



## **Rules and Procedures**

# ACCESSVISION RULES AND PROCEDURES

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AccessVision has established a thorough set of rules & procedures for Users. Each is described in this Rules & Procedures Handbook. Every User is required to read and sign a card indicating that they have read and understand the rules & procedures before they actually receive access privileges.

The purpose of this document is to clearly set forth the rules and procedures that govern the operation of AccessVision's facilities and channels. These rules and procedures are intended to encourage maximum participation by groups in the Greater Battle Creek area in a fair and equitable manner.

These policies may be revised by the AccessVision Board of Directors in response to the changes we face as demand on our resources increases and as the needs of the community evolve. Approved changes in these policies will be published and available during business hours. Effort will be made to notify all users of policy changes, however users are responsible to keep up to date on current policies.

This document describes the policies guiding training, program production, channel use, and user responsibilities. They are guided by: The Constitution of the United States of America; The Cable Communications Policy Act of 1984, as amended; the Cable Consumer Protection Act of 1992; the Telecommunications Act of 1996; other applicable federal and state laws and court decisions; and the Comcast cable franchise documents for the City of Battle Creek, City of Springfield, Emmett Township and Newton Township.

## **Relationship Between AccessVision and Producers**

AccessVision is a private non-profit corporation. Producers are not agents or employees of AccessVision. They are considered to be independent producers and create programming for themselves or the organization they represent. At no time may any individual or organization identify themselves as an employee or agent of AccessVision unless hired by AccessVision.

AccessVision exercises no control, beyond these policies, over production activities by producers except when members have been recruited by AccessVision to crew productions that are specifically coordinated by AccessVision. Producers must not identify their production efforts as being "for AccessVision". Rather, producers should indicate that their programs "will be seen on AccessVision".

False representation as an employee of AccessVision will result in an automatic suspension.

## **SECTION 1.0 - ELIGIBILITY**

**1.1 AVAILABILITY** - AccessVision production facilities are available to all community groups and individuals on a first-come first-serve basis for the purpose of non-commercial community access cablecasting only. Any use of these facilities that is commercial in nature and/or not intended to result in a program cablecast on the access channels is forbidden. Furthermore, any use of these facilities for profit or personal gain is prohibited (i.e. weddings, anniversaries, birthday parties, etc.). If an individual is found using community access equipment for profit, the individual may be banned indefinitely from the facility.

**1.2 MEMBERSHIPS** - Proof of residency is required before any individual may sign up for production workshops. A copy of a driver's license and/or water bill may be required as proof of residency. Membership cards will be kept on file for verification of workshops taken. Memberships are also available for individuals who are not residents of the participating municipalities for an annual fee of \$50.00.

**1.3 AGE** - Although there is no minimum age restriction, residents under the age of 18 years must have on file a Parental/Guardian Consent Form. Those under the age of 16 will not be permitted to check out equipment or use production facilities unless accompanied by a parent or legal guardian, or professional instructor. The Executive Director has the latitude to deny any resident under the age of 18 access to AccessVision's facilities/equipment without the presence of a parent or legal guardian or professional instructor. Users of all ages must complete all appropriate certification requirements as set forth in these rules and procedures.

## SECTION 2.0 - TRAINING

**2.1 DRIVER'S LICENSE** - A copy of a driver's license for anyone 16 years of age or older must be provided at the first workshop. The copy will be kept on file with your membership card.

**2.2 AVAILABILITY** - Television production workshops will be provided by AccessVision to residents to provide a basic foundation and hands-on experience related to the production of community access programming. Basic workshops will be offered monthly, requiring no prior television experience. Specialized workshops will also be available to organized groups with a specific programming objective.

**2.3 WORKSHOPS** – Before operating any AccessVision equipment, a community producer/user must take the appropriate production workshop or be certified by AccessVision staff. Production workshops are designed to ensure that the producer/user understands proper equipment operation and the specific technical set up of the AccessVision facilities. In addition, the workshops will help familiarize the user with their rights and responsibilities as producers, programmers and viewers.

**2.4 REGISTRATION** - Workshops will be scheduled and available for registration quarterly. Advanced registration for production workshops will begin approximately on the first day of the month prior to the scheduled quarter. December 1st for example, would be the first day users could sign up for workshops in the months of January, February and March. Subsequent registration dates will be March 1, June 1, and September 1.

**2.5 CERTIFICATION** - Users who attend all workshop sessions and successfully demonstrate the ability to operate the video and audio equipment will be considered certified AccessVision users, providing them access without charge, to the equipment on which they have been trained. Completion of each production workshop will be indicated on the user's membership card and filed at AccessVision for purposes of volunteer recruitment and proof of certification. Users may also be asked to fill out Workshop Evaluation forms.

**2.6 WORKSHOP FEES** - A nominal fee may be charged to cover the cost and materials of the production workshops. Payment in advance is required to register. **Refunds** are available providing the registrant notifies AccessVision of the cancellation **two business days in advance** of the first class session.

**2.7 WAIVERS** - Workshop waivers may be awarded to AccessVision members at the discretion of the Executive Director and/or Projects Coordinator providing the individual demonstrates proficiency in video production and successfully passes a test. A workshop fee must be paid before certification will be granted.

## SECTION 3.0 - PRODUCTION FACILITIES

**3.1 AVAILABILITY AND USE** - AccessVision production facilities are available to all community groups and individuals on a first-come-first-serve basis for the purpose of non-commercial community access cablecasting. Any use of these facilities that is commercial in nature and/or not intended to result in a program cablecast on the access channels is forbidden. Furthermore, any use of these facilities for profit or personal gain is prohibited (i.e. weddings, anniversaries, birthday parties, etc.). If it can be proven that a profit has been generated with community access equipment, the individual may be banned indefinitely from the facility.

Each user is responsible for those associated with his/her production and must see that the facilities they use are left in good order, with any equipment malfunctions reported to AccessVision staff.

Although there is no minimum age restriction, residents under the age of 18 years must have on file a Parental/Guardian Consent Form. Those under the age of 16 will not be permitted to check out equipment or use production facilities unless accompanied by a parent or legal guardian, or professional instructor. The Executive Director has the latitude to deny any resident under the age of 18 access to AccessVision's facilities/equipment without the presence of a parent or legal guardian or professional instructor. Users of all ages must complete all appropriate certification requirements as set forth in these rules and procedures.

Staff will not produce your program for you, but can provide suggestions on technique, equipment and production planning that can help to ensure a successful project.

**3.2 PREREQUISITES AND LIMITATIONS** - Having successfully completed the appropriate training session, access users may schedule AccessVision facilities for the production of programming to air on the access channel. No person will be permitted to operate AccessVision equipment without first completing the appropriate workshop. Limits have been placed on the total number of hours each facility may be reserved per month to encourage use by as many individuals and organizations as possible. These hourly restrictions break down as follows:

| <u>PRODUCTION FACILITY</u> | <u>HOURS PER SESSION</u>       | <u>PER MONTH</u> |
|----------------------------|--------------------------------|------------------|
| STUDIOS & CONTROL ROOMS    | 4                              | 16 hours         |
| EDITING SUITES             | 4                              | 16 hours         |
| PORTABLE EQUIPMENT         | 24                             | 96 hours         |
| PORTABLE STUDIOS           | 12 (no overnight reservations) | 2 uses           |
| CONFERENCE ROOM            | 4                              | 4 uses           |

Production facilities may not be reserved for consecutive sessions, family members, friends or other means to get around the system.

A person who repeatedly signs up for facilities and does not fulfill their commitment may face the loss of access privileges.

If a person does not return equipment within 24-hours of their return time, AccessVision will consider this "larceny by conversion" and criminal prosecution may result.

**3.3 PRODUCTION FACILITY REQUESTS** - Requests must be submitted in person. No production equipment will be reserved via telephone. A Production Schedule Book will be accessible to all users to indicate facility availability. Under no circumstances may users reserve time in the Production Facility Book on their own. Production Facility Request Forms will be processed by AccessVision staff on a daily basis. Users will be notified only if there is a time conflict and equipment is not available.

**3.4 CANCELLATIONS** - In the event a user fails to use the equipment reserved without reasonable notice of cancellation, that user may be prohibited from use of that facility and/or equipment for a period of 30 days. Users showing up 15 minutes late for use of reserved production equipment without notification, effectively relinquish their reservation, which may then be available to other users. Users may also be prohibited from use of that equipment for a period of thirty days. Repeated offenses may result in an indefinite suspension.

**3.5 DAMAGE OR LOSS** - Users will sign the AccessVision Facility Request form agreeing to be financially responsible for damage or loss of equipment during the period it is reserved in their name. Lost or damaged equipment must be replaced with identical equipment or paid for prior to continued use of the facility. This also applies to the facility itself (i.e. walls, carpet, desks, windows, doors, etc.). The user will not be responsible for normal wear and tear of equipment or facility. If a user or their guest/individual associated with their production willingly places AccessVision equipment or facility in harms way, all may be suspended from the use of AccessVision's equipment, facility and channels indefinitely.

**3.6 CHECK OUT** - Portable equipment will be checked out and in by AccessVision staff. Equipment will be thoroughly examined both at check out and return to determine the condition of the equipment at that time. Users should allow time in their production planning for this procedure.

If a person does not return equipment within 24-hours of their return time, AccessVision will consider this "larceny by conversion" and criminal prosecution may result.

**3.7 PRACTICE** - New workshop graduates may reserve production facilities for the purpose of practicing. It is understood however, that access productions in progress will take precedent and the user may be required to relinquish this practice time to facilitate the productions completion.

**3.8 CONFERENCE ROOM** - The conference room may be reserved on a first come, first serve basis by any community organization for a special meeting or event. The conference room may only be reserved on a regular basis by organizations conducting AccessVision related business.

## SECTION 4.0 - PROGRAMMING

**4.1 PROGRAM RIGHTS** – By signing the Program Agreement, the producer agrees to indemnify and hold harmless AccessVision, its staff, board of directors, Comcast Cable, the Cities of Battle Creek and Springfield, the Townships of Emmett and Newton, etc., from any and all claims, demands, damages or other liabilities which may be made against or arise out of the cablecasting of the program submitted by said producer whether or not the program has been reviewed by AccessVision prior to cablecast, and to pay AccessVision, the municipalities for mentioned, and/or Comcast Cable all legal fees and expenses incurred by it in connection with any legal proceedings concerning cablecasting of said program, as such legal fees and expenses arise.

**4.2 PROGRAM CONTENT** – AccessVision encourages community producers to exercise the responsible expression of their First Amendment rights. Program producers are held solely responsible and legally accountable for the content of their programs and as such may be subject to prosecution for the cablecast of illegal material.

Producers are required to complete an AccessVision Program Agreement in which the producer accepts responsibility for the content of the program and provides AccessVision with a contact telephone number through which the producer can be reached for comments. This number will be made available to all that request it. A program is not allowed to contain any of the following:

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

A disclaimer shall be contained at the beginning and/or end of each program stating: **The views and comments expressed on this program are those of the producer and not those of AccessVision, its staff and board of directors.**

Videotaped programs must be submitted to AccessVision at least seven (7) days in advance of their scheduled cablecast. Content outlines and/or scripts for proposed “live” programming must be provided to AccessVision staff at least fourteen (14) days in advance of scheduled cablecast.

Producers may share content between each other, as long as both parties agree to it. Producers may not sell content created using AccessVision equipment.

**4.3 VIEWER COMPLAINTS** - AccessVision staff will notify producers of the nature of all viewer complaints. Viewers wishing to file a formal complaint may do so in writing on the form provided by AccessVision for this purpose. “Viewer Complaint” forms and a description of the complaint process are available at AccessVision upon request. All formal, written complaints will be presented to the Citizens Programming Advisory Committee for review unless resolution of the complaint can be accomplished to the satisfaction of all parties at an earlier stage in the process.

**4.4 CITIZENS PROGRAMMING ADVISORY COMMITTEE** - A volunteer committee of twenty five area citizens of diverse backgrounds has been established to review programming to provide counsel and direction to AccessVision staff and board of directors. The committee will periodically meet with AccessVision management to review and make recommendations concerning program diversity, community participation and how to better serve the communication needs of the community through television. Additionally the committee shall review and recommend resolution of written complaints filed by viewers and/or producers concerning AccessVision programming. A complete description of the Citizens Advisory Committee duties, options, procedures and structure is available at AccessVision upon request.

**4.5 PROGRAM SCHEDULING** - All producers must submit, sign and complete a Program Schedule Application form which shall include their name, address, phone number, program description, requested day, date, time and channel, as well as a statement of compliance with the rules and procedures set forth in this document. These requests must be submitted in person. No cablecasting time will be scheduled via telephone. A Programming Schedule book will be accessible to all producers to indicate channel time availability. Under no circumstances may producers reserve time in the Programming Schedule book on their own. Requests for channel time will be processed daily on a first-come first-served basis. Producers will be notified only if there is a time conflict and the channel time requested is not available.

**4.6 LOCALLY PRODUCED PROGRAMMING** - Programs produced through the facility by AccessVision members or directly produced by individuals or organizations in Calhoun County through other area production facilities may be scheduled for cablecast on AccessVision's channels a maximum of four times. AccessVision reserves the right to schedule the program an additional four times. A minimum of 51% of program content must be locally produced. AccessVision reserves the right to waive these restrictions on a case by case basis.

**4.7 IMPORTED PROGRAMMING** - All programming not produced locally must be sponsored by a local individual or organization. Imported programs may be scheduled on the access channels a maximum of two times and only before 6 p.m. AccessVision reserves the right to schedule imported programs an additional two times on the access channels. All imported programs must contain opening and closing credits including the name and a means of contacting the local individual or organization sponsoring the program, along with a disclaimer.

**4.8 "LIVE" PROGRAMMING** - AccessVision reserves the right to pre-empt any program for the presentation of a "Special Live" production. In such cases, AccessVision will reschedule the pre-empted program and notify the producer or sponsor of the scheduling change. All "live" programming must be simultaneously videotaped on AccessVision stock and a copy left at AccessVision immediately following the production.

**4.9 REGULARLY SCHEDULED SERIES** – Regularly produced, local series may occupy one regularly scheduled time slot after 6 p.m. and one regularly scheduled time slot before 6 p.m. per week. During prime time (6 p.m. to 11 p.m.) a producer may not exceed more than one regularly scheduled program with similar content. Imported series may occupy one regularly scheduled time slot per week before 6 p.m. Regularly scheduled time slots may be reserved in blocks of 90 minutes or less on an indefinite basis. Programs **must** be delivered to AccessVision's programming manager in a consistent and timely fashion. No program will be accepted after 12 noon, 2-days before such air time.

**A regularly scheduled time slot is a privilege, not a right.** Failure to provide new programming two weeks in a row may result in the loss of the regularly scheduled time slot. Once a "Regularly Scheduled Time Slot" has been cancelled, a producer or anyone associated with said program, may not have a "Regularly Scheduled Time Slot" for a minimum of a year.

All producers are required to meet with the Executive Director prior to the production and scheduling of any new "Regularly Scheduled" program.



**4.10 STAFF GENERATED PROGRAMMING** - Any program created by an AccessVision staff member may not be used by other producers. News Media outlets may use video excerpts “only” (no audio), with proper credit to AccessVision during the airing of such video.

**4.11 TECHNICAL REQUIREMENTS** - All programs will be cablecast on S-VHS or VHS. Programs submitted for cablecast on other videotape formats must be transferred to S-VHS or VHS. In the event the user cannot make the transfer, the AccessVision staff will transfer the program. A transfer fee may be charged to the user for this service. Additional technical requirements are as follows:

- a) All videotapes submitted for playback on the access channels must contain 10-15 seconds of black followed by the programs open.
- b) All programs must contain a consistent control track.
- c) All programs must contain a disclaimer at the beginning and/or end of each program. For example:

**“The views and comments expressed on this program are those of the producer and not those of AccessVision, its staff and board of directors.”**

- d) Only one program may be submitted on each videotape.
- e) All programs must contain labels on the tape and container. Labels must include the program title, subtitle (when applicable) and exact length to the nearest second.

**4.12 UNDERWRITING** - Underwriting of programming produced with AccessVision equipment is permitted based on the following limitations and criteria:

1. Producers may **not solicit** any **monetary** support for the production of an access program except through a legitimate grant giving organization.
2. Producers on their own behalf, may solicit “in kind” contributions such as food, set materials and other equipment necessary for the production of their program in return for underwriting credit. Producers can in no way identify themselves as employees of AccessVision and must specifically inform the potential underwriter of their independent status.
3. Underwriting credit shall be limited to the following:
  - a. The visual and/or audio presentation of the name and logo of the underwriter 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 (5) underwriters may support any given program or series of programs.
  - d. Any commercial statement or mention of a product, service or any other activity by which the underwriter might generate a profit is prohibited.
  - e. The specific address, phone number and website is permitted only for underwriters of non-profit status. Identification of the city and state where the underwriter is located is permitted in all cases.
  - f. Any deliberate presentation or emphasis on any visual sign, banner, logo or other item identifying the underwriter other than in the opening and closing credits of the program is prohibited.
4. Producers violating the underwriting guidelines set forth herein will be denied access to AccessVision equipment, facility and channels thereafter.

**4.13 WORK FOR HIRE** - AccessVision is a volunteer based community television facility. AccessVision equipment and air time are available free of charge to all citizens who desire to communicate through television via access to the cable system. Use of this community equipment to generate a profit is inappropriate and is in direct conflict with the volunteer spirit that makes access television unique and accessible. It is AccessVision’s policy that **no one may receive monetary compensation for any service rendered utilizing AccessVision production equipment and facilities.** Employees of an organization, producing programming for that organization may receive their normal compensation. Any attempt or scheme to utilize AccessVision equipment to perpetuate personal income is prohibited. Anyone determined to be in violation of this policy will be denied use of AccessVision equipment, facilities, channels and all tapes erased.

## SECTION 5.0 – VIDEOTAPE & HARD DRIVE

**5.1 AVAILABILITY** - A maximum of 5 videotapes per program will be available to users for the production of access programs. All videotape provided by AccessVision must be stored at the AccessVision facility. Users may check out their videotapes for use during scheduled production times only. Users are permitted to use their own videotapes for the production of access programs.

A maximum of 1 firewire hard drive (portable) may be used per individual/organization, for a maximum of 60 days at one time, and may be taken out of the facility for a maximum of 24 hours at a time. Reformatting of hard drives are prohibited and may result in indefinite suspension if tampered with. AccessVision assumes no responsibility/liability to the contents of the hard drive in the case of equipment failure. Once a program has been submitted, the hard drive must be turned in for recycle. Hard drives may not be compatible with off site computer systems.

**5.2 RECYCLING** - Tapes and hard drives on which a project has begun, but not yet completed, will be held for a period of two months. If the program is not completed within that time period, the tape or hard drive may be recycled without notice. All videotapes and hard drives will be recycled after scheduled showings are completed.

**5.3 OWNERSHIP** - The access user retains all copyrights to their program content regardless of whether the user or AccessVision provides the tape stock. However, when the user is using AccessVision tape stock, the videotape itself is the property of AccessVision. In the event a user desires to keep the program, arrangements must be made to replace the tape with new identical tape stock or have a copy made.

**5.4 DUBBING** - Users may not use AccessVision equipment to make free copies of their programs. Individuals who would like copies of their programs may produce the program on their own tape initially, record the program off the cable system when it airs or request a dub from AccessVision. AccessVision will charge a dubbing fee for this service. Dubs may be requested for completed programs only and only after they have been scheduled for airing on the access channels. **Copies of raw footage are not permitted.** AccessVision reserves the right to provide copies upon request, to the general public of all programming produced through AccessVision production facilities, unless permission to do so is specifically denied in writing by the producer.

**5.5 DAMAGE OR LOSS** - The user shall be financially responsible for loss or damage to videotapes and hard drives while in their possession. Users are not responsible for normal wear and tear or damage due to malfunctioning AccessVision equipment.

## **SECTION 6.0 - PERSONAL CONDUCT**

**6.1 SMOKING** - Smoking on the premises of AccessVision is prohibited.

**6.2 FOOD AND DRINK** - Consumption of food and beverages is restricted to the conference room only. Users are responsible for cleaning up after themselves and those associated with their production. Food and drink is prohibited in the conference room during production workshops.

**6.3 LOITERING** - Loitering is not permitted. Any individual present on AccessVision's premises that has not reserved a production facility, is not directly involved in a production or is not conducting official AccessVision business, is considered to be loitering. Users may arrive a maximum of 30 minutes before the time a specific production facility has been reserved for their program.

**6.4 SPIRIT OF COOPERATION** - AccessVision users are expected to exhibit a spirit of cooperation at all times. The facility belongs to everyone. Courtesy, understanding and flexibility will result in a more productive facility for everyone.

**6.5 HARASSMENT** - It is the policy of AccessVision to promote a work place free of tensions involving matters that are not related to AccessVision business. It is the policy of AccessVision that an environment of tension created by ethnic or religious remarks, offensive jokes or language, animosity, unwelcome sexual advances, requests for sexual favors, or conduct of a sexual nature does not belong in the community's television facility. Sexual considerations or favors shall not be used as a condition of employment, volunteer status, use of the facility, scheduling, or affect any personnel decisions, such as hiring, promotion, or compensation. If any such verbal or physical conduct interferes with an individual's work performance or volunteer status, or creates an intimidating, hostile, or offensive work/volunteer environment, the offended individual shall notify management. The claim will promptly be reviewed and investigated.

**6.6 CONDUCT** – AccessVision producers are responsible for their own conduct, as well as the conduct of any guests or those in the facility as a result of their program.

## SECTION 7.0 – SUSPENSION OF PRIVILEGES

**7.1 GENERAL STATEMENT** - In order to ensure that AccessVision equipment and facilities remain in good working order and are used in such a manner as to fulfill its obligations to the community, AccessVision reserves the right to refuse access on a temporary or permanent basis or otherwise initiate disciplinary or legal actions against individuals or organizations that violate the Code of Conduct or otherwise interfere with or jeopardize AccessVision operations or violate these Operating Policies. The AccessVision Management and Board of Directors will determine the termination or length of any suspension based on circumstances surrounding and the severity of the incident(s) that resulted in the suspension. Services may also be suspended or prohibited to individuals for criminal activities off-site that may pose a danger to AccessVision or its operations. Suspension/termination of privileges may be appealed to the AccessVision Board of Directors as described within this document.

**7.2 CODE OF CONDUCT** - Individuals and organizations who use the AccessVision facilities and channels must agree to abide by all AccessVision policies regarding the use of equipment and the channel for the production and presentation of their programming. In addition, they are expected to respect the rights and dignity of the staff and other individuals in the facility. Conduct that discriminates against or degrades any person will not be tolerated. A reasonable standard of courtesy and respect must be observed. AccessVision reserves the right to restrict any person from using AccessVision facilities for violation of this or other policies that result in the disruption of AccessVision activities and operations.

Producers are responsible for the actions of their crews. Violations of AccessVision policies by crew members or guests may result in disciplinary action for the Producer and the entire production crew.

In addition to the Code of Conduct, individuals who use the AccessVision facilities and/or channels must agree to abide by the following rules. Specific violations are set forth in writing in order to provide notice to all who use AccessVision facilities. They are not designed to define violations in exhaustive terms. Individuals may be accountable to both civil/criminal authorities and AccessVision for acts which constitute violations of law on or off the premises. Individuals shall be subject to disciplinary action for violation of any provision of the AccessVision policies. Additionally, AccessVision producers are responsible for the actions of members of their crew and may be subject to disciplinary action for violations committed by crew members or guests.

**7.3 MINOR VIOLATIONS:** Minor violations will be addressed with an escalating series of sanctions in the following manner: written reminder after first violation; written warning after second violation; suspension of privileges if the violation occurs again. The suspension sequence will be applied as follows: first suspension will be a minimum of (30) days; a subsequent violation within a year will result in a minimum (90) day suspension; a subsequent violation within 2 years will result in a minimum (180) day suspension. These sanctions apply only to facility use privileges and do not affect a Volunteer's ability to submit programming for telecast.

The following items, although not a complete list, are considered “minor” violations:

1. Failure to provide AccessVision with notification when unable to use scheduled equipment or facilities.
2. Failure to return equipment or vacate facility as scheduled.
3. Failure to comply with check-out/check-in procedures.
4. Having food or beverage in designated production areas.
5. Failure to report equipment malfunction.
6. Frequent tardiness for scheduled appointments.

7. Frequent cancellation of reservations with less than (1) day notice.
8. Unauthorized use of AccessVision office equipment or supplies.
9. Duplication of videotapes using AccessVision facilities.
10. Unauthorized entry into staff office areas, behind front desk, playback, or equipment room.
11. Using alias or pseudo names on AccessVision forms.
12. Not reporting change in address or phone number.
13. Smoking in the facility.
14. Unlocking the front door without permission from staff during facility hours.

**7.4 SERIOUS VIOLATIONS:** Serious violations will be addressed with immediate suspension of facility use and/or programming presentation privileges.

The following items, although not a complete list, are considered “serious” violations, subject to the following suspension sequence: first suspension will be a minimum of (30) days; a subsequent violation within a year will result in a minimum (90) day suspension; a subsequent violation within 2 years will result in a minimum (180) day suspension:

1. Dismantling, rewiring, or reconfiguring AccessVision equipment. This includes reconfiguring, installing or deleting files/programs from computers and hard drives.
2. Allowing uncertified persons to use AccessVision equipment.
3. False representation as an employee of AccessVision.
4. Harassment of staff, other Users and/or guests, including but not limited to; sexual, verbal, or physical.
5. Failure to return equipment on time, which causes hardship to another User’s production. If a person does not return equipment within 24-hours of their return time, AccessVision will consider this “larceny by conversion” and criminal prosecution may result.
6. Producers with a “Live” program, failing to leave a simultaneously recorded copy on AccessVision tape stock at the front desk immediately upon completion.
7. Allowing a person in or out of the facility after 9:00 p.m. without staff permission. In the case of a “live” program after hours, all guests and individuals associated with the production must be in the facility before 9:00 p.m. and must all leave the facility at the same time (once equipment and props have been put away).

**7.5 MAJOR VIOLATIONS:** Major violations will be addressed with an immediate and indefinite suspension of facility use and programming presentation privileges.

The following items, although not a complete list, are considered “major” violations, subject to immediate and indefinite suspension of the facility use and programming presentation privileges:

1. Use of AccessVision facilities for profit.
2. Theft of AccessVision property.
3. If a person libels, slanders or defames an individual or organization on an AccessVision program. The producer of such a program will be given one written warning before he/she is also suspended indefinitely.

**7.6 APPEAL PROCESS:** If an AccessVision User wishes to dispute any sanction issued by AccessVision staff, the following process will apply:

- 1 Within (5) business days of a sanction being issued, a request must be submitted in writing for a meeting to review the sanction with the Executive Director. A meeting shall be granted within (7) business days of the request. AccessVision management will issue a decision within (2) business days of the meeting.
- 2 If the sanction or issue concerns programming, or program scheduling, a User may within (5) business days of the Executive Director’s decision request in writing a review by the Programming Advisory Committee. A meeting shall be granted within (7) business days of the request. The Programming Committee will issue a decision within (2) business days of the review meeting.
- 3 Final appeal of a sanction can be directed to the AccessVision Board of Directors. The appeal must be submitted in writing to the Board of Directors at least (10) business days in advance of a regularly scheduled AccessVision meeting for it to be placed on the AccessVision board meeting agenda.