



CITY OF OMAHA PUBLIC ACCESS POLICIES AND PROCEDURES

Producer's Handbook for KPAO

**The Omaha Cable Television Access Corporation (CTAC)
Omaha, Nebraska**

Amended July 13, 2015

Welcome to Omaha Cable Television Access Corporation (CTAC), a public access station serving the communities located within the service area of Cox Communications and Century Link. The Omaha Cable Television Access Corporation (CTAC) is a non-profit 501 (c) 3 corporation, established by Ordinance of the Omaha City Council. The members of the CTAC Board are appointed by the Omaha City Council and are governed by their Bylaws, Articles of Incorporation and applicable Omaha Municipal Codes. The CTAC operates three Public, Educational and Governmental (P.E.G.) channels on Omaha cable television through two franchise agreements with Cox Communications and Century Link for the production and airing of locally produced programming.

All operational and content decisions are under the sole jurisdiction of CTAC as per Federal Communications Commission FACT SHEET, Cable Television Information Bulletin, Aug. 1997 cited below:

"Under the 1984 Cable Act, local franchising authorities may require that cable operators set aside channels for public, educational, or governmental (PEG) use. In addition, franchising authorities may require cable operators to provide

services, facilities, and equipment for the use of these channels. Many cable systems include several PEG channels.

In general, cable operators are not permitted to control the content of programming on PEG channels. Cable operators may impose non-content-based requirements, such as minimum production standards, and may mandate equipment user training.

PEG channel capacity which is not in use for its designated purpose may, with the franchising authority's permission, be used by the cable operator to provide other services. Under certain conditions, a franchising authority may authorize the use of unused PEG channels to carry low power commercial television stations and local noncommercial educational television stations that are required by law.

Information relating to PEG channels may be obtained directly from the cable system or the local franchising authority.

Acknowledgement

Much of the information in this handbook was adapted, modified, revised, reformatted, and, in some cases, copied directly from the publications of existing public access stations. The CTAC Board of Directors wishes to express its gratitude to the stations for sharing their advice, ideas and materials.

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MISSION STATEMENT

To support, strengthen, and enrich community in Omaha, with equal access and fairness to all, by assisting its citizens and institutions in realizing their greatest potential through public access to electronic communication media, both established and emerging.

OPERATIONAL GUIDELINES

1. OPERATING GUIDELINES

1.1 An “Independent Producer /Programmer” is defined as a “User” who is a resident within the Cox Communications and Century Link footprint who has been certified and makes proper application for CTAC equipment, facilities, and/or channel time or submits a programming request for cablecast. All Users desiring to use access facilities and equipment should be familiar with the guidelines for production, procedure, scheduling, etc. and must take the public access training workshop to become familiar with public access procedures, video terminology and basic equipment before gaining access to the studio.

1.2 A public access production training workshop for Users to become certified will be presented monthly at the Corporation studio with specialized training in audio, switcher, editing, lighting and remote equipment arranged upon request. A certified user is an individual who has completed the public access training and the appropriate test. Certification is valid for one year from the date of approval and may be renewed annually if the individual produces at least one show during the previous year that appears on the public access channel. Certification qualifies user to use remote, studio and/or editing equipment. If certification lapses, to maintain eligibility, the person must retake the appropriate test or retake the training class or demonstrate appropriate skills to access studio. The availability and administration of CTAC access equipment, studio and channel time is the responsibility of the Program Manager. CTAC facilities may be used only during scheduled hours and only when the CTAC Staff is present. The following hours will be available:

Studio, Editing and Office Hours

Monday	6:00 p.m – 11:00 p.m.
Tuesday	CLOSED
Wednesday	3:00 p.m. – 9:00 p.m.
Thursday	3:00 p.m. – 9:00 p.m.
Friday	8:00 a.m. – 4:00 p.m.
Saturday	9:00 a.m. – 12:00 p.m.
Sunday	CLOSED

PROGRAM CONTENT GUIDELINES

In general, program content that falls within the parameters of constitutionally protected free speech is appropriate for broadcast on CTAC, in accordance with the following guidelines:

2. Programming Material

2.1 The CTAC Board and/or designated representative shall not censor or exercise editorial control over the content of any User's program. Additionally, they do not assume responsibility for viewing programs. All program content is the responsibility of the User and is pursuant to the Communications Act governed by the Federal Communications Commission (FCC). Any program will be cablecast unless it is known that it violates parts (b thru f), below.

2.2 CTAC equipment, facilities and channel access may not be used for the presentation or production of material designed to promote the sale of commercial products or services or the dissemination of any information in contravention of Section 12 of this Policy (Sponsorship) or directly or indirectly involving lotteries as defined in Section 76.213 of the Rules of Federal Communications Commission. This restriction is not meant to discourage program submissions by local merchants, artisans, or craftspersons. However, content must be informational rather than commercial. For example, it would be appropriate for a local baker to produce a program on bread making. Likewise, a public accountant could provide viewers with tips for completing tax returns. It would not be appropriate for any of these individuals to broadcast their location, business hours or specific products they have for sale, or to display their products with prices and information on how they can be purchased. Likewise, a musician may certainly perform music on a public access program but may not use the program to advertise or sell a recording of that music. Therefore, it is also important that each producer chooses a name for the program that is descriptive but non-commercial, and that does not promote the User or guest in an overtly commercial way.

(a) Acceptable Title: "All About Chocolate"

(b) Unacceptable Title: "Pete Williams, Master Confectioner, Presents..."

2.3 Federal law provides that any person who transmits obscene programming or programming unprotected by the Constitution over cable systems may be fined and imprisoned. Moreover, a User may be subject to federal, state and local laws regarding libel, slander, obscenity, profanity, incitement, invasions of privacy, copyright or other similar laws. The CTAC access channels may not be used to present material which violates federal, state or local law.

2.4 Viewer's Discretion

(a) Users are required to indicate on their completed Program information form whether or not any portion of their programming content may present cause for CTAC viewers to exercise viewer or parental discretion. Programs marked, as 'Yes' will be scheduled as follows:

(i) Prohibited Material - obscene material is prohibited by Federal Law and should not be submitted for cablecast.

(ii) Mature Audience - subject matter that is inappropriate for children and subject matter that depicts or describes, in terms patently offensive as measured by contemporary community standards, sexual or excretory activities or organs, which includes programs with material and/or adult language of a sensitive nature, nudity, actions of violence, depictions or descriptions of sexual or excretory material or controversial subject matter, must be scheduled after 1:00 A.M. and before 4:00 AM commonly known as "safe harbor" hours.

(1) A program containing mature content must have a 10 second disclaimer following the standard opening disclaimer, consisting of a slate of black background, with white text in a plain font such as Arial or Times New Roman, in a size that fills the screen without affecting the aspect ratio of the text, with no music, voiceover (except V/O of the text below) or movement, that states the following, verbatim:

"The following program contains material which may not be suitable for all viewers. Parental and viewer discretion is advised."

(b) In the event a program airing on KPAO receives a complaint that the mature content policy has been violated, the program will be immediately removed from the schedule and reviewed. If the policy has been violated, the program will be cablecast only in the safe harbor hours and the Producer will be contacted and given written explanation of the policy.

(c) At no time, can the KPAO studio and equipment be used to produce mature content.

2.5 The public access channel shall not be used for solicitation or fund raising of any kind.

2.6 Violations of Section 2.1 thru 2.5 may result in cancellation of the User's program, or in the case of repeated violations of the Policy, suspension of the privilege of the User to use facilities, equipment and access channels, in accordance with the procedures set forth in Section 3.

2.7 Political Activity. In furtherance of the CTAC policy to not censor or exercise editorial control over the content of a User's program, a program that otherwise complies with the public access policies and procedures may include political

commentary or comment on matters of public concern. The existence of this content within a program will not be considered in accepting a program for showing. For example, a political candidate may produce a program expressing their views or may be interviewed on another User's program and a candidate or ballot issue may be discussed on a program. The existence of this content may be considered in scheduling a program only to the extent it is necessary to avoid the program being reasonably mistaken for a governmental access program instead of a public access program. However, soliciting funds for the purpose of supporting or opposing a candidate or ballot issue or permitting such solicitation or fund-raising will be considered prohibited commercial use of the public access system.

2.8 Nonprofit Fundraising. A Corporation that is exempt from Federal income tax under section 501(c) of the Internal Revenue Code may include in a program produced by the corporation or an authorized representative a solicitation of funds to be used by the exempt corporation to produce or distribute public access programming. The solicitation shall only be made at the end of the program and can last a maximum of 60 seconds per half hour program. The User shall be responsible for compliance with all laws, rules, and regulations governing 501(c) organizations. Before any such solicitation is shown, the User shall submit a copy of its tax exemption letter to the Program Manager. Evidence that the solicited funds will be, or have been, used exclusively for production or distribution of the programming shall be provided upon request of the Program Manager. A solicitation that complies with this paragraph will not be considered commercial use of the public access system prohibited by section 2.2 and will not be considered to be an acknowledgment of sponsorship subject to section 13.1.

USER GUIDELINES

3. USER RESPONSIBILITY - GENERAL

3.1 It is the responsibility of all access User's to know and understand all policies, procedures and guidelines. Regarding a new program for cablecast, a User must submit a Production Proposal to be reviewed by and approved at least two (2) hours before use of equipment or facilities for portable equipment and at least two (2) weeks before use of the studio. In the case of LIVE programming, a User must submit a Production Proposal and Cablecast Request form at least four (4) weeks in advance. Users must complete three programs to be considered for LIVE programming.

3.2 A User must submit a Cablecast Request form and completed program to the CTAC staff when reserving channel time. The privilege of LIVE programming will be granted at the discretion of CTAC and/or Program Manager and is contingent upon channel, equipment and facility availability and User's completion of all pre-production requirements.

3.3 At the time reservations are made, persons reserving studio time must notify the CTAC Personnel of the approximate number of people who will be in the production facilities at any one time. Reservations for studio time require a crew of three (3) people minimum, not including any on camera talent.

3.4 If a program requires editing, the User is responsible for developing a pre-edit guide and should complete editing work on the program within 60 days of the recording date. If work is not completed within 60 days, CTAC may release the tapes and/or other recording media for reuse by other Users. All programs should contain producer contact information within their programs as information for viewers.

3.5 Users should recognize that equipment may not be available for use on short notice. To ensure that equipment is available, User's should reserve equipment at least two weeks in advance of the anticipated date of usage.

3.6 Rates, fees and deposits will be a decision of the CTAC Board on an ongoing basis.

3.7 The Corporation assures current program listings such as TV Guide, as well as giving access to the Corporation's website.

3.8 At least three day notice shall be given to cancel a reservation to use the CTAC equipment or facilities for editing, production, or any other purpose. A failure to give sufficient notice of cancellation, a failure to keep a reservation, or a failure to return equipment as scheduled, without compelling circumstances will cause a suspension of the User's ability to use the equipment or use the facility.

PUBLIC ACCESS AIRTIME PRIORITIES

4. PROGRAM SCHEDULE AND AVAILABILITY

The goal of CTAC is to make the widest variety of programming available to the Omaha Community and to provide community members with the ability to produce programming on any subject, without censorship or editorial control. CTAC and/or its designated representative will exercise sole discretion over programming to ensure access to the public access channel and the priority given to each individual show or program. All available time slots are allocated on a first-come, first-served basis.

4.1 Program Rotation-- To encourage programming within the Metro area, CTAC has developed a programming matrix with fifteen key categories to highlight the People, Culture and Community within the Cox Cable and Century Link footprint. There is a four month rotation schedule for all programs to occur between the early morning, daytime and prime time blocks. Programs will remain in their current day and time slot for four months. Thereafter, the program manager will work with Users to fill slots and when competition for a slot is unavoidable for an occupied slot, the program

in that slot shall rotate to a time slot on the next succeeding day that is unoccupied and which is nearest in time to the previously scheduled slot. The program shall remain in that newly assigned slot for the next four months or upon receipt of a written request for that slot from another program. If a request is received, the rotation shall continue in the same manner.

4.2 Program Information Form - before any program will be scheduled for cablecast, it must be submitted according to the requirements along with a "program information form". The KPAO programming schedule runs from 12:00:00 am Sunday to 11:59:59 pm Saturday. All submitted programs that meet the requirements will be shown at least once.

4.3 Program Guide - in order to be listed in the guide or schedule, programs must be submitted for air no later than close of business two Fridays prior to the schedule week.

4.4 KPAO Programming -- specific time slot requests will be honored when possible, but CTAC reserves the right to schedule programs at our discretion to meet the needs of the channel. In some cases, programs of a time-critical nature will preempt regularly scheduled programming. CTAC reserves the right to schedule any program, including series programs as often and in any time slot it deems appropriate. The Producer may request limited playback, and can indicate this on the program information form. At the time reservations for cablecasting are made, programs shall be determined to be one of the following types: either a Series, Special or a Live Production;

4.5 Series Program - Programs scheduled on a weekly basis. A series is defined as a program that is cablecast at the same time, on the same day, each week. Only a Series Program will be given a regular timeslot on the schedule. To request a Series slot, a User must submit three completed episodes. KPAO will provide a list of available time slots to choose from based on the programming matrix. Once that time slot is selected, the User must submit a new episode every week to keep that time slot...

(a) To qualify as a series, a new episode of similar length must be produced at least once a week.

(b) When making application for channel time, a series User shall attach a presentation schedule to his/her application.

(c) Local series may be scheduled at regular intervals for a maximum of four (4) months at one time and will be given a time slot if done in accordance with Section 4.

(d) Series slots will be forfeited if the User fails to provide new original programming for more than two consecutive time slots and can only repeat

programming once a month. Once a time slot has been released, it is available to any User.

4.6 Specials Program – all other programs (i.e. bi-weekly, monthly, occasional or seasonal) are considered to be a Special program. Specials will be cablecast on a first come, first serve basis and will be at the sole discretion of the CTAC designated representative. In most cases, Specials will not receive the same day of the week or timeslot.

4.7 Live Program – are shows originating from the access studio and cablecast at the moment of production. For live cablecasting, the user must be certified and have produced a minimum of three (3) taped studio programs in the past six months. Time slots and studio time for live programs must be scheduled at least 30 calendar days in advance of the live program. The live cablecast will be cancelled if any of the following provisions are not met:

(a) The User, crew and staff must be present and check in with staff 30 minutes prior to the start of the live program.

(b) CTAC or their designated representative will terminate the transmission of any live program that violates content rules.

(c) CTAC will broadcast at least 4 live shows on Mondays from 7:00 pm to 11:00 pm.

(d) Live broadcasting for a single User will have the timeslot for 4 consecutive months and will rotate in accordance with Section 4.1.

(e) Live programs require a certified crew member for each of the following crew positions:

(i) Camera operator for each manned camera

(ii) Director (Switcher Operator)

(iii) Graphics and Video Playback

(iv) Audio Engineer

(v) Live programs with a studio audience require at least one usher or audience wrangler and all fire safety regulations must be followed. No admission may be charged.

4.8 Program Priority

(a) Whether the program is produced in or outside the KPAO studio, all shows must be turned in seven (7) days before their scheduled cablecast time. Exceptions will be evaluated on a case by case basis for programs which deal with time sensitive material or breaking news. Each User may have one program per

producer, per week, up to 28 minutes of channel time and will be aired according to the programming matrix. Requests for channel time shall be allocated by the following priorities:

4.9 Level 1 Priority Producers of a local series – a weekly program series that utilizes the studio and equipment of KPAO and has locally based content has the highest priority.

4.10 Level 2 Priority Producers of a local series program which is produced outside the KPAO studio meeting all requirements and has locally based content. Note: the Staff reserves the right to refuse submissions that do not meet CTAC technical standards.

4.11 Level 3 Priority Producers who produce specials with locally-based content that utilizes the studio and equipment of KPAO.

4.12 Level 4 Priority Producers who produce specials with locally-based content that is produced outside the KPAO studio. Note: the Staff reserves the right to refuse submissions that do not meet CTAC technical standards.

4.13 Level 5 Priority KPAO local information (virtual channel) – programs serving a public service, community calendar, weather updates, guide, etc, purpose. These programs will be at the sole discretion of the CTAC board and/or their designated representative. This priority will allow for the creation of a promotional platform for Users and KPAO staff to show “snippets” of shows to create interest for the channel.

4.14 Level 6 Priority Imported or outside Omaha programs that are not locally produced but are copies or re-runs of programs from around the United States will only be scheduled for playback at the sole discretion of the CTAC Board or their designated representative. There is no guaranteed timeslot. Note: the Staff reserves the right to refuse submissions that do not meet CTAC technical standards.

4.15 Exceeding Time Slot

(a) KPAO runs several hours of computer automation with a limited amount of time for editing User shows. KPAO reserves the right to back time any show or program that exceeds its scheduled time slot, unless prior arrangements are made. For example, a half-hour series program should not exceed 28 minutes, even by half a second. This could cause the program credits to be cut short, or the next program to start late. Series producers must submit a properly timed program in order to help maintain the schedule and create the best possible appearance of the Public Access channel.

4.16 Local Sponsor

(a) Imported programs must have a local sponsor from a non-profit 501 (c) 3 organization who agrees to sponsor the show at the beginning of the

cablecast and who also has an address within the Cox Cable or Century link footprint, or they will not be scheduled for cablecast.

4.17 Schedule Interruption

(a) The City of Omaha may interrupt access programming to cablecast programs with an audio or video message on all channels simultaneously in the event of a disaster or public emergency. The Program Manager may make use of airtime by repeating any program for which CTAC has received such permission from the User, or by cablecasting any other program.

USER RESPONSIBILITIES

5. User Responsibility

5.1 User will bear full responsibility for all program content.

5.2 All Users must be able to secure copyright permissions as prescribed by the Digital Millennium Copyright Act (DMCA), in writing, that the cablecasting of such material does not violate the rights of a third party, including the privacy rights of a third party. User will assume responsibility to obtain all necessary rights to program production materials, including all necessary literary, artistic, intellectual, performing and music rights; as well as all necessary approval from the owners or licensees of such material. Programs without proper documentation will not be broadcast on any channels under CTAC jurisdiction.

5.3 Each User (or the parent or guardian of any User who is a minor) shall sign an agreement accepting responsibility for program content at the time the User reserves time on the channel. Parent's releases will be required for children under 18.

5.4 CTAC shall provide and require Users to sign written release forms to be signed by the people who are filmed if their faces can be recognized. Exceptions: no releases are required if the subject is videotaped in a public event such as a policy-related forum, or an outdoor demonstration. CTAC reserves the right to request an original signed release to keep on file.

5.5 The User shall indemnify and hold harmless the City of Omaha, the Omaha Cable Television Access Corporation (CTAC), and the franchised cable operator(s) Cox Communications and Century Link from and against any damages, liabilities and costs of any nature including attorney fees and disbursements arising out of or resulting from any action related in any way to User's use of the access channels or CTAC's equipment and facilities. This includes, but is not limited to, any damages and liabilities and cost which may arise as a result of User's failure to abide by the Policies and Procedures. Each User (and any parent or guardian of any User who is a minor) shall sign an indemnity agreement at the time the User reserves time on the access channel, checks out equipment or reserves studio time.

5.6 User shall not interfere in the production and/or studio usage time of another person.

5.7 The access user shall not engage in activities that violate federal, state or local laws and ordinances.

5.8 The access user is expected to be courteous and respectful to staff and other access users at all times.

5.9 Smoking is NOT allowed while working on any program on the CTAC premises at any time.

5.10 Food or beverage is NOT allowed in any studio, control room, edit suite, production vehicle or other places designated off-limits for these activities. An exception will be made for food or beverage used as part of the content of a program.

5.11 No User, crew, talent or guest may use offices, storage areas, closets, office equipment, phones or supplies without permission from staff. Office equipment, phones and supplies are for business use only.

5.12 User's who choose to produce their own programming at another production facility should consult with the Program Manager at the time of submitting the Production Proposal and Cablecast Request form to determine whether the format is compatible with existing equipment. The Program Manager shall reasonably determine if such presentation meets the technical specifications for cablecast recording. Programming which does not meet the technical standards will be returned.

5.13 A User who appears to be under the influence of alcohol or drugs, or whose conduct endangers the safety of people or facilities, or who engages in any illegal activity while using access equipment or facilities or on City of Omaha property, will be prohibited from using the access channels and facilities. Use of any drugs or alcohol at all times is strictly prohibited on CTAC premises or while using CTAC equipment.

5.14 The station intends to provide a phone for live call-in shows, as well as access to high-speed Internet.

COPYRIGHTS

6. Rights of Users

6.1 Users shall retain ownership of the creative rights to the programs they produce, and may register and establish a copyright at their discretion. User agrees that CTAC has the first right to cablecast/broadcast materials on all programs that were produced in the CTAC facilities and/or use of CTAC equipment and reserves the right to air and distribute electronically any program produced using CTAC equipment.

6.2 By requesting access to equipment, facilities, and playback, User's agree that CTAC may use portions of their programs for non-commercial, promotional purposes. The User has the right to use their project for any other purpose after it has been cablecast on Omaha public access as long as the User does not sell or receive revenue based upon a viewer paying for content. CTAC requires a clear credit of at least 15 seconds following your program that reads "This program was produced utilizing the resources and facilities of CTAC, Omaha, Nebraska and the year produced" along with our logo. If applicable, include the word "copyright" followed by your name and the year to clarify ownership.

6.3 Use of KPAO Logo. A User may use the KPAO logo, call letters, and channel designations only to advertise the User's public access program on printed material, websites, benches, or similar items. A User may not use the log, call letters, or channel designations, or the term "CTAC" to in any way suggest or imply the User is an agent or other representative of KPAO or the City of Omaha Cable Television Access Corporation unless expressly authorized in writing by the CTAC Board of Directors.

TECHNICAL STANDARDS & TITLES

7. Technical Standards

7.1 Technical standards are based on the premise that no program should cause a viewer to think that their TV or other home equipment, CTAC, or the cable system is having technical difficulties.

7.2 Lack of signal must not appear anywhere within the program

7.3 No rolling, tearing, or jumping during the program.

7.4 Colors must accurately reproduce original colors.

7.5 White levels which are too high distort the audio portion of the signal and are unacceptable.

7.6 Audio levels that are between -5dB and +5dB during playback are appropriate.

7.7 Pre-recorded programs must be submitted for cablecast as an mpg2 file on a storage file or DVD. Programs not on these formats must be converted to one of the approved formats prior to being cablecast. The User can make this transfer, or pay KPAO a conversion fee of \$15.00 for this service.

7.8 Users are allowed to store only 2 weeks of programs at the KPAO facility. Unclaimed media will be disposed of after 30 days.

7.9 Only one program per storage file or DVD is permitted.

7.10 Each submitted DVD program shall contain a program information form containing the name of the program, the name, address and contact information of the User, the minutes and seconds of the show, a synopsis of the episode and the EXACT date and time scheduled for playback. The producer can have no more than two upcoming episodes on file due to the fact the facility does not have storage space.

7.11 When a program contains a performer who is being paid for services, a *CTAC Performer Release Form* must be signed by the performer or the recording will be returned.

KPAO EQUIPMENT

8. EQUIPMENT USE AND GUIDELINES

8.1 User's must sign a release of liability agreement at the time of equipment check-out, assuming full responsibility for any damage to or loss of equipment or production facilities while in control of the User.

8.2 The User must be a person over 18 years of age or older, otherwise a parent or legal guardian must sign a liability agreement that covers equipment and facilities damage and loss. Minors will also be required to have a parent or legal guardian sign at time of equipment checkout and be present during studio production.

8.3 User's may reserve equipment for five checkouts each month and otherwise may use equipment if it is not scheduled for use by others. Equipment is forfeited after 15 minutes if User fails to arrive for scheduled reservation. Prior to using the studio or checking out remote equipment, Users will submit a plan listing production needs, show outline, crew members, and talent. Staff may reassign equipment for use by other staff or other access Users. Equipment must be returned at the time designated on the Equipment Checkout form. One checkout consists of a 48-hour period (Mon-Fri) or a 3-day period (Fri-Mon).

8.4 Portable equipment can be checked in and out during posted check-in/check-out hours. CTAC may deny an equipment reservation if, in the opinion of the Program Manager or Coordinator, a proposed cablecast would be more appropriately produced in the public access studio.

8.5 Failure to provide 24-hour advance notice of cancellation of a request for equipment or to return equipment as scheduled may result in the loss of scheduling privileges as stated in Section 4.

8.6 In the event equipment is damaged or lost, payment in the full amount of repair or replacement must be made within 30 days of the damage or loss, or satisfactory arrangements made with the Program Manager for the reimbursement of

such loss or damage. Failure to pay within the prescribed period of time will result in the User's loss of equipment and facility privileges.

8.7 Users using KPAO cameras and equipment must use recording medium compatible with KPAO.

8.8 Volunteers who wish to become involved in access programming in any capacity must attend at least one workshop, and subsequent workshops, depending upon level of desired involvement. The Introductory workshop will be held a throughout the year. Other production workshops will be provided throughout the year at CTAC staff discretion. Volunteer producers and crew may not represent themselves as an employee of, or representative of, or a paid producer for CTAC or any cable provider.

USE OF EDITING FACILITIES

9. Editing Facilities

9.1 Editing time must be reserved by members certified in the use of the editing equipment.

9.2 No more than two people are permitted in an editing session at any time.

9.3 Members using the editing computers must comply with all posted instructions.

9.4 Facilities may only be used for producing a public access program. Other uses such as editing personal videos are prohibited.

9.5 Cancellations must be made within twenty-four hours.

9.6 KPAO editing computers will be "cleaned" daily. No program or media should be left in a folder or it will be deleted.

9.7 CTAC is not responsible for media left at the facility.

USE OF STUDIO FACILITIES

10. Studio Facilities

10.1 Studio time must be reserved by members certified in the use of the Studio equipment.

10.2 Anyone not certified may not enter the studio or control room at any time.

10.3 Members using the studio equipment must comply with all posted instructions. When using the Control Room and Studio, User's may use one DVCPRO disk that is to remain at production facility for use, only in the Control Room. One copy of their access program can be made and User's must supply their own recording medium for these copies. User's may also make up to four DVD copies of their own program and must supply their own DVDs.

10.4 Studio must be clean and ready for next use at the end of reservation. A \$25.00 fee will be charged any time the studio is not restored properly.

10.5 Cancellations must be made two weeks in advance. Cancellations made within two weeks will result in a \$25.00 cancellation fee.

10.6 Facilities may only be used for producing a public access program. Other uses such as personal videos are prohibited.

PUBLIC SERVICE ANNOUNCEMENTS

11. PSAs

Use of the community bulletin board is restricted to Omaha Community Members for non-commercial purposes. Political Parties or individual candidates for public office may not use public access airtime or the community bulletin board for fund-raising.

11.1 Eligible users include bona fide nonprofit agencies, educational, and governmental organizations.

11.2 Eligible users may submit messages and announcements to the Community Calendar.

11.3 Messages may be typed or printed on a CTAC Public Service Announcement Form. Public Service Announcement messages may be no longer than 35 words; however press releases will be accepted and edited.

11.4 All requests must be received at least three weeks in advance of the event.

11.5 All requests must be submitted on organization's official letterhead.

11.6 All requests must have name of contact person and their phone number.

11.7 Events will be prioritized and posted according to the calendar date of the event, as space and time permit.

11.8 CTAC reserves the right to edit or deny any request without notice.

11.9 No advertisements relating to political campaigns will be aired on the Community Calendar.

11.10 No advertisements pertaining to religious services and/or programs held as part of a religious service will be aired on the Community Calendar.

11.11 Local requests will take precedence over regional requests.

11.12 Date sensitive requests will take precedence over general information notices unless said notice is of a critical nature to the residents of Omaha.

11.13 Emergency information shall take precedence over any and all requests.

11.14 Some requests may not be aired due to a lack of space in the program used to operate the Community Calendar or receiving the request too late.

11.15 Please send your community announcement request to:

Community Calendar
KPAO
4725 "F" St.
Omaha, NE, 68117

CTAC BOARD AND ENFORCEMENT

12. CTAC BOARD RESPONSIBILITY

12.1 CTAC will offer regularly scheduled orientation, training and workshops in video production, as well as providing guidance to Internet resources used for production and promotion. Rates, fees and deposits will be a decision of the CTAC Board on an ongoing basis. Rates are as follows:

- (a) Portable Equipment Workshop - \$35.00
- (b) Editing Workshop - \$35.00
- (c) Rental Portable Equipment - \$25.00 / day
- (d) Portable Equipment Deposit - \$125.00
- (e) Program Copy (for Users only) - \$10.00

12.2 No fees for use of any portion of the building shall be charged for taping or live cablecasting in conjunction with any event for which the space has been reserved. Extra services other than space, such as training and certification required by

the User shall be the responsibility of the User. At no time, can the KPAO studio and equipment be used to produce mature content.

12.3 If the Program Manager determines that a User's program violates Section 2, or that a User has damaged access equipment or facilities, failed to return equipment, or failed to comply with these Policies, the Program Manager shall notify the User of the violation and may suspend access privileges as required to prevent further violations of the Policies and to protect access equipment and facilities. A suspension may be for these listed periods following a violation:

First violation:	Suspension for two weeks.
Second violation:	Suspension for three weeks.
Third and subsequent violation:	Suspension for one month.

A violation involving theft or intentional damage of the equipment or facility or intentional injury to any user or CTAC personnel:	Permanent suspension.
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A violation involving threatening conduct or abusive language to any CTAC staff, contractor, student intern, volunteer, or other user of CTAC facilities, but which does not result in actual injury or physical contact with said individual, shall be reviewed on a case by case basis. In the event of such a violation the Station Manager shall consult with the Law Department to determine an appropriate sanction, which may include the penalties listed above or permanent suspension.

A reinstatement fee of \$25.00 must be paid before any use of the equipment or facility after a suspension.

If the Program Manager suspends the User's access privileges on a temporary or permanent basis, the Program Manager (a) shall immediately notify the User in writing, explaining the reason for the suspension and the process for appeal; and (b) shall inform the CTAC Board of Directors of the action taken at its next regularly scheduled Board meeting. Users should attempt to resolve conflicts with the CTAC Staff. Any User wishing to appeal an action of the CTAC Staff must submit a written request for a hearing to the President of the CTAC Board of Directors by submitting it to the City Council staff. Notice of a suspension shall give the User at least five working days to submit an appeal. The appeal will be heard at the next regularly scheduled Board meeting. The Board shall provide the User the opportunity to offer any relevant information and will issue a decision on the appeal within 45 days. If a User appeals a suspension of access privileges, the suspension shall not occur until the CTAC Board issues its decision on the appeal. The Board may sustain, reverse, or modify a suspension or waive the reinstatement fee.

Nothing contained in this provision or within the City of Omaha Public Access Policies and Procedures shall preclude the Board or City staff from referring any matter to the City Prosecutor's Office or Douglas County Attorney's Office for criminal prosecution,

or to the Omaha Police Department or other law enforcement entity for investigation of criminal misconduct.

12.4 Penalties

(a) Any User found to have violated Section 2.2 (Commercial use) shall be required to compensate the CTAC Corporation for commercial use of the access facilities, equipment and channels at a rate equal to 1.5 times the prevailing commercial rate for use of similar facilities, equipment and channels.

(b) In the event these rules are violated, the User (s) involved in the production of a program, by virtue of using the CTAC access equipment, facilities, or channels pursuant to these rules, shall be deemed to have transferred all rights, including copyright in the resulting program exclusively to the corporation for purposes of distribution, reproduction, sale, or display or any other use by any medium, which rights shall re-transfer when and if the User (s) involved in the production of the program pay(s) all amounts owed to the corporation under this section.

12.5 CTAC will not release a User's program or any portion of the program without written permission of the User.

PRODUCER AFFILIATION

13. SPONSORSHIP

13.1 Sponsorship is defined as goods, services, or grants in aid of production provided to a User by a third party. Failure to follow Sponsorship Guidelines will result in the program being withdrawn from channel. Violations of Sponsorship Guidelines are covered in Section 2.5 Policies & Procedures. Sponsorship must meet IRS Guidelines -- see addendum on "IRS Sponsorship Guidelines."

There is one method for acknowledging sponsors as follows:

(a) Acknowledgment of sponsorship shall be made at the end of the program. The acknowledgment shall be stated as follows: "Special Thanks To (name of sponsor)" for (goods, services, or support provided); or "This program made possible by a grant from (name of sponsor)" or "Major funding of this program was provided by (name of Sponsor)." No business name, logo or brand identification can be displayed or mentioned during a program in exchange for goods, services or a grant in aid of production.

Programming Guidelines for acknowledgments at the beginning or end of access programs:

- All acknowledgments at beginning or end of program, or during natural breaks if the program is LIVE or 28 minutes.
- Maximum of 60 seconds per half hour of programming

- No more than 15 seconds for one sponsor acknowledgment.
- No more than 60 seconds before or after a single program.

CTAC requires two minutes of each 28 minute program to be reserved for station programming (2 minutes per half hour of programming).

- Format for acknowledgments on KPAO:
 - Disclaimer “Producer is responsible for content of program.”
 - Sponsor Acknowledgments or Promotions
 - Producer Sponsor Acknowledgments
 - Program
 - Credit Roll
 - Producer Sponsor Acknowledgments
- Natural break examples:
 - Intermission, dead air, and between quarters or periods

13.2 Any User who produces a program concerning a service or product which the User sells commercially or which the User has a direct or indirect financial interest in promoting may not mention the cost or price of the product or service, where or how it may be purchased, or include an acknowledgment for any business which offers the product or service in which the User has a direct or indirect financial interest.

KPAO FACILITY STAFFING

14. STAFFING

14.1 Unless otherwise directed by the Board, the KPAO studio facility shall be staffed and operated only by persons holding the following positions:

(a) Station Manager, or Program Manager, holding a contract with the Board that provides for compensation and supervision of the facility including all persons working in or using the facility and the programming production at the facility;

(b) Production Assistant holding a contract with the Board that provides for compensation and duties supervised by the Station Manager;

(c) Interns acting pursuant to intern or other student participation procedures or guidelines by an educational institution or the Board with no compensation or stipend paid unless established by the Board; and,

(d) Approved volunteers, producers, and production crew.

14.2 Student Internship Program

In furtherance of the CTAC Board's public, educational, and governmental purpose, KPAO will partner with the University of Nebraska at Omaha, Metropolitan Community College, and Iowa Western Community College to establish a student internship program. Students participating in the internship program must be enrolled at one of these academic institutions during the course of the internship and shall adhere to any rules, regulations, or other requirements imposed by their academic institutions. In addition, the internship program shall conform to the following requirements:

(a) The Station Manager shall coordinate student participation in the internship program with an academic advisor at each participating academic institution. The Station Manager shall ensure that student interns are participating in the program through an approved course of academic study.

(b) The Station Manager shall work with each student intern and the student's academic advisor to facilitate internship activities that utilize the intern's skills and provide on-the-job work experience. The Station Manager shall work with the student intern to provide opportunities for the intern to meet the intern's academic objectives and other academic requirements.

(c) Student interns shall be supervised at all times by a Station Manager or Production Assistant Operator holding a contract with the Board while in a CTAC or KPAO facility or when operating CTAC or KPAO equipment.

(d) Student internships shall be for academic credit only. No student intern or prospective intern may be offered a stipend, wage, or other form of monetary compensation without prior approval from the CTAC Board.

(e) The Station Manager shall include in Manager's monthly report to the Board the status of any active student internship, including the type and nature of activity the intern is participating in, the number of hours the intern has spent engaged in internship activities, and any other information deemed necessary by the Board.

Addendum to Section 12

IRS SPONSORSHIP GUIDELINES

OK	NOT OK
<ul style="list-style-type: none"> • Logo/Slogan 	<ul style="list-style-type: none"> • Promote the sponsor’s products, services, and/or facilities
<p>(Logo or slogan that is an established part of the sponsor’s identity is <i>NOT</i> considered to contain comparative or qualitative descriptions)</p>	<ul style="list-style-type: none"> • Comparative or qualitative descriptions of products, services, facilities, or company
<ul style="list-style-type: none"> • Sponsor Locations 	<ul style="list-style-type: none"> • Price information or other indications of savings/value
<ul style="list-style-type: none"> • Sponsor Telephone Numbers 	<ul style="list-style-type: none"> • Call to action
<ul style="list-style-type: none"> • Value-neutral descriptions including display, visual depictions of sponsor’s product line or services 	<ul style="list-style-type: none"> • Endorsement
<ul style="list-style-type: none"> • Brand/trade name product or service listings 	<ul style="list-style-type: none"> • Inducements to buy, sell, rent or lease product or service. (Distribution of the sponsor’s product to the general public at the sponsored event is <i>NOT</i> considered “inducement”)

CTAC is a non-profit organization under Nebraska Statutes and Law operating solely through a franchise agreement with Cox Cable and Century Link who are commercial entities. Strict adherence to these standards must be maintained so as to not jeopardize the non-profit status. Non compliance will not be tolerated.

