waiting list, and the late series moves to the end of the waiting list for that time slot. Producers who forfeit their live time slot twice in two months will be suspended from live programming privileges for 30 days.

6. LIVE series time slots will change annually. Producers will be notified by mail and may request preferred playback times.
    - The order for choosing playback times is determined by random numbers generated by our computer to match the series requesting time slots.
      - Series #1 producer's top preference is reserved first. Then series #2's top choice is reserved; and so on.
      - If series #2's top preference is taken, their second choice would be honored. If series #3's first and second preferences conflict with times already reserved, we try their third preference.
      - LIVE slots on Metro Access Channel 24 will be filled first, followed by LIVE slots on public access channels 8 and 15. Once all the available LIVE slots are full, remaining series requesting LIVE time will be placed on a waiting list in the order determined above.
  7. Due to limited time available on the Metro Access Channel, LIVE programming on this channel may be no more than 1 hour in length. LIVE series programming on this channel is limited to monthly.
  8. Each Producer may schedule no more than three live programming slots per month.
- G. Any Waycross owned work media not used for editing, shooting, logging, etc. for 60 days will be bulk erased. Any media that has not been logged into the archive may be erased immediately.
- H. Producers must store all work media in the archive**
1. A producer checking out Waycross portable equipment **MUST** turn in their work media with the equipment.

This applies to media owned by Waycross AND any media owned by the producer used to record anything with Waycross equipment. All media turned in will be stored in the archive. Any media owned by the producer will be returned to the producer once the program is submitted for playback.

2. A producer using Waycross editing or studio facilities must turn in their media prior to leaving the building.

This applies to tapes/drives/other recorded media owned by Waycross AND any tapes/drives/other recorded media owned by the producer used to acquire or edit anything with Waycross equipment. All tapes/drives/other recorded media turned in will be stored in the tape archive. Any tapes/drives/other recorded media owned by the producer will be returned to the producer once the program is submitted for playback.

3. Any producer failing to turn in their work media with the equipment or at the end of a studio/edit session will immediately have all equipment use privileges suspended until the media is turned in for storage in the archive. Future reservations will be canceled. If the media is not turned in within 30 days, the producer must reimburse the Waycross Community Programming Board at commercial rates (based on the then current Waycross Commercial Rate Card) for use of the production facilities and equipment. Equipment use privileges will remain suspended until reimbursement is made.

## **USING PRODUCTION EQUIPMENT & FACILITIES**

### **A. An Equipment Use Agreement (form) is required for checkout.**

1. The borrower agrees to assume full responsibility for any loss and/or damage to the equipment, accessories, and recording media noted on the sign-out sheet.
  - Repairs and replacement purchases shall be made at the discretion of the owner.
  - The borrower agrees to pay for all costs of repair or replacement of damaged and/or lost equipment for which the borrower hereby accepts responsibility.
2. The borrower agrees not to tamper with or attempt any repair of Waycross equipment.

Whether or not damages are caused by the borrower, he or she is not authorized to try any repairs. Unauthorized tampering is subject to serious sanctions...



- Should staff find evidence of unauthorized repairs attempted while the borrower is responsible for equipment, the borrower agrees to pay an additional charge (up to the cost of the equipment) in addition to paying for any repair or replacement as noted in section 1.
  - Borrowers found to have attempted unauthorized repairs of equipment are subject to 90-days suspension of equipment privileges.
  - Borrowers found to have repeated unauthorized attempts to repair equipment are subject to permanent revocation of their equipment use privileges.
3. The borrower agrees to inform Waycross staff of any loss and/or damage to equipment and/or media upon the return of this material.
- Upon failure to report damage, the borrower agrees to pay a lost use charge (up to the cost of the equipment) in addition to paying for repair/replacement noted in section 1.
  - Borrowers failing to report damage are subject to up to 90-days suspension of equipment use privileges.
  - Borrowers who have repeatedly failed to report damage are subject to permanent revocation of equipment use privileges.
4. The borrower agrees to return all equipment and media to the Waycross studio at the time indicated on the check-out form.
- Borrowers failing to return equipment and media on time may be subject to 30 days suspension of all equipment use privileges.
  - Equipment over twelve hours late is considered stolen and reported to the police. **Borrowers returning equipment more than 12 hours late are subject to permanent revocation of access privileges.**
5. The borrower certifies that s/he has received adequate instruction to safely use and protect from damage the equipment for which he/she accepts responsibility.
- The borrower has examined and certifies this equipment is in good condition, except as noted on the check-out form.
6. The borrower agrees to avoid recording material which would constitute prohibited use of the access facilities, such as:

- Advertising material or endorsements promoting the sale of commercial products or services.
  - Presentations which solicit funds.
  - Material which is obscene according to local community standards or otherwise illegal.
  - Unlicensed use of copyrighted material. (Producers must obtain their own clearance from copyright holders, performers representatives, music licensing organizations, program distributors and any other persons necessary to authorize the transmission of program material on this cable television system's access channels.)
7. The borrower agrees to assume full responsibility for any and all disputes arising from unauthorized use of copyrighted material and agrees to hold harmless in such disputes the Community Programming Board and its affiliates, officers, agents, and employees.
  8. The borrower agrees that except for Waycross staff and employees of local schools and municipalities, no one operating the equipment shall receive financial compensation for their work (beyond reimbursement for documented production expenses).  
Access producers may hire professionals for production crews, but such contractors may not operate Waycross equipment.

**B. Late equipment returns restrict users' privileges.**

Call the studio! If no other user has reserved portapack equipment after the return deadline, a user can extend a reservation (within limits\*) by phone. A call to the studio before the return deadline could save the user's reservation privileges, unless the next reserver would be kept waiting.

\* See PORTAPACK Reservations.

1. **Borrowers** returning portable gear up to 1 hour late will receive the following:
  - a written warning for the first violation
  - 30 day suspension of the **reservation privileges** of the borrower for each subsequent violation. **All previously made reservations are revoked.** *Video Vulturing (IV, D)* provides the only access to equipment during a suspension of reservation privileges.

2. Borrowers returning portable gear over 1 hour late will receive the following:
  - a written warning for the first violation
  - 30 day suspension of **all equipment use privileges** of the borrower for each subsequent violation. **All previously made reservations are revoked.**
3. Equipment over 12 hours late is considered **stolen** and reported to police. Borrowers returning equipment more than 12 hours late are subject to permanent revocation of access privileges.

**C. A producer must present a show for cablecast after eight equipment uses.**

To assure efficient use of resources, no one may use any combination of portable and editing equipment more than eight times without submitting a program for cablecast. No one may use any combination of studio space more than six times without submitting a program for cablecast.

Note: Installments of a series may be submitted well before they are expected to play, so producers may pre-produce several shows before they play on the cable.

1. Portable equipment use is suspended after eight portable/editing uses without a program submitted for cablecast.
2. Studio use is suspended after six studio uses without a program submitted for cablecast.
3. The equipment use restriction will remain in effect until the program is submitted for cablecast or a written proposal for more equipment time is approved by the Executive Director  
The Executive Director may allow limited additional uses to complete a program if a producer's written proposal and subsequent use(s) show efficient management of Waycross resources.
4. If a proposal or program is not submitted by the producer within 30 days of notification of rule violation, all work media will be erased and the producer must reimburse the Waycross Community Programming Board at commercial rates (based on the then current Waycross Commercial Rate Card) for use of the production facilities and equipment. All equipment use privileges will remain suspended until reimbursement is made.

5. If the producer is unable to complete the production based on the proposal approved by the Executive Director, all work media will be erased and the producer must reimburse the Waycross Community Programming Board at commercial rates (based on the then current Waycross Commercial Rate Card) for use of the production facilities and equipment. All equipment use privileges will remain suspended until reimbursement is made.

## **PUBLIC ACCESS VIDEO CABLECASTS**

One Time Warner Cable public access channel is shared by several area access centers. Each organization creates its own rules for scheduling programming within the time blocks allotted to them.

### **A. Time Warner Cable channels carry Public Access.**

1. *Metro Community Access* provides one showing to about 168,000 subscribers.

*Metro Community Access* reaches all Time Warner Cable areas of Greater Cincinnati (except West Chester Township and communities with no access services).

- Since other area access facilities and Waycross each have time blocks on *Metro Community Access*, this channel fills quickly.

Therefore, each show gets only one play.

Two suburban public access channels are available for repeating programs shown once on *Metro Community Access*.

### **B. Scheduling Cable Playback of Access Programs**

Waycross provides equitable cable access for local residents and not-for-profit groups.

1. Channel time is reserved on a “first come–first serve” basis.
2. A Cablecast Agreement (Application) is required.
  - Applicants must accept full responsibility for content.  
Access centers cannot censor; so users are liable for any and all illegalities related to the content of programs they submit for cablecast.
  - Applicants must confirm ownership of necessary rights to cablecast and insure against obscene, libelous, or otherwise illegal program material.
  - Applicants must certify that the producer (resident or representative of a local non-profit group making decisions during the production) has their principal residences\* within a Waycross Community or is an affiliate member in good standing.

\* principal offices for representatives of non-profit organizations

- Applicants must certify that their programming is of non-commercial intent by certifying...
    - no encouragement of sales of specific products, services, trade, business;
    - no identification of products, services, trademarks or brand names in a manner appearing to endorse such products or services;
    - no direct solicitation of funds from viewers; and
    - no information, promotion or actual games of chance, lotteries or raffles for money or prizes.
  - Applicants must release the Community Programming Board, their affiliates, officers, agents and employees from responsibility for possible damage or loss of program material and/or media submitted for cablecast.
  - Applicants must release for reuse all master and duplicate media reserved for this production, except clearly marked media which have been purchased by the applicant or other parties. Applicants must acknowledge that unpurchased media is not retained after cablecast and that program media not purchased before submission for cablecast shall be erased for other uses or disposed of.
  - Any producer owned media not picked up from the Waycross facility six months after its last playback may be disposed of by the Waycross Staff.
  - One Cablecast Agreement is valid and binding for every installment of a series.
  - Applicants must acknowledge that their Access Application(s) are Public Records.  
Waycross Community Media maintains public records of all uses of access equipment, facilities and channels. Anyone may review these records after completing an inspection request and presenting a picture ID. These inspection requests, like access applications, become public documents.
3. Users will receive playback of their show(s) several times within the limits of a given “run.” However, playback times for individual shows or installments must vary so as to avoid monopolizing “prime” or any other channel time.

- Scheduling requirements differ for single programs and series installments. [see “Single program scheduling” & “Series scheduling” below]
- Cablecasts for each run must be divided among the four daily scheduling periods.
  - **Mornings** (6:00 A.M. to noon)
  - **Afternoons** (noon to 6:00 P.M.)
  - **Evenings** (6:00 P.M. to midnight)
  - **Overnights** (midnight to 6:00 A.M.)
- Should any daily scheduling period ever become so full that new programming cannot be scheduled, the number of plays of all programs shall be decreased.

4. Producers may re-run programs.

**WARNING**—access centers recycle media; we erase many of our media after cablecast runs. Anyone considering rerunning their programs should purchase their playback media before submitting them for cablecast.

- At least eight weeks after the end of its first cablecast run, any program (including a series installment) may be re-submitted for a second run.
- At least eight months after the end of a second or subsequent run, any program may be re-submitted for another run.

5. Advance scheduling of channel times before playback media is ready for cablecast is only permitted until this privilege is abused by the access user.

Those who fail to provide playback media in time to meet their advance schedules may no longer schedule programming without simultaneously submitting cablecast-ready media.

C. **Single program scheduling**

Singles of 90 minutes or less play up to twelve times over a four week “run.” Singles longer than 90 minutes play up to six times over a four week “run.”

1. Scheduling a single program...

- Up to 90 minutes long—each producer will receive one morning, one afternoon, and one evening playback time per week for four weeks.

- Longer than 90 minutes—each producer will receive two morning, two afternoon, and two evening playback times during the four week period. Only one playback during each “daypart” may be scheduled per week.  
i.e.: One may not schedule two evening playbacks during the same week.
2. Additional cablecast scheduling options for any single program...
- Each producer will receive one playback time on *Metro Community Access*, provided the same program has not been scheduled on *Metro Community Access*, by another access center. Each program may appear only once on channel *Metro Community Access*.
  - Each producer will receive up to two extra “overnight” playback times on Waycross Public Access channels anytime during the four week run.

#### D. Series Scheduling

Producers of program series may schedule regular playback times.

1. The playback “run” of a series depends upon the time periods between new shows:

The number of plays per series installment is determined by how often each new show is regularly provided. The longer the period between installments, the more times each plays.

- **Weekly**                    3 plays @ 3/week    (52 installments per year)
- **Biweekly**                6 plays @ 3/week    (26 installments per year)
- **Monthly**                8+ plays @ 2/week    (12 installments per year)
- **Bimonthly**            8+ plays @ 1/week    (6 installments per year)
- **Quarterly**            12+ plays @ 1/week    (4 installments per year)

2. Scheduling **Weekly** or **Biweekly** series...

- Up to 90 minutes in length—each producer will receive three playback times per week: one morning time, one afternoon time, and one evening time.
- Longer than 90 minutes—each producer will receive two playback times per week, but no more than one in each daily scheduling period.  
(i.e.: one morning play and one evening play  
or one morning play and one afternoon play)

3. Scheduling **Monthly** series...
  - Up to 90 minutes in length—each producer will receive two playback times per week, but no more than one in each daily scheduling period.  
(i.e.: one morning play and one evening play  
or one morning play and one afternoon play)
  - Longer than 90 minutes—each producer will receive no more than one playback time per week (other than those cablecast options listed in #5 below).
4. Scheduling **Bimonthly** or **Quarterly** series...
  - Each bimonthly or quarterly series producer will receive no more than one playback time per week (other than those cablecast options listed in #5 below).
5. Additional cablecast scheduling options for each series installment...
  - Each producer will receive one playback time on *Metro Community Access*, provided the same program has not been scheduled on *Metro Community Access* through another access organization. Each program may appear only once on *Metro Community Access*.
  - Each producer will receive one extra “overnight” playback on Waycross Public Access channels during each installment’s run.
6. Existing series on Public Access 8 and 15 may be displaced by new series programming.

Perpetual reservations would inequitably “lock out” newer users. Like library books or park sites, access channels belong to the entire community.

  - Series producers are only guaranteed playback time slots for a thirteen week “run.” At the end of this run, these slots automatically renew for an additional guarantee of thirteen weeks unless...
    - a new series producer requests the time slot occupied by a series prior to the end of its thirteen week run, [or]
    - all series producers are required to choose new time blocks.  
[see #7 below]
  - Notice of at least four weeks is required to displace a current series from its time slot.  
Four weeks notice is necessary for producers to publicize changes in their regular schedules.



- Requests from new producers submitted before the ninth week of a thirteen week series run in that time slot take effect after the end of that series run.
  - Requests from new producers submitted anytime from the ninth to the thirteenth week of a series running in that time slot take effect four weeks after the request.
  - Producers of series displaced by new programming may choose another available time slot for their next thirteen-week run.
7. Series time slots on Metro Access, Channel 24, will be changed annually. Series time slots on other Public Access channels may be changed annually when circumstances warrant. Producers will be notified by mail and may request preferred playback times.
- The order for choosing times is determined by random numbers generated by our computer to match the series requesting time slots.
    - Series #1 producer's top preference is reserved first. Then series #2's top choice is reserved; and so on.
    - If series #2's top preference is taken, their second choice would be honored. If series #3's first and second preferences conflict with times already reserved, we try their third preference. Obviously, conflicting choices can take several preferences, so many selections are needed on the application.
    - After one time slot has been reserved for each series, the same process is repeated to determine each show's second playback time.

#### **E. Technical Requirements for Access Programs**

Access programs are not expected to meet broadcast standards. However, media which do not carry a stable signal over the cable system or which endanger playback equipment cannot be cablecast.

1. Programming must be submitted in one of the following formats:
  - S-VHS or VHS format videotape
  - Video file, in a format specified by Master Control.
  - DVD
2. Video signal must start:
  - within one minute of the beginning of the videotape.

- We prefer at least thirty seconds of color bars (with test tone audio) followed by at least fifteen seconds of black (and silence) prior to the program.
  - at the beginning of the video file. No bars, tone, or black is necessary.
  - at the beginning of the DVD. DVD must be formatted to auto-play with no menu. Bars, tone, and black are not necessary.
3. The exact length of the show must be written on the media label (for videotapes and DVD's) or provided with your video file, from fade up on the opening to fade out of the program. For videotapes, do not include bars and tone and black before the program in this time. You must write in the exact length, since the computer will stop the program based on this time.
  4. For videotape submissions:
    - The pre-roll time must be written on the tape label. This is the length of time from the physical beginning of the tape to the fade up on your program (includes bars and tone and black). This determines when your program starts on the air.
    - Control track must be continuous from the start of the video signal through the end of the closing credit. The program must be recorded in SP mode.  
The playback equipment automatically rejects tapes with control track errors. Tapes recorded in LP or SLP mode cannot be played.
  5. The video signal must be stable throughout the program. Excessive tape wrinkles or dropout, or an unreadable DVD or computer file will cause the program to be rejected.

**F. Program Deadline: TUESDAY at 5:00 P.M.**

Programs for cable playback during the coming programming week must be submitted at the studio by 5:00 o'clock, Tuesday evening.

1. Late programs do not play.  
Even if a late program reached the playback center before you wanted it played, it could not be shown because late programs are deleted from the schedule immediately after the deadline.
2. If a series installment is late, that series' time slot is forfeited to any waiting show with a program ready for cablecast.

The late series moves to the end of the waiting list for that time slot.

## **TEXT MESSAGES ON ACCESS CHANNELS - *Community Messenger***

Waycross offers a display system for non-commercial public information and announcements on the Public, Government, and Educational access channels.

### **A. Eligible message/announcement providers:**

1. CPB communities local government organizations
2. State of Ohio and U.S. federal agencies
3. School districts and schools with students in our member communities
4. Non-profit organizations serving constituents in our member communities
5. Local producers using the system to promote their cable access programs

### **B. Providers submit their own messages.**

1. Successful messages are considerate of viewer/readers...
  - Keep messages short (we suggest under 100 words).
  - Type in upper and lower case.  
Use capitals for emphasis, but YOU NEED NOT SHOUT EVERY WORD!
2. Before messages may be displayed, we require completed applications. Applications may be obtained by mail or fax by calling Waycross, or printed from the website at [www.waycross.tv](http://www.waycross.tv). Application/agreements are public documents, available for inspection.
3. Message providers may submit their messages in the following manner:
  - On paper. The message may be dropped off, faxed, or mailed to the studio. It must be accompanied by a completed and signed application.
  - On the web, at [www.waycross.tv/messengermain](http://www.waycross.tv/messengermain) or email to [info@waycross.org](mailto:info@waycross.org)
4. Event announcements and program promotions may run up to six weeks.

## **INTERNET USE POLICY**

### **A. Acceptable Use**

1. The purpose of public access to computers through Waycross Community Media (“Waycross”) is to allow for research and provide access to information in topics of interest, as well as to provide communication with others around the world. Transmission, receipt, or the request to transmit or receive any material in violation of any U.S., state, or local statute, ordinance, case law or administrative regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret, and other unauthorized proprietary materials. Use for commercial activities and gambling of any kind is prohibited. All other rules of the Community Programming Board apply to users of the Waycross Internet Lab.

### **B. Network Etiquette and Systems Use**

1. Users are expected to abide by the generally accepted rules of network etiquette. These rules of etiquette and general systems use include (but are not limited to) the following rules and cautionary use:
  - a. Be polite. Do not get abusive in your messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - c. Avoid revealing your personal address or phone number.
  - d. Note that electronic mail (e-mail) is not guaranteed to be private. Individuals who operate the system do have access to all mail. Messages relating to or in support of illegal activities, or messages in breach of this document, may be reported to the authorities.
  - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Therefore, any messages should not contain profanity, obscene comments, sexually explicit material, expressions of bigotry or hate of any kind, including but not limited to racial, ethnic, gender, or physical disposition.

- g. Messages and research are subject to periodic review of the Waycross systems administrator.
- h. You may not represent yourself as an employee of Waycross Community Media or the Community Programming Board.

**C. Use of any information obtained via the Internet is at your own risk.**

1. Waycross specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**D. Security**

1. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Users shall not intentionally seek information on, transmit or receive information/communication for or on behalf of, obtain copies of or modify files, other data or passwords belonging to other users, or misrepresent other users on the network. Attempts to gain unauthorized access to system programs or computer equipment will result in suspension of user privileges. Downloading of information onto the hard drives is prohibited. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Waycross computers.

**E. Vandalism**

1. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware or software, data of another user, Internet, or any of the other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. The user understands that s/he will be responsible for monetary damages resulting from said vandalism and may be subject to criminal prosecution.

**F. e-commerce**

1. It is possible for users to purchase goods and services via the Internet. Such purchases could potentially result in unwanted financial obligations. The purchase of legal goods and services will be permitted on access through Waycross Community Media's computers. However, it is understood the user or his/her parent(s)/guardian(s) will be responsible for any and all financial obligations incurred in using the Internet in this manner.

**G. Inappropriate Use**

1. The Executive Director of Waycross Community Media will deem what is inappropriate use. The decision may be appealed to the CPB.