



CITY OF CORVALLIS CORVALLIS COMMUNITY TELEVISION CHANNEL 29 OPERATING RULES AND PROCEDURES

1. COMMUNITY ACCESS CHANNEL

Public access programming is aired on Corvallis Community Access Television (CCAT) Channel 29, which is operated by the City of Corvallis (City). Throughout this document and the Program Contract document, when 'City' is used, it is understood to also mean any agent or designated access provider of the City of Corvallis delivering public access services.

Public Access cablecast time is available free of charge to any resident of Corvallis, or organization located within Corvallis, subject to the rules and conditions in this document and the Program Contract. Each program or bulletin board item aired on the Public Access channel must be sponsored by someone who either lives or works within the city limits. The sponsor does not have to be the same person who created or produced the programming, but will be the person held responsible for complying with the City's Public Access rules.

2. PROGRAM SUBMITTAL

Programs must be submitted to the City at least 14 days in advance (but not more than 30 days) of their desired scheduled cablecast. Programming may be submitted at City Hall, 501 SW Madison Avenue, Corvallis; or at the Corvallis High School Main Office, 1400 NW Buchanan, Corvallis; or mailed to Corvallis High School, Attention CCAT Channel 29, 1400 NW Buchanan, Corvallis, Oregon, 97330.

Programming must be submitted in an enclosed case along with a completed Public Access Program Contract. A sponsor may submit multiple programs to be cablecast within the same calendar year, provided no more than five programs are submitted at any one time. Each program or cablecast must be consistent with the rules and procedures referenced herein. The videotape or DVD and case must be clearly labeled stating the program title, subtitle (when applicable), program run-time to the nearest second, preferred cablecast dates and times, and name, address and telephone number of the sponsor. Sponsors are encouraged to provide a copy of the program to the City, and not the original.

Programming will be available for pick-up ten business days after submittal, or will be mailed back, if adequate packaging is provided, including sufficient postage. Programs left with the City beyond 30 days will be recycled or discarded.

3. TECHNICAL REQUIREMENTS

All programs submitted for cablecast must be formatted as S-VHS, VHS, DVD, DVCAM, or mini-DV, hereafter referred to as Media. Bulletin board items must be submitted in a text format. Programs submitted for cablecast on other formats will not be played. Programs must meet or exceed the following minimum technical quality requirements of the FCC and industry standards:

- a. Peak audio level should fall within +3 and 0 dB, with reasonable clarity.
- b. All Media must contain 15 seconds of black at the beginning and ending of each program.
- c. All videotapes must begin within the first 90 seconds of the tape.

- d. Only one program per Media is permitted.
- e. Program run-time must be noted on the Media.

The City reserves the right to refuse playback of programming that does not meet these technical requirements. The preference is for run-times no longer than 59 minutes. It may not be possible to accommodate longer programs within the programming schedule.

4. PROGRAM RESTRICTIONS

Presentation of the following materials on CCAT Channel 29 is specifically not authorized by the City and may subject the sponsor to criminal prosecution or civil liability. Programs containing these materials will be removed:

- a. Any advertising material designed to promote the sale of commercial products or services.
- b. Any advertisement of, or information concerning any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part on chance.
- c. Any unauthorized copyrighted material.
- d. Any obscene or indecent material.
- e. Any material that defames any racial, ethnic, gender, sexual orientation, age, disabled, source of income, or religious group or any individual member of such group.
- f. Any advocating of violence, or words which are designed to invoke violence.
- g. Any slanderous or libelous materials.
- h. Any deliberate misinformation which may result in harm to any individuals or group.
- i. Any noncompliance with applicable federal, State and local laws and regulations.

5. PROGRAM CONTENT

Each producer has complete creative control of the content of each program. It is the policy of CCAT Channel 29 not to preview such material for the purpose of censorship. Therefore, the City shall insert a disclaimer at the beginning of each program stating:

THE CONTENT, VIEWS AND COMMENTS EXPRESSED ON THIS PROGRAM ARE THOSE OF THE PRODUCERS OF THIS PROGRAM AND NOT THOSE OF CCAT CHANNEL 29 OR THE CITY OF CORVALLIS.

6. PROGRAM SCHEDULING

Programming produced by residents of Corvallis, or organizations located within Corvallis, will receive first priority for scheduling playback time on CCAT Channel 29. Programming produced by a citizen or organization of another community will receive a lower scheduling priority. Due to limited playback time, applications will be processed and scheduled on a first-come, nondiscriminatory basis to ensure that no one person or organization monopolizes cablecast time to the disadvantage of others. The City commits to no more than three scheduled playbacks on CCAT Channel 29 for each program. In the event of a scheduling conflict, the City reserves the right to assign program scheduling as necessary.

7. GUIDELINES FOR IDENTIFYING AND SCHEDULING ADULT AND POTENTIALLY OFFENSIVE PROGRAMMING AND DEFINITION OF LATE NIGHT CABLECAST TIME SLOTS

The following guidelines are provided to assist producers in identifying adult and potentially offensive program content or subject matter.

- a. The sponsor is required to notify the City when submitting Media for playback if the program contains material that may be considered inappropriate for children and young audiences due to potentially offensive, adult, or violent content or subject matter.
- b. The program must include the following text on the screen for a minimum of 15 seconds at the beginning of the program (if the program is longer than 30 minutes the same viewer warning must be shown for a minimum of 15 seconds after each 30 minute block of program content):

THE FOLLOWING PROGRAM CONTAINS MATERIAL WHICH MAY BE OFFENSIVE TO SOME VIEWERS OR INAPPROPRIATE FOR VIEWING BY CHILDREN AND YOUNG PEOPLE. VIEWER DISCRETION IS ADVISED. THE CONTENT OF THIS PROGRAM IS SOLELY THE RESPONSIBILITY OF (insert sponsor name) AND NOT THAT OF CCAT CHANNEL 29 OR THE CITY OF CORVALLIS.

If a program contains material that may be considered inappropriate for children, it will be scheduled for playback during late nighttime hours only. Late nighttime hours are defined as after 11:00 p.m. in the evening and before 5:00 a.m. in the morning.

In the event the City receives a complaint regarding the content of a program, the complaint will be reviewed in accordance with Complaint Procedures on file at the City. Results of the review can range from a determination that the complaint is unfounded to removal of the programming from the playback schedule. If a determination of obscene content is made, the information will be turned over to the Corvallis Police Department for further action.

8. UNDERWRITING CREDIT

Underwriting credit shall be limited to the following:

- a. The visual and/or audio presentation of the name and logo of the underwriter(s) during the beginning and ending credits of the program only.
- b. A maximum of 10 seconds is permitted for identification of an underwriter.
- c. A maximum of five underwriters may support any given program or series of programs.
- d. Any statement regarding price, product or service descriptions is deemed commercial advertising in nature and is prohibited.
- e. The specific address, phone number, and/or web site of underwriters is permitted.
- f. Identification of the city and state where the underwriter is located is permitted.

9. PROGRAM AND MEDIA RIGHTS

Ownership, non-commercial copyrights and content responsibilities belong to the sponsor of the material submitted to the City. However, the City reserves the right to cablecast any program or any portion of a program at anytime and for any purpose. The City is not

responsible for loss or damage of Media submitted for cablecast. Sponsors are encouraged to provide a copy of the program to the City, and not the original. Media left with the City beyond 30 days will be recycled or discarded.

10. CABLECAST PREEMPTION

The City reserves the right to preempt any community access program for an emergency cablecast as determined by the City or to perform maintenance on channel equipment.

11. COMMUNITY BULLETIN BOARD / PUBLIC SERVICE ANNOUNCEMENTS

Between scheduled programming, CCAT Channel 29 will cablecast public service announcements to promote local events and services. The announcements are for non-profit, community-related events and can be submitted by any resident or local organization of Corvallis. Although no service or product may be advertised, announcements can publicize community events that charge an admission fee but the fee cannot be included in the body of the announcement. Announcements may be submitted to the City by U.S. mail to P.O. Box 1083, Corvallis, OR, 97339-1083, Attention CCAT Channel 29; by e-mail to public.works@ci.corvallis.or.us; or by fax to 541-766-6920. Announcements must be received at least seven days prior to the date the sponsor would like it to air. Each announcement must include the name of the sponsoring resident, non-profit agency, or organization submitting the request, including a contact phone number in case of inquiries, and the preferred start and stop dates of the announcement.

12. HOLD HARMLESS

All sponsors shall be fully responsible for the content of their programs including obtaining all necessary authorizations that may be required prior to cablecast on CCAT Channel 29. All sponsors shall indemnify and hold harmless the City of Corvallis, its officers, officials, boards, commissions, agents, volunteers and employees from any and all liability, damage, injury, judgement, including cost of defending claims (including attorney's fees) arising from or in connection with any claim for failure to comply with any laws, rules or regulation of federal, State or local government, or rules or regulations of the Federal Communications Commission, claims of libel, slander or invasion of privacy, claims of infringement of copyright, patent or unauthorized use of any material or trademark, servicemark or image, or for any other injury or damage in law or in equity claimed as a result of, or from, or connected with the sponsor's use of access channel time. The foregoing shall include obscenity claims as well as any and all other claims related to scheduling or programming on public access channel time.

13. VIEWER COMPLAINTS

Viewers wishing to file a formal complaint may do so in writing. The City will notify sponsors of all complaints. The complaint will be reviewed in accordance with Complaint Procedures on file at the City, which require the sponsor of the program to be responsible for addressing the complaint. The City will not be responsible for viewer complaints. If the City receives a complaint that a broadcast has violated a criminal law or administrative rule related to the content of material broadcast on cable television, the City will notify the appropriate law enforcement agency and suspend future broadcast of the program until the law enforcement agency has resolved the legality of the material.