



Homewood Community Television

Cablecast Policies and Procedures



1. Eligibility for Equipment and Facility Usage

Homewood Community Television (HCTV) Production Equipment and Facilities are available at no charge to Certified Producers, providing that said producer:

- Is making a program for cablecast on HCTV;
- Is making a program for non-commercial purposes;
- Obeys all rules and regulations adopted by the Homewood Cable Commission (HCC).

A) Certified Producer

To become a Certified Producer, a person must:

- Be a resident of the Village of Homewood, and show proof of said residence;
- Be 18 years of age or older;
- Have completed the appropriate training for the equipment and/or facility being used;

The Homewood Cable Commission may grant a waiver of training to persons who demonstrate proficiency with the equipment and/or facility that they propose to use for HCTV program production. Persons who have been trained elsewhere may stand for certification after attending a free orientation session. Persons who fail the certification test may be required to attend a workshop before certification is given.

B) Associate Producer

Associate Producers may assist a Certified Producer in the program productions.

To become an Associate Producer, a person must:

- Be a current member or employee of a commonly recognized local not-for-profit organization; a matriculating student or current employee in a Homewood based school or school district; or a current employee of the Village of Homewood, Homewood Library, or Homewood Flossmoor Park District;
- Have completed the appropriate training for the equipment and/or facility being used.

C) Identification Cards

Each person who qualifies as a Certified or Associate Producer will be issued an identification card. Certified Producers and Associate Producers may be required to show the card for identification at any time that they are using or proposing to use HCTV equipment and facilities.

2. Training and Certification

To obtain appropriate training and producer certification the user must attend and successfully complete the training course provided by AT&T Broadband, or the current franchised cable provider (and at a later date, HCTV). Upon completion of the course, you will be provided with an official "Public Access User Certification" card. Once, obtained, this card shall allow eligible Homewood residents, to apply for a HCTV Certified or Associate Producer card. A sample AT&T "equipment certification & training handbook is provided in Attachment B.

3. User Responsibility

- A) The Certified Producer assumes full responsibility for HCTV equipment and facilities used in production, and is liable for damage, misuse or theft, which occurs while the equipment, or facilities are in the user's possession or control. Persons checking out the equipment will be required to sign a checklist attesting to the condition of the equipment at time of checkout and return.
- B) Users of HCTV equipment and facilities bear full responsibility for their program content and shall be held responsible for any disputes arising from unauthorized use of copyrighted materials.
- C) The users of HCTV equipment and facilities shall indemnify and hold harmless the Village of Homewood, its elected officials and employees, the Homewood Cable Television Commission and its appointed members, HCTV staff, and the cable operator upon whose system the program matter is carried, from and against any claims, damages, liabilities, including but not limited to attorney's fees and court costs, for the following: a breach of any other provisions contained herein: libel, slander, invasion of privacy or infringement of copyright; failure to comply with any applicable law, regulation or other requirement of local, state or federal authorities; unauthorized use of trademark, trade name or service mark; breach of contractual or other obligation owing by the user to third parties; and other injury or damage in law or equity arising or alleged to have arisen as the result of the cablecast of such program matter.
- D) It is the Producer's responsibility to identify him or herself to any person being taped, especially if the subject is not aware of the taping. At NO time may a Producer or user of the equipment identify him or herself as an employee of HCTV or the franchised cable provider or as a representative of the Village of Homewood or the HCC, unless such designation is applicable.
- E) No smoking, eating or drinking is allowed at any time in the studio, control room or editing areas. No illegal substances or alcohol is allowed on the premises, which includes the parking lot.

- F) HCTV staff reserves the right to refuse temporarily the use of the facilities to any person who appears to be under the influence of alcohol or drugs, not in full control of his or her behavior or who engages in inappropriate conduct.
- G) Producers are responsible for making sure that all crew, talent and guests obey all HCTV rules. Producers will be held responsible for rule violations by crew, talent and guests. The Producer is also responsible for making sure crew is qualified for the use of the equipment and facilities.

4. Equipment and Facility Use

- A) HCTV equipment and facilities may be reserved and checked out only by Certified Producers.
- B) Associate Producers may not reserve or check out equipment or facilities, and must always be accompanied by a Certified Producer when in training or producing a program.
- C) Equipment and facility use policies are determined and regulated by the Homewood Cable Commission and the franchised cable provider.
- D) Use of HCTV equipment and facilities must result in programming for Homewood Community Television.
- E) Only persons properly trained and certified will have use of HCTV equipment and facilities.
- F) HCTV equipment and facility use is free to Certified Producers.
- G) HCTV equipment and facilities are for non-commercial use. The use of HCTV equipment or facilities for economic profit or revenue generation is prohibited.

5. Operations

Program proposals (to include content and length of program) must accompany any request for facilities or equipment scheduling.

A) Facilities Scheduling

- HCTV users shall be entitled to use access facilities on a first-come, first-served basis. Trained producers who are residents of the village, or who are members of eligible public or private village of Homewood institutions and organizations, shall not unreasonably be denied use of studio facilities on the basis of competing uses.

B) Reserving Equipment and Facilities

- Facility and equipment requests can be made up to two months in advance. Reservations will be taken on a first-come, first-served basis. User will be notified only if there is a conflict.
- Should a user fail to use the facilities or equipment previously reserved, or fail to notify HCTV staff of the cancellation 24 hours in advance, that user may be prohibited from using the same facilities and/or equipment for 30 days. Time previously reserved for that person will be made available to other users.
- HCTV staff reserve the right to re-assign the use of portable equipment if a producer is more than 30 minutes late for the reserved check out time. Failure to return the equipment on time may result in restriction of further use.
- All producers reserving time on any equipment must be certified on that specific equipment.

C) Portable Equipment

- Persons holding equipment reservations are expected to arrive at least 30 minutes before the reserved time to complete the check out procedure. Otherwise, the procedure has to be accomplished within the equipment reservation time. Check out procedure includes:
 - Surrendering a valid equipment user card to staff, which will be returned after equipment is checked back in;
 - Signing all required forms (i.e.: statement of compliance)
 - Assembling and testing requested equipment; and
 - Loading equipment and completing check list.

D) Studio and Editing Equipment

- Studio facilities and production equipment is provided and maintained by the franchised cable provider at a designated facility site.

6. Programming and Playback

Cablecast time is scheduled through the Homewood Cable Commission, provided the submitted program is produced by a Certified HCTV Producer. Priority will be give to locally produced programs. For purposes of this section, locally produced programs are defined as programs produced by Certified HCTV Producers in which a majority of the program is videotaped by HCTV producers using HCTV service, facilities and equipment. Each prerecorded program must be submitted to the Homewood Cable Commission, with accompanying application, for

preview before cablecast can be scheduled in order to determine whether the program meets the standards set forth in this section.

The Village of Homewood's designated staff person will maintain the information that appears on HCTV. This person will manage all information and data limited to the Village of Homewood's departments and government services, including information about specific programs sponsored by those departments.

Although most of the content contained on HCTV is created by Village staff and officials, there are, at times, reasonable and desirable needs for information produced outside the span of control of the municipality. When cable casting such information, the Village of Homewood does not discriminate based upon the viewpoint of the organization or person. Furthermore, the criteria used in deciding what information links can and cannot be included on the HCTV are content neutral. The Village of Homewood shall therefore limit information placed on its HCTV to those organizations and individuals that meet the following criteria:

- Information that promotes tourism, industry, and economic welfare within the community. This includes information maintained by organizations that have been identified by the Village of Homewood as sponsors of community events;
- Information that is provided by local, state, and federal governmental organizations;
- Information that is provided by not-for-profit organizations that serve the residents of the Village of Homewood; and
- Information that is provided by utilities that serve the residents of the Village of Homewood.

Requests for programming placement on HCTV can and should be made, in writing, directly to the HCTV Cable Commission, Village of Homewood, 2020 Chestnut Road, Homewood, IL 60430. The Village of Homewood reserves the right to deny requests to cablecast information that contains obscene or objectionable images and/or text, or that promotes any activity that could be reasonably construed to be detrimental to the best interests of the Village of Homewood.

Technical difficulties that cause interference of or prohibit the cablecast of a program will be corrected by a re-cablecast of the program as soon as the schedule permits.

- A) In accordance with the free speech protections of the First Amendment to the United States Constitution, HCTV does not censor programs. Programming rules are not intended for editorial control, but to keep HCTV a fair, legal and open forum for all local residents and Certified Producers.

Producers are fully responsible for the content of the programs they produce and submit for cablecast.

Programs shall not contain:

1. Any solicitation for funds;
2. Advertising;
3. Any material that is considered illegal by federal, state or local laws, including but not limited to obscenity, libel, slander, invasion of privacy, or material concerning lotteries, gift enterprises or similar schemes;
4. Programming that depicts people in a manner that discriminates or fosters discrimination on the basis of race, color, religion, national origin, family status, age, disability, sexual orientation, veteran status or any other status or condition protected by applicable state, local or federal laws;
5. Any material inappropriate to the mandate, mission statement and goals of the Homewood Cable Commission;
6. Any material that is copyrighted or subject to ownership or royalty rights unless necessary releases, licenses or other permission has been properly obtained

B) Commercial Content Restriction

HCTV shall not cablecast nor permit to be cablecast, programs which have commercial content. Commercial content includes, but is not limited to, product placement, advertisement and service descriptions provided in exchange for value of any kind or nature. Commercial content also includes promotion of any individual business, partnership or corporation, or testimonial for the purpose of commercial exploitation. Provided, it is recognized that business and commercial groups do occasionally underwrite community oriented programs. Although this underwriting is permitted, no underwriter will be allowed to air commercials or other advertising material. However, each underwriter will be allowed an appropriate amount of time at the beginning and end of each program for acknowledgement of its participation in the program.

C) Obscenity and Other Unprotected Speech

Obscenity is not considered protected speech under the First Amendment to the Constitution. The Producer/submitter should be aware that under the Federal Cable Communications Policy Act of 1984, as amended, whoever transmits over any cable system any matter that is obscene or otherwise unprotected by the Constitution of the United States of America is liable for substantial criminal penalties.

The Cable Act of 1992 enables cable operators to prohibit use of access channels to carry “obscene material, sexually explicit conduct or material soliciting or promoting unlawful conduct.”

The Village of Homewood intends to limit programming to those programs that meet the criteria set forth in Section 6A. However, should the Village be compelled by a court of law to permit cablecast of programs that do not meet the criteria set forth in Section 6A, any program which contains excessively violent material, excessive adult language, nudity or sexually explicit material, must carry a disclaimer at the beginning and near the middle of the program to read: "This program contains material which may not be suitable for all viewers. Parental discretion is advised."

HCTV reserves the right to schedule programs that contain excessively violent material, excessive adult language, nudity or sexually explicit material after 10:00 pm.

D) Time of Cablecast

HCTV also reserves the right to, when appropriate, expand the cablecasting hours in order to cablecast a program after the normal cablecasting day.

HCTV reserves the right to precede or follow any program with parental discretion advisories, disclaimers or other informational material.

E) Political Content

Homewood Public Access Channel shall not air political programming or campaigning by or on behalf of any candidate for Public Office. Use of HCTV by elected officials seeking reelection and candidates seeking election is prohibited for a period of ninety (90) calendar day prior to the election date, except in balanced, nonpartisan open forum programming formats or regularly scheduled government meetings and programs.

Current elected officials who have qualified for election/reelection to any elective office will be shown only in the performance of their official duties: conducting official business at meetings or incidental appearances in other programming.

Election results coverage that is non-biased, nonpartisan and neutral in nature is allowed.

F) Bulletin Board

The Village of Homewood's designated staff person will maintain the information that appears on the HCTV Bulletin Board. This person will manage all information and data limited to the Village of Homewood's departments and government services, including information about specific programs sponsored by those departments.

The HCTV Bulletin Board created and maintained by the Village of Homewood is intended to be a forum whose purpose is to provide information to the community.

Although most of the content contained on HCTV Bulletin Board is created by Village staff and officials, there are, at times, reasonable and desirable needs for information

produced outside the span of control of the municipality. When cable casting such information, the Village of Homewood does not discriminate based upon the viewpoint of the organization or person. Furthermore, the criteria used in deciding what information links can and cannot be included on the HCTV Bulletin Board are content neutral. The Village of Homewood therefore limits information placed on its HCTV Bulletin Board to those organizations and individuals that meet the following criteria:

- Programs that promote tourism, industry, and economic welfare within the community. This includes information maintained by organizations that have been identified by the Village of Homewood as sponsors of community events;
- Programs that are provided by local, state, and federal governmental organizations;
- Programs that are provided by not-for-profit organizations that serve the residents of the Village of Homewood; and
- Programs that are provided by utility companies that serve the residents of the Village of Homewood

Requests for information placement on the HCTV Bulletin Board can and should be made, in writing, directly to the HCTV Bulletin Board Staff, Village of Homewood, 2020 Chestnut Road, Homewood, IL 60430. The Village of Homewood reserves the right to deny requests to cablecast information that contains obscene or objectionable images and/or text, promotes any activity that could be reasonably construed to be detrimental to the best interests of the Village of Homewood.

7. Appeals

Appeals from a decision of the HCTV staff may be made by filing a letter of appeal in writing to the Homewood Cable Commission. The appeal must be made within 30 days of the HCTV staff decision.

Within 30 days from the filing of the appeal, a hearing shall be held before the Homewood Cable Commission or a subcommittee thereof. All parties concerned will be informed that a hearing will be held. The applicant may appear at the hearing and be represented by an agent or attorney.

Within five days of the date of such hearing, the HCC shall serve its decision to the applicant in writing through certified mail. The HCC may reverse, affirm wholly or in part or modify any decision of the HCTV staff.

Appeals from a decision of the Homewood Cable Commission may be made in writing to the Homewood Village Board within thirty (30) days from the date of the decision.

Attachment A

Producer Certification

Technical Training

Audio

Learn the basic technical principles, theory and physics of the following audio for video related topics.

- Microphones - Types, Usage & Placement
- Mixers - Types, Usage, Formats & Operation
- Audio for Video - Proper application of audio recording on videotape formats including studio, field, mono, stereo etc.
- Misc. Audio - Cables, Monitors, Headphones, Adaptors, Amplifiers & Processors, stands hardware & safety.
- General Theory - Basic audio theory to allow Candidate operational aptitude.

Video

Learn the basic technical principles, theory and physics of the following Video related topics.

- Cameras - Types, Usage, Placement, Camcorders
- Video Tape Recorders - Types, Formats, Usage & Operation
- Switchers / Mixers / Editors - Types, Application & Operation
- Lighting for Video - Instruments, Lamps, Usage, Application & Safety
- Video & Audio - Correct Usage and application of supporting audio for video tape recording.
- Misc. Video - Cables, Stands, Tripods, Monitors, Hardware & Safety.
- General Theory - Basic Video theory to allow Candidate operational aptitude.

General

- Set Design, Layout & Application
- Studio & Control Room Communications.
- Troubleshooting & Basic Studio & Equipment Maintenance

Producers, Directors, Technicians, Engineers & Talent

Learn the basic functions of the above jobs as they relate to audio, video, cable TV, show creation, production and editing in order to produce to completion a video taped program for replay on HCTV. Section also teaches candidate proper industry terms, paperwork.

Attachment B

Equipment Certification and Training Handbook

- See included material provided by AT&T Broadband