

## **Administrative Policy # 19**

### **Policy for Cable Access Channel**

#### **I. OBJECTIVE**

**The purpose of the public access channel is to increase public awareness and understanding of the structure and functions of Kenyon City government; City services, resources and activities; and to provide a forum for televising local events. Our goal is to provide programming of local interest to residents that will inform, educate, and enlighten as well as stimulate citizen participation in City decision-making processes.**

#### **II. CONTENT & QUALITY GUIDELINES**

Programs that contain, in part, or in whole, any of the following elements will not be cablecast.

##### **A. Commercial Message or Material**

Any advertising of a product or service, with the primary objective of producing a monetary profit for a specific commercial organization or individual will not be aired. Businesses, individuals, and organizations may be acknowledged for assistance in the production of a program or the provision of other means of support. Intentional product placement will not be allowed.

##### **B. Political Campaigning**

The public access channel will not be used for political campaigning or solicitation of funds for individuals or organizations seeking public office or legislation. This is not to preclude the cablecasting of political debates or forums provided equal time rules and fairness is observed.

##### **C. Obscenity and Defamation**

No obscene or indecent material will be cablecast. Slander or libel of individuals or groups will not be permitted.

##### **D. Lottery Information**

Any information regarding lotteries will not be permitted.

##### **E. Personal Greetings**

The City of Kenyon will not air personal greetings or messages.

##### **F. Technical Quality**

The City can also refuse to air VHS on playback if the video and audio quality is not acceptable.

### **III. SCHEDULING**

#### **A. Priority**

Staff shall choose programming based on the above guidelines, and will schedule according to priority and urgency of material.

1. 1<sup>st</sup> Priority- Programs originated and produced by or at the request of City Staff or Officials.
- 2<sup>nd</sup> Priority- Programs submitted by or for other government agencies, including the school district, county, or state.
- 3<sup>rd</sup> Priority- Programs produced by local individuals or groups.
- 4<sup>th</sup> Priority- Programs submitted by local groups or individuals.
2. Priority may also be given to first time users over prior users.
3. Priority may be given to users from service area over users who reside outside of the cable service area.
4. Priority may be given to multi-part or series programming on a regular schedule.

#### **B. Amendments**

Staff will attempt to honor requests for specific airing spots, but reserves the right to alter, rearrange, cancel or add programming at any time to suit the needs of the City.

#### **C. Notice**

Staff shall post a schedule of tentative programming, and post this schedule at City Hall and on the public access channel. Amendments to the schedule, including cancellations and additions will be posted as they are made.

### **IV. USER RESPONSIBILITY**

#### **A. Application**

The videotape (VHS) to be aired shall be accompanied at least a week in advance of desired play date by a statement of compliance. Preliminary viewing and scheduling will not be done without this signed documentation. Requests for channel time on behalf of minors must be made in the name of a responsible adult.

#### **B. Copyright/Legal**

All applicants assume complete responsibility to obtain clearance and copyright information from persons or entities as necessary to lawfully transmit program.

#### **C. Material Damage**

The City of Kenyon assumes no risk and makes no guarantee, express or implied, regarding the safety of VHS tapes while in the operator's custody.

#### **D. Non-Compliance**

Failure to comply with operating rules will subject the user to forfeiture of the right to use access time on the cable system.