

Focus Springfield Community Television - Rules and Regulations (revised 4-1-2015)

Availability

Equipment and facilities owned by Focus Springfield are available to residents, nonprofit affiliates, and government employees of the City of Springfield. Equipment and facilities are available by appointment and reservation only.

Application Process

To become a producer and utilize FSTV equipment and facilities, one must complete the following process:

1. Be a Springfield resident, nonprofit affiliate, government employee, or Springfield company employee (verified by a state-issued photo ID, recent utility bill, or official employee photo ID)
2. Review FSTV Rules and Regulations with a staff member
3. Sign the Access User Agreement
4. Go through proper training on equipment requested

Applicants who are minors must have written permission from their parent or guardian to utilize FSTV facilities and equipment. This parent or guardian, upon co-signing the Access User Agreement, accepts responsibility for equipment and facility usage.

General Facility Policies

- FSTV facilities and equipment may be used to create programs for local origination TV broadcast only.
- Food and beverages are allowed only in designated areas.
- No smoking. No illicit drugs.
- Weapons are prohibited in FSTV facilities (excluding permit carry). Field production is recommended for programs featuring weaponry.
- Producers are financially responsible for damage to facilities and equipment due to negligence or abuse. This includes anything beyond normal wear and tear.
- Producers are not permitted to work on or repair equipment. Any damage caused in this manner will be charged to the producer.

Standards of Conduct

- Safety first. Keep yourself, others, equipment, and facilities safe at all times, both at FSTV and when using field equipment.
- Appropriate, professional, respectful, and courteous behavior is expected and mandatory at all times.
- Honesty and accuracy regarding equipment, documents, and media is mandatory at all times. Dishonesty with employees or falsifying records will not be tolerated.

General Facility Rules

- Producers must be trained on equipment before using it, both in studio and in the field.

- Producers must not identify themselves as FSTV employees, staff, or contractors on or off camera.
- All loaned media (SD cards, flash drives, hard drives, discs) must remain at FSTV facilities except when needed for outside productions. Upon completion of outside production, media must be returned to FSTV.
- Media that has been dormant at FSTV for a period of 30 days or more is subject to disposal or recycling at the discretion of FSTV staff. At this time, if previous arrangements have not been made, the producer must:
 - buy the media
 - replace the media
 - dub the content onto his/her own media
 - forfeit the media

Reservations and Appointments

- Reservations and appointments may only be made at most four weeks in advance.
 - Editing appointments must be made at least two days in advance.
 - Field equipment reservations must be made at least three days in advance.
 - Studio reservations must be made at least four days in advance.
- Producers may make the following amount of appointments:
 - Four future editing appointments (once one has occurred, the producer may schedule another).
 - Four future field equipment reservations, including only two over the weekend.
 - Four future studio reservations, including two Studio A and two Studio B.
- The producer must fill out required forms before reservations and appointments can be made.
- Failure to show up within 30 minutes of the scheduled appointment or reservation may result in forfeiture of that time slot or reservation, as well as suspension or termination of FSTV privileges.
- As of 9/1/15, all appointments must be made using email.

Field Equipment

- Equipment must be checked out and checked in at the scheduled time.
- Failure to return equipment on time may result in a late fee of \$25/day.
- The producer must be present during equipment check out and check in, unless both:
 - prior arrangements have been made with staff to have someone else check out/in the equipment.
 - the person coming to check out/in the equipment on behalf of the producer has written consent from the producer to do so.

Check Out

- The producer must sign all required forms.
- Before leaving, the producer must demo setting up, using, and striking the equipment every reservation until staff can verify operational knowledge.

- Producers are responsible to inspect equipment and verify that it is present and in working order before taking it out. Staff and producers will work together to ensure everything is fully functional, present, and in working order.

Check In

- Any damage, problems, or malfunctions with the equipment must be brought to staff attention at this time.
- If the Producer will be late for scheduled check in time, a phone call must be made before 9:00am. If you get our voicemail, leave a message on the general inbox.

Studio Use

- No food in the studio. Water is the only beverage permitted.
- Cell phones must be off in studio. To make calls and send messages, please step out into lobby.
- The control room is set aside for authorized production personnel only. It is not to be used as a passageway between the studio and the lobby.
- All equipment and set elements must be returned to their proper storage location upon completing studio project.
- Scheduled studio time includes set up, shoot, and strike.

Scheduling Channel Time

- Channel time is provided on a first-come, first served basis after completion of four episodes, and will be forfeited if the following conditions are not met:
 - Episodes must meet audio and video technical standards.
 - Episodes must be labeled with Total Run Time, Episode #, and Air Date.
 - Episodes must have a proper opening and ending credits.
 - New episodes must be provided regularly.
- Episodes with sensitive material must have a proper disclaimer at the beginning. See staff for proper examples.
- Episodes from broadcast must be delivered to Focus two business days prior to scheduled air time.

Bicycled Programs

A program that is not produced in the City of Springfield may air on FSTV if the program has a sponsor who meets the producer requirements (outlined on page one). The sponsor must sign the Access User Agreement on behalf of the satellite producer.

Prohibited Material

- Commercial advertising
- Obscene material
- Nudity in all forms
- Material that constitutes libel, slander, invasion of privacy, or publicity rights
- Programs that violate copyrights, trademarks, or contracts

- Program material that could cause immediate danger or damage to property or individuals
- Lotteries or lottery information

Political and Issue-Oriented Programming

- FSTV does not accept neither audio/video program advertising nor community bulletin board advertising that is political in nature.
- FCC regulations concerning equal air time for political candidates do not apply to public access programming. Residents with diverse or opposite viewpoints are encouraged to use public access to express those ideas.

Grants and Underwriting

- Any individual or group submitting a proposal for grant funding, underwriting, or sponsorship for a project which involves use of FSTV's equipment or facilities must have obtained prior written approval from FSTV staff.
- Funding coming through grants, underwriting, or sponsorship must go through FSTV.
- Program credits in regards to underwriters and sponsors may be similar to the following: "Goods and services used in the production of this program have been provided by (company name)."

Personal Profit and Commercial Use

- Producers or any individuals or organizations looking to use FSTV equipment or facilities for commercial purposes, personal profit, or personal gain must pay the necessary rental fee for the said equipment, facilities, and staff help.

Grievance Procedures

Any grievance regarding the assignments or equipment/facility time, space, channel time allocation, training, or any other matter regarding FSTV should first be discussed with FSTV staff. If that does not provide an acceptable solution, a grievance may be filed in writing to our board of directors.