

## **POLICIES AND PROCEDURES FOR THE USE OF PUBLIC ACCESS FACILITIES AND SERVICES**

### **MISSION STATEMENT**

Access Tucson is a community resource facilitating public dialogue and participatory democracy through citizen access to television and other electronic media.

### **PUBLIC ACCESS TO CABLE TELEVISION**

Access Tucson is a non-profit organization charged with managing public access services for the cable system serving Tucson. Public access programming is non-commercial television that is produced by citizens who may express their messages without content control exercised by the access organization, the cable company, or local government.

Public access services include cable channels, production facilities, production consultation, classes, Internet access and other services provided to local citizens to facilitate community communication.

Access Tucson operates three channels on the cable systems which serve the City of Tucson and parts of Pima County – channels 97, 98 and 99 on the Cox Communications system and channels 72, 73, and 74 on the Comcast system.

Access Tucson is funded by the cable operator; private and corporate donations; and is eligible for funding from the City of Tucson.

A 15-member Board of Directors governs Access Tucson. As an Access Tucson member, you are eligible to run for election for a seat on the Board of Directors. Nine members of the Board are elected from our membership. The other six members are appointed representatives from other public, education, and government entities. These representatives include the University of Arizona, Pima Community College, Tucson Unified School District, Independent Producers, and a representative for Health and Human Services. The Board of Directors sets policy for Access Tucson and the staff develops the procedures for implementing Board policies. Board meetings are held the 2nd Thursday of each month at 5:00 p.m. These meetings are open and your participation is encouraged.

## **MEMBERSHIP**

### **Eligibility**

Any individual who maintains a mailing address within the City of Tucson is eligible to be a member of Access Tucson.

Any Tucson area group or organization that provides a non-commercial, community enhancement service is eligible for organizational membership.

Member Services Include:

- Production classes
- Access to production equipment
- Cablecast of programming produced locally or outside of Tucson
- Complete creative control of program content and production rights
- Access Tucson news, information and program guide (available online and upon request)
- Internship positions available through the University of Arizona and Pima Community College
- Eligibility to apply for Access Tucson scholarships
- Eligibility to vote in the annual Board of Directors election and to run for election to the Board (individual members only)
- Organizational services – Tucson Vision and Local Matters (staff-assisted productions)

### **Disability Accommodation**

Access Tucson endeavors to make all of its services, programs, facilities and employment opportunities available to, accessible for and useable by qualified individuals with disabilities on an equal basis as for any other individuals, in accordance with applicable state and federal laws including the Americans with Disabilities Act and the Arizonans with Disabilities Act. For more detailed information, please ask for a copy of Access Tucson's Disability Accommodation Policy.

### **Member Responsibilities**

It is important that all members understand Access Tucson's mission and use services in a way that is consistent with Access Tucson's purpose. Use of Access Tucson services must result in programming that is played on one of the Access Tucson cable channels. Failure to do so may result in member billing for the use of facilities and resources according to prevailing rates. Members enrolled in classes should use their training toward the production of programming for public access cablecasting.

Members who use facilities and services are responsible for understanding and following all Access Tucson policies and procedures.

**Members are responsible for the repair or replacement costs of equipment damaged or lost while assigned to them.**

### **What is a Producer?**

An Access Tucson Producer is defined as the member who is responsible for organizing the resources necessary to create his or her own First Amendment expression. The producer determines the content, schedules and cancels equipment reservations, and submits the program for cablecasting.

**There may be only one producer of a public access program.** While it is common for Access Tucson members to collaborate on public access programs, there must be one person listed as the producer on record who controls the content of the program and whose resource allocation will be used for the program.

### **Participation by Minor Children**

**Parents or legal guardians are required to assume all program content and financial responsibility for participation in Access Tucson activities by their minor children (children under 18 years of age).**

Access Tucson recommends that an adult accompany minor children to ensure their supervision while in the facility. Minor children mature enough to participate in routine Access Tucson activities and regularly offered adult courses may participate without an adult present. An adult need not accompany children attending Access Tucson summer programs or other special classes for youth. Access Tucson provides adult supervision for youth throughout the class period. If a minor child is using Access Tucson facilities through a school or any other organization, then that school or organization is the responsible party for the minor child.

**Access Tucson reserves the right to require adult supervision for any minor child in the facility at any time.**

## **Minors opening New Projects**

Members under the age of 18 years must have a parent or legal guardian present in the facilitation or cablecast appointment to open a new project. This will allow the opportunity to discuss with the parent and child the issues of liability and responsibility. The parent/guardian must also sign the project description and parental consent forms.

## **Access Tucson's Code of Conduct, Disciplinary Process and Member Grievance Policies**

### **Section 1 - Background:**

The Access Tucson Board of Directors charged the Member Relations Committee with bringing forth revisions to the Code of Conduct and Member Grievance Procedures, to be voted on by the Access Tucson Board.

The goal of these revisions is to create the safest and most effective environment for the Access Tucson Mission to come to life.

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### **Section 2 - Access Tucson's Code of Conduct:**

The specific goal for revisions to the Code of Conduct is to create a safe and positive atmosphere for the fulfillment of Access Tucson's mission, identifying only those behaviors that are the most detrimental to the safety and effectiveness of Access Tucson operations.

#### Access Tucson's "General" Code of Conduct:

The General Code of Conduct is meant to apply to all individuals who are involved in the use or operation of Access Tucson; members, staff, administration, Board of Directors, guests.

1. All users, staff members, administration, guests and Board of Directors must abide by Access Tucson's Sexual and Other Unlawful Harassment Policy.
2. Language that can reasonably be interpreted to be abusive, threatening, and / or offensive to any user, staff member, administrator, board member or guest is prohibited.
3. Any language and / or actions that disrupt the normal operations of the facility are prohibited.
4. Any physical action that can reasonably be interpreted to be abusive, threatening, offensive and / or violent to any user, staff member, administrator, board of director, guest or equipment is prohibited.
5. All users, staff members, administration, guests and Board of Directors must abide by existing federal, state or local public laws – any such violations may be reported to the proper authorities.
6. No unauthorized weapons or hazardous materials are allowed into the facility (authorized law enforcement personnel excepted).
7. No smoking in the facility.

8. No user, staff member, administrator, board member, or guest may consume or possess any illegal substances on Access Tucson property.
9. No user, staff member, administrator, board member, or guest may consume alcohol on Access Tucson property without the prior approval of the Executive Director.
10. Persons under the influence of drugs, alcohol or other substances will not be allowed in the facility or to remain in the facility.
11. Maintain non-offending personal hygiene; for example, excessive cologne or obvious lack of personal hygiene.
12. Persons are required to be fully clothed, including shoes, except for program content purposes.
13. Take routine care not to expose others to contagious conditions.
14. Animals are not allowed except for program content purposes or those certified for personal assistance.
15. Food and drink are permitted only in designated areas and as authorized.
16. Do not use another's property, time or workspace without expressed permission.
17. Use of any computers and/or Internet connections that violate federal, state and local laws are prohibited; use of any computers or Internet connections to view materials that can be reasonably interpreted to be indecent is prohibited.

Creation of an Access Tucson's "Member" Code of Conduct:

In addition to the activity outlined in the Access Tucson General Code of Conduct, users of the facility should:

1. Follow posted equipment usage procedures and staff direction in accordance with Access Tucson policies.
2. Not use the facility intercom or paging system unless an emergency exists.
3. Not interfere with a staff member's duties and responsibilities; for example, please do not loiter around the front desk.

Creation of an Access Tucson's "Staff / Administration" Code of Conduct:

In addition to the activity outlined in the Access Tucson General Code of Conduct, employees of the facility must:

1. Perform the tasks described in their job descriptions in accordance with Access Tucson policies.
2. Comply with the Access Tucson employee code of conduct.

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**Section 3 - Access Tucson's Disciplinary Process:**

The revised disciplinary procedures are meant to work in concert with the revised Code of Conduct. With the goal of fewer Code of Conduct violations, each violation would thus receive closer scrutiny and signify a more serious occurrence. The draft revisions provide information about how the violation would be judged, how

sanctions are to be levied and what opportunities exist to appeal any disciplinary action.

1. A staff member who determines that a member may be violating the Code of Conduct (either through direct, personal observation or through what appears to be reasonable reporting from others) should speak directly to that member notifying him/her as such, and if the staff member thinks such behavior is a violation of the Code of Conduct, request that such behavior be stopped.
2. Members who violate the Code of Conduct will be notified verbally by an Access Tucson staff member; the staff member shall document the violation and provide a copy to his/her supervisor and the deputy director within two business days of the incident.
3. Within ten (10) business days of the incident being reported, the Deputy Director shall send the member by certified mail, return receipt requested, a notification of the violation. The member must schedule an appointment with the Deputy Director within ten (10) business days of the date of the notification of violation. The meeting shall be held within ten (10) business days of the date the member contacts the Deputy Director to schedule the meeting. At this meeting, the Deputy Director will present the member with evidence documenting the violation and will be offered the opportunity to provide his/her own evidence and perspective about the incident.
  - a. As a result of the meeting the Deputy Director may:
    1. Determine that a violation did not occur;
    2. Determine that a violation did occur and issue a written warning that future violations may bring a suspension of membership;
    3. Determine that a violation did occur and issue a suspension of membership – which may be temporary or permanent.
  - b. The nature of any sanction levied depends on the circumstance(s) of the violation; factors to be taken into account include, but are not limited to:
    1. The nature of the violation;
    2. Whether it is a repeated violation of the same activity;
    3. Whether it is part of a pattern of violations of the Code of Conduct by the same member.
  - c. The Deputy Director shall either hand-deliver or mail by certified mail, return receipt requested, to the member, a written copy of his findings and sanctions.
  - d. It is the member's responsibility to schedule a meeting with the Deputy Director within ten (10) business days of the date of the notification of the violation of the Code of Conduct. If the member does not contact the Deputy Director to schedule an appointment within ten (10) business days, their membership privileges will be suspended.
4. A member may appeal any finding and sanction imposed by the Deputy Director by sending a letter appealing the sanction by certified mail, return

receipt requested, to the Executive Director within ten (10) business days of the date the Deputy Director mails or hand delivers his findings and sanction. The member may appeal on the grounds that:

- a. The finding of the violation of the Code of Conduct was not supported by evidence;
  - b. The severity of the sanction is not warranted by the violation;
  - c. Access Tucson did not follow due process in determining the violation and imposing a sanction.
5. Upon timely receipt of the member's request for an appeal, the Executive Director will convene a hearing panel composed of a staff member, a member of the Board of Directors and an Access Tucson member, to hear the presentation of evidence from both sides. One member of the hearing panel would be appointed chair. The Executive Director may observe the hearing.
- a. The format of the hearing board consideration would include:
    1. Brief summary opening remarks from each side
    2. The Deputy Director would present the evidence surrounding the violation and the reasoning used to determine the nature of the sanction. Hearing panel members and the Access Tucson member would be offered the opportunity to ask questions.
    3. The Access Tucson member would present the basis for his/her appeal of the violation and / or sanction. Hearing panel members and the Access Tucson staff member would be offered the opportunity to ask questions.
    4. Brief summary conclusions from each side would be presented.
  - b. The hearing panel shall make a recommendation to the Executive Director as to whether the violation did occur and, if so, whether the sanction was appropriate. The committee shall send a written report to the Executive Director within three business days of the conclusion of the hearing.
  - c. Within ten (10) business days of receipt of the hearing board's recommendation, the Executive Director would make a final determination regarding the violation and sanction.
6. Certain violations of the Code of Conduct warrant immediate action to prevent harm to any member, guest or staff, or damage to equipment – these include:
- a. Criminal behavior;
  - b. Violent behavior that would be reasonably interpreted to lead, directly and immediately, to harming one's self, another individual or a piece of equipment.
  - c. Failure to follow staff direction in such a way as to lead to harm to one's self, another individual or a piece of equipment.

Under these circumstances a member would be asked to leave the premises by the senior staff person on duty and be considered under immediate suspension. Any person under immediate suspension may, within 15 business days of being suspended, request, in writing, a meeting with the Deputy Director. The procedure for the meeting and the member's right of appeal shall be as set forth in Sections 3, 4, and 5.

7. Members who have Access Tucson privileges suspended will meet with the Deputy Director to discuss the conditions for resumption of membership.
  8. For reporting purposes, the files of all Disciplinary cases appealed to the Executive Director will be forwarded to the Executive Committee of the Board of Directors within ten (10) business days of their completion.
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#### **Section 4 - Access Tucson's Member Grievance Process:**

The goal underlying the Member Grievance Procedure revision is to create the fairest and most transparent means possible for members to report what they believe are unfair policies and / or a staff member's violation of a member's privileges to Access Tucson's resources.

It should be understood that the Member Grievance Procedure should not be seen as a continuation of the appeal process for any disciplinary cases resulting from violations of the Code of Conduct.

Existing personnel policies and procedures cover how employees are evaluated and/or disciplined for violation of Access Tucson's rules and guidelines. The Member Grievance Process as outlined below should be understood as a component of that larger system.

A member who has a grievance should follow these steps to find a solution:

1. Talk to a staff member who might be able to help resolve the problem. The Access Tucson staff member will document this interaction (noting content, people involved in the complaint, the time & date) and provide a copy to both the member and the Deputy Director.
2. If talking to a staff member does not resolve the grievance, talk to a supervisor who has responsibility for the area related to the problem. The Access Tucson supervisor shall document this interaction and provide a copy to both the member and the Deputy Director.
3. If the member is still unable to resolve the problem, the next step is to contact the Deputy Director for a resolution.
  - a. If the nature of the member's grievance is policy or procedure related, the Deputy Director will jointly work with appropriate staff and the member to attempt to find a satisfactory solution to the problem.
  - b. If the nature of the member's grievance is staff related, the Deputy Director will work to resolve the problem using the personnel policy procedures of Access Tucson.
  - c. The Deputy Director shall notify the member of his/her decision about the member's grievance.

4. The member may appeal the Deputy Director's decision by contacting the Executive Director of Access Tucson.
5. The Executive Director will then evaluate the decision of the Deputy Director. The Executive Director's decision is final.
6. For reporting purposes, the files of all Member Grievance cases appealed to the Executive Director will be forwarded to the Executive Committee of the Board of Directors within ten (10) business days of their completion.

## **FACILITIES**

### **Facilities Allocation Policy**

Each Access Tucson member will be allocated \$10,000 worth of public access resources. Members will be charged from their allocation for each reservation that hasn't been canceled 24 hours in advance. Members will be charged from their allocation for any facilities used, with or without an advance reservation. Please see Access Tucson's Facilities Use Rate Sheet for detailed rate information.

### **Anniversary Dates**

All Access Tucson members have a Facilities Anniversary date based on the date that they became an Access Tucson member. On this anniversary date, your Facilities Allocation is reset to \$10,000. Unused portions of your allocation from the previous year will not be added to your new allocation. Members may not borrow from the next year's allocation.

### **Facility Hours**

Monday: 12:00 – 10:00 p.m.

Tuesday: Closed

Wednesday – Saturday: 12:00 – 10:00 p.m.

Sunday: Closed

Access Tucson programs three public access channels 24 hours a day, seven days a week on the Cox Communications and Comcast cable systems.

### **Annual Facility Closure Days:**

New Year's Day

Martin Luther King, Jr. Day

Presidents' Day

Cesar Chavez Day

Memorial Day

Independence Day

One Week in July - Inventory and Facility Upgrades

Labor Day  
Veterans Day  
Thanksgiving Day  
December 24 through January 1 - Winter Break

The facility may be closed on other dates as necessary for Access Tucson operations.

## **PUBLIC ACCESS PROGRAM CONTENT**

### **Program Content**

Access Tucson does not preview programs to screen for prohibited content. Producers are asked to abide by program policies. If Access Tucson staff become aware of prohibited content, that program will not be cablecast further until the producer removes the prohibited material. A producer may appeal to the Executive Director, any decision regarding prohibited material content.

In general, public access programming may be produced and cablecast with no outside content control. However, the following types of content are prohibited:

### **Commercial Content**

Commercial content includes but is not limited to product placement and 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 by direct or indirect reference or testimonial for the purpose of commercial exploitation.

### **Libelous or Slanderous Content**

Libelous or slanderous content refers to programs that meet a legal definition of libel or slander. If a viewer believes that an access program contains libelous or slanderous material, he/she will be directed to contact the appropriate law enforcement office. It is Access Tucson's policy to cooperate with all investigative requests from law enforcement representatives.

### **Obscene Content**

Obscenity is not considered to be protected speech under the First Amendment to the United States Constitution. The public access producer 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 is liable for substantial criminal penalties.**

### **Adult Content**

You are responsible for your program content. Access Tucson asks you to be sensitive to protect children from viewing adult shows. It is the responsibility of the producer to insure that no one in the facility; including crew, audience and the general public, is exposed to adult content during the course of any studio production. If in your judgment as the producer, your program depicts real or simulated sexual acts, representations or descriptions of excretory functions or exhibition of the genitals, or is excessively violent or uses excessive adult language, we ask that you choose a cablecast time of 12:00 a.m. – 6:00 a.m.

Access Tucson reserves the right to reschedule such adult programs to a cablecast time of 12:00 a.m. – 6:00 a.m. If your program is re-scheduled and you disagree with the decision, you may present your program to the Adult Program Review Committee for review and a determination as to whether it must be scheduled to a 12:00 a.m. – 6:00 a.m. cablecast time. If there are complaints about your program after it is cablecast, Access Tucson will review the program and if it is determined that it is adult programming, it will be re-scheduled to a 12:00 a.m. – 6:00 a.m. cablecast time. If you disagree with this decision, you may present your program to the Adult Program Review Committee for review and a determination.

You may also submit your program or program concept to the Adult Program Review Committee before it is scheduled to be cablecast if you are concerned that there is adult language or depictions which are not suitable for viewing by children or you feel that there is a compelling reason for your adult show to be cablecast before midnight. The findings of the Adult Program Review Committee may be appealed to an Appeal Board appointed by the Access Tucson Board of Directors.

### **Copyrighted Material**

U.S. copyright laws prohibit the use of any copyrighted material without permission from the copyright owner. Access Tucson producers may not include unauthorized copyrighted materials in public access programs and are responsible for obtaining all necessary permissions. Producers must present proof of authorization to cablecast copyrighted material upon request.

### **Program Underwriting Policy**

Any member who solicits underwriting support of any kind for a public access program must first provide the potential underwriter with a copy of the Access Tucson Underwriting Agreement. The only acknowledgment credit allowed for underwriting support (in dollars, goods or services) of public access programs is a

listing of the underwriter's name and/or logo and their address and telephone number at the beginning and/or end of the program. The credit may use a full or partial screen with a plain background or over program video, with or without voice-over, to a maximum exposure of 10 seconds. Moving logos and service descriptions are not permitted. The credit shall read: "SUPPORT FOR THIS PROGRAM PROVIDED IN PART BY (names and/or logos of all underwriters). These rules are required because of the non-commercial mandate given to public access under law. **Prior to acceptance of underwriting support by the member, a signed copy of the Underwriting Agreement shall be delivered to Access Tucson.**

### **Producer Responsibility**

The producer must sign a Producer Agreement and Indemnification Form for all facility use and each program presented for cablecasting. The producer's signature on this form verifies the producer's acceptance of full responsibility for their program content and releases the Access Tucson staff and Board of Directors from liability or legal fees and expenses incurred as a result of cablecasting the program. Producers must secure all releases of copyrights, talent, etc. This agreement gives Access Tucson the right to cablecast the program or any part thereof and to distribute it by other means and for other purposes including but not limited to promotion, video competition and webcasting. Producers of public access programs retain all ownership rights to the content of their program.

## **5. HOW TO PRODUCE A PUBLIC ACCESS PROGRAM**

### **Orientation**

Orientation to Access Tucson is required for all members planning to enroll in classes, use production services, or cablecast programming. Orientation sessions are held weekly at the Access Tucson facility. There is no charge for the Orientation class.

### **Classes**

Access Tucson offers a variety of classes scheduled on a first-come, first-served basis. Orientation is a preliminary requirement for all classes. Pre-requisite certifications must be in place in order to sign up for each additional class. Some classes are available at no charge with the exception of a deposit that is refundable if the enrolled person attends the class or cancels with no less than 24-hours notice. Other classes require a fee. Fees and deposits must be paid at the time of registration, and may be paid by credit card, guaranteed check or cash. Class fees can be refunded or applied to another class if the enrolled person cancels or reschedules with no less than 24-hours notice. Class deposits and fees will not be refunded if the enrolled person does not show up for class or cancels with less than 24-hours notice.

Some classes require successful completion of another class as a pre-requisite. See the list of Production Classes for details about the curriculum.

### **Class Attendance**

Some classes meet over a period of several days or weeks. Students are required to attend all class sessions to qualify for class completion certification.

### **Class Certification**

Some classes provide instruction on Access Tucson production equipment leading to certification for using the equipment. At the conclusion of the class, the instructor will determine each class member's eligibility for certification. If a class member is not ready for certification, the instructor will determine what further training will most likely prepare the person for certification.

### **Class Waivers**

Waivers for Access Tucson classes are possible for people who have extensive production experience. A fee will be charged in advance for a waiver appointment. The applicant must meet the following criteria to qualify for a waiver:

#### **Waiver Criteria Includes:**

- Complete Access Tucson Orientation.
- Complete Introduction to Access Tucson
- Experience with equivalent production equipment.
- Viewable portfolio reel that includes credits.
- Current production plan for facilitated public access project, in the form of an outline, script or storyboard.
- Ability to pass a basic production skills assessment.
- A facilitator will determine certification.

Waivers may not be rescheduled if the facilitator determines that the applicant does not have sufficient experience.

## **USING THE FACILITY**

### **Facilitation**

All public access producers are required to schedule a facilitation (pre-production) meeting with one of Access Tucson's facilitators when beginning a new project. These meetings are to assist producers in the planning and production of their program. The meetings facilitate effective use of equipment and facilities.

Completing a Project Description Form will be a part of a facilitation meeting for all new programs. Facilitators are available for assistance during all phases of production.

Your first facilitation appointment must be done in person. During this meeting, the facilitator will help you plan your project and determine what Access Tucson equipment and facilities you will need. You will complete and sign a Project Description Form that helps the staff know more about your project. You may also have time in your first appointment to begin scheduling some of the equipment to start the production process of your project. To ensure fairness, most facilitation appointments are 30 minutes in length. You may do as much scheduling as you can complete with the facilitator in 30 minutes. You may schedule facility time up to 4 months in advance. If you do not finish everything, make another facilitation appointment to complete your scheduling. However, a member can only have one facilitation appointment on the books at any one time. You are encouraged to use facilitation appointments for ongoing feedback and consultation about your project.

If you aren't able to come for your facilitation appointment, be sure to call to cancel or reschedule. If you will be late for your appointment please call to let us know.

### **Scheduling Appointments**

Once you have opened a project at Access Tucson, you may be eligible to conduct your scheduling over the phone with a facilitator. These appointments are limited to scheduling five reservations (edit sessions, checkouts, etc.) and are only available to those members who do not require technical consultation as part of their appointment.

The producer is required to be in attendance for the duration of all Access Tucson reservations in his/her name. Requests for procedure exceptions must be approved by the Deputy Director at least twenty-four hours prior to the reservation start time.

### **Field Equipment Check-Out & Check-In**

You can reserve a camcorder and field production equipment for a maximum of 48 hours or a weekend. Extensions must be approved by the Deputy Director. You will schedule specific dates and times to check the equipment out and to check the equipment back in. You are expected to come on time for these appointments. When you come for your checkout, you will set up all of your reserved equipment and perform a test recording to determine that everything is working properly. A staff member will make a complete list of your equipment checkout and you will sign a checkout indemnification form stating your responsibility for the items on the list. This checkout process takes approximately 30 minutes.

When you come to check in your equipment, you will again set up all the production equipment for a test recording. The check-in process will also take about 30 minutes. The staff member will check the items on the list and verify that everything is in order.

### **Studio Reservations**

At the start and end of your studio production time, the facilitator will check the studio to make sure the lights have been left in the "house normal" position, props have been put away, the studio and control room are clean and the cameras have been properly stored. It is the producer's responsibility to meet these requirements. The facilitator will check out to you, all available equipment requested for your production. You must notify Access Tucson in advance of any extraordinary needs for your studio production. If you fail to give advanced notice, Access Tucson may be unable to accommodate the extraordinary needs request.

### **Studio Guidelines**

- Live program producers must check in with production staff 15 minutes prior to program start time. Failure to do so may result in the cancellation of your reservation.
- Please see a production staff member for a reference list of all live studio production rules and policies.

### **Remote Production Resources – Production Truck and Mini-Mobile Unit**

Two Producers may combine allocation resources for the purpose of producing a remote, multi-camera and switched program. To encourage a shared investment and interest in the successful completion of the production, each collaborating producer must:

- Have prerequisite certification for remote studio production.
- Attend all required facilitation meetings.
- Sign off on all project related commitments.
- Designate one producer as coordinating contact person.

### **Post-Production Facilities**

Edit and dubbing facilities are to be used only for work on active production projects. A maximum of five dubs are allowed for each completed program. Dubbing of commercial movies or television programs is not allowed.

### **Cancellation and No Show Policy**

If you need to cancel an appointment or a reservation, call the Access Tucson reception desk. Cancellation notice can be left by phone message. If you cancel at

least 24 hours in advance you will not be penalized. If you are more than 15 minutes late for your reservation appointment and have not called to make other arrangements, your reservation will be completed as a no-show and your reserved equipment may be given to someone else. In addition, the value of your reservation plus a \$500 no-show fee will be deducted from your allocation account. Also, a \$500 late return charge will be added to your reservation costs if you are more than 15 minutes late for an equipment return reservation. If you accumulate three no-shows or the equivalent (two late cancellations equal one no-show) within a three-month period, your reservation privileges may be suspended. These rules also apply for facilitation appointments, equipment reservations and Access Tucson classes.

### **Standby**

All Access Tucson resources are available on a first come, first served basis. This includes facility reservations that have been canceled or otherwise unused. **If you wish to take advantage of these cancellations, please call no earlier than 9:30 p.m. on the evening prior to the day you would like to use the resource.** All facilities are available on this stand-by basis subject to resource and staff availability.

If you are trying to get into an Access Tucson class before your scheduled date, you may consider showing up on an earlier class date to take advantage of any last minute openings. Be sure to call ahead and confirm that the class will be offered and check-in with the member service representative at the front desk when you arrive for class.

### **Cablecast**

Public Access cablecast time is available free of charge to any Access Tucson member who has completed an Access Tucson orientation.

Access Tucson programming is broadcast in two seasons. The fall/winter season begins the first Sunday in September and ends the first Saturday in March. The spring/summer season begins the first Sunday in March and ends the first Saturday in September. Access Tucson holds a lottery every July and January for the corresponding season. If you do not want to participate in the lottery, you may schedule a cablecast appointment to schedule your series in an open time slot after the lottery. You may also schedule a single episode program following the steps outlined below. Program cablecast time slots are scheduled with the Program Manager. The member may request any open time slots on a first-come, first-served basis.

If you do not want to schedule your program for any specific time, you may indicate that on the indemnification form; it will be used to fill in unscheduled

time slots on a daily basis. You may also donate a copy of your tape to the Access Tucson tape library.

### **How to schedule program cablecast times:**

1. Call Access Tucson to make a cablecast appointment to schedule your series, single program, or filler.
2. During your cablecast appointment you will talk to the Program Manager in person or over the phone. The Program Manager will discuss with you all the available time slots. You may select up to two available weekly time slots for your program whether it is a series or a single program. Only one of the two time slots may be in prime time (5:00 p.m. to 10:00 p.m.).
3. The Program Manager will give you a copy of the time slots you selected. If you have an appointment over the phone, you can request to receive a copy of your program time slots by mail.
4. If you produce a series program, you must submit at least one new episode of your program every four weeks. If you fail to submit one new episode every four weeks, your series will be canceled. If a series is canceled due to lack of episodes, that producer will be unable to schedule a cablecast time for any new series or reactivate a canceled series for four months. During this four-month period, the producer may continue to produce and edit programming, preparing tapes for cablecast. At the end of this time the producer will be able to schedule cablecast time for any series they wish.
5. After your series has ended, you may re-run it for one season; you must then wait a year before you may re-schedule it.
6. You may schedule non-series programs twice a week for a four-week period. You must then wait for two months before you can re-schedule it for another four-week period.
7. Commercial content, advertising, and lottery information are not permitted on the public access channels.

### **How to submit a completed program tape:**

1. Only submit a completed, scheduled program tape (see "Cablecasting Standards" below).
2. Tapes must be submitted a minimum of 48 hours before the scheduled play date.
3. Fill out and submit your indemnification form to the member services representative to have it verified. Only the producer of the program is allowed to

sign the indemnification form. (If this tape is a re-run of a show that has previously aired, please fill out a cablecast calendar.)

4. Deliver the tape(s) and indemnification form(s) to the member services representative at the front desk.

### **Cablecasting Standards**

1. Only one program may be submitted per tape with the exception for 30-second Public Service Announcements and promo spots. (This is allowed since PSA's and promo spots are dubbed to a compilation tape; therefore, they do not have to adhere to the following standards).

2. Your program tape must begin with a cablecast leader, which consists of the following:

a. Thirty to sixty seconds of color bars and tone, with no program content preceding it.

b. A slate that gives program name, exact program length, audio channel information, producer's name and phone number.

c. A visual countdown that begins at 10 and goes to 3.

d. Two seconds of black (this is the cue point for playback).

(The above sequence MUST begin no more than 2 minutes into the tape. Your program comes after the cablecast leader. At least 60 seconds of black must follow the program.)

3. Tape formats currently supported are VHS, S/VHS, and DVC Pro.

4. Access Tucson reserves the right to reject a program if it does not meet minimal technical standards:

a. Tapes must send a stable signal over the cable system (it must pass through a time base corrector).

b. Tapes must not damage Access Tucson equipment.

5. Do not submit a program that is longer than the scheduled time block you originally scheduled for cablecast. If your program is longer than your selected time slot and you feel you cannot shorten it, you should re-schedule a longer time slot through a cablecast appointment.

If you submit a tape that does not adhere to the above standards, we will return it to you for correction. We will not cablecast the tape until it is corrected.

### **How to pick up a tape after it has been cablecast**

After a program has finished its scheduled run, please remove it from the tape library. Please make sure that you only have four tapes for any one series in the library. There is a limited amount of shelf space in the Master Control library. Any tape left in the Access Tucson tape library after its scheduled run times may be discarded. If you do not want us to discard your tape, be sure to remove it from the library. Members must properly sign in/out any tapes removed from master control. A member may not sign out another producer's tape.

You may call ahead to have the Master Control operator pull any tapes you want removed and leave them for you at the front desk, or you may ask at the cablecast window for any tapes you have produced. No one other than the producer of a tape may remove it from the tape library.

**If you fail to cablecast a program after using Access Tucson facilities and/or resources, you may be billed for the costs of used resources at prevailing market rates.**

Thank you for your interest. If you have any questions, please contact Access Tucson at (520) 624-9833 or visit our website: [www.accesstucson.org](http://www.accesstucson.org).

**Access Tucson is a community resource facilitating public dialogue and participatory democracy through citizen access to television and other electronic media. Access Tucson is a service of Tucson Community Cable Corporation, an independent, non-profit community organization, not an agent or affiliate of Cox Communications or the City of Tucson.**