

ACCESS FORT WAYNE Rules & Regulations

A. Section 1. General Conditions of Access

1.1

Public access equipment & facilities will be available free to any Allen County resident, group or organization on a first-come, first-served, non-discriminatory basis, subject to availability of time, staff and facilities and upon filing of an appropriate request, on the form provided, for the sole purpose and intent of producing programming for the public access channels.

1.1.1

Studio B and certain production equipment are dedicated to government access purposes. Scheduled use of studio B or the said equipment may be preempted for government channel use upon at least 4 hours' notice to the producer of the public access.

1.2

Public access channel time will be available free to any Allen County resident, group, or organization on a first come, first served, non-discriminatory basis, subject to availability or prior commitment of time, staff and facilities for first showing of any public access program. Access Fort Wayne reserves the right to preempt scheduled programming by notifying the producer of the preempted programming in advance and by making alternative times available. In case of emergency as determined by Access Fort Wayne in its sole discretion, Access Fort Wayne may preempt any and all programming without prior notice.

1.2.1

The manager of Access Fort Wayne may establish and prescribe procedures for a block-programming schedule to cover up to 75% of the available playback time. In the event that block programming is utilized, individual time slots shall be apportioned among the active (series) producers on a non-discriminatory basis at least once each calendar year.

1.3

All programming on the Access One channel shall be locally produced within the Allen County Limits.

1.4

Subsequent or encore showings of any access program on any channel shall be scheduled at the sole discretion the Program Director of Access Fort Wayne. The producer of said original program shall be fully responsible for any and all additional licensing or talent fees, copyrights and royalties which may be due as a result of any subsequent showing.

Section 2: Limitations and Liabilities

2.1

Neither Access Fort Wayne, Allen County Public Library, the City of Fort Wayne, nor our Video Providers exercises any control over or assumes any liability for the content of any program presented on any access channel, excepting only such programs as they themselves, singly and jointly may produce.

2.2

The Producer of each program is solely responsible for the content and presentation thereof and assumes all liability for any consequences of the production or cablecast of the program. All producers shall adhere to all applicable federal, state, and local regulations concerning limits of public speech and television programming content. The producer of an access program must agree to indemnify and hold Access Fort Wayne, the Allen County Public Library, the City of Fort Wayne, and Comcast Cable harmless from all liability for damages, costs and losses resulting from, arising out of, or in any way connected with the use of the cable channel by the producer.

2.21

The producer of each individual program, prior to cablecast on any access channel, must present a Request for Playback Contract, on a form specified by Access Fort Wayne, identifying the producer and program, and with a signature signifying acceptance of the waiver of liability printed thereon.

2.2.2

The producer of each program is solely responsible to obtain all talent releases, copyright authorizations, and other licenses and approvals.

2.3

Commercial advertising and programming designed to promote the sale of products or services may not be created using access facilities and equipment nor cablecast on any access channel. Recognition of sponsorship or underwriting is limited to a text or verbal statement of the name or the sponsor.

2.4

No program which contains a lottery or which involves directly or indirectly the elements of a prize, chance, and consideration of money or a thing of value, will be cablecast on any access channel.

2.5

No program which contains any material previously found by a court of competent jurisdiction to subject the producer or supplier thereof to prosecution under any local, state, or federal law for the production or presentation of obscene material, libel, slander, invasion of privacy, or copyright or trademark infringement, or other speech not protected by the First Amendment will be cablecast over any access channel. Note that "obscenity", "slander", and other forms of unprotected speech can only be determined

through due process of law. Neither Access Fort Wayne nor Allen County Public Library have any authority to determine the legality of any program content.

2.6

No material which consists of a direct solicitation of funds will be cablecast on any access channel.

2.7

Access Fort Wayne reserves the right to refuse facility use or time on any channel to anyone reasonably suspected of being under the influence of alcohol or any drug, or to be appearing involuntarily and therefore not legally responsible for his or her own actions.

2.8

Neither Access Fort Wayne, Allen County Public Library, City of Fort Wayne, nor our Video Delivery Provider assumes liability for loss of facility use or transmission due to equipment failure, emergency preemption, or any reason beyond the control of the parties.

2.9

It is expected that every transaction with Access Fort Wayne will take place in an atmosphere of mutual respect for persons and property. In any transaction in which respect for Library staff or property is absent, staff may terminate the transaction and may, at the direction of the Manager of Access Fort Wayne, impose upon the offending person sanctions to and including revocation of facility and equipment use privileges, in addition to any criminal or civil penalties which may apply.

2.10

Program proposal forms, which identify the producer of any program, are public record, available for viewing at the Access Fort Wayne business office during regular business hours. Any person who wishes to view the program playback contract file must provide positive identification, including home address, an open record of which shall be kept with the program playback contract file. Playback contract forms will be kept on file for two years following the initial cablecast of the program.

Section 3. Program Rights

3.1

The producer of each program owns the intellectual content of that program.

3.2

Upon request, Allen County Public Library will furnish sufficient camera storage media, free of charge. In such case camera storage media, independent of the content, shall remain the property of the Allen County Public Library.

3.3

Seven days after the first scheduled cablecast of any program on any access channel, a joint interest in the intellectual content of that program shall devolve to Allen County Public Library unless, during the 7 days immediately following such first cablecast, the producer of the program shall have notified the Program Director, in writing, of the producer's intent to retain sole ownership of the intellectual content. In such case, the producer shall begin immediately to remove the intellectual property from devices belonging to the Allen County Public Library. Failure to remove within 7 days shall result in forfeiture of the right to retain sole ownership, and joint ownership with the Allen County Public Library shall result forthwith.

3.4

Thirty days after the first scheduled cablecast of any program on any access channel, the program and any preparatory materials may be erased at the sole discretion of the Program Director, except such government programs as shall have been designated as part of the official record of the City of Fort Wayne.

3.5

Sixty days after the most recent recording or editing of any uncompleted program, all materials relating to the uncompleted program may be erased at the sole discretion of the Access Manager, unless prior arrangements for longer retention of the materials shall have been made with the Access Manager.

3.6

Programs for which Allen County Public Library has obtained joint ownership may, at the sole discretion of the Library, be placed in the library collection.

3.7

Access Fort Wayne does not provide DVDs for duplication.

Section 4. Use of Facilities and Equipment

4.1

Any Allen County resident, group, or organization may schedule free use of facilities, and studio on a first-come, first-served, non-discriminatory basis, subject to availability, in full compliance with these Operating Policies up to sixty days prior to expected use.

4.1.1

To assure availability of equipment, facilities, and studio time to the maximum number and variety of producers, the Manager of Access Fort Wayne may make and promulgate regulations limiting multiple uses by the same producer during periods when the equipment, facilities, or studio time are fully scheduled.

4.1.2

Applications to produce on behalf of a minor (under age 18) must be signed by an adult who will thereby accept all of the responsibilities of said minor as producer of the program.

4.2

All equipment checked out will be due on or before a specified date and time. A late charge will be assessed to the individual who checked out the equipment if any equipment is returned after the time specified.

4.3

The individual who checked out any piece of equipment will be fully responsible for the same and will be charged the actual repair or replacement cost if the equipment is returned damaged due to any cause beyond normal wear and tear or if the equipment is lost, stolen, or otherwise not returned. Any individual who through deliberate or willful action or neglect damages Access Fort Wayne equipment or facilities will be charged the repair or replacement value of the material damaged.

Section 5. Miscellaneous

5.1

The producer of each program is responsible to see that all equipment, props, crew, copyright authorizations, releases and other necessities are reserved, obtained, and available at the time of production.

5.2

All producers must attend a pre-production orientation with The Public Access Educator prior to the production of their program.

5.3

Allen County residents, groups, and organizations may submit public service text messages, edited to fit the form, supplied by Access Fort Wayne, for cablecast on the Community Calendar.

5.4

Access Fort Wayne equipment may be taken out of Allen County only with the prior written permission of the Manager of Access Fort Wayne.

5.5

Violations of Access Fort Wayne and Allen County Public Library policies will result in revocation of access privileges for a period of time, including indefinitely, to be determined by the Manager of Access Fort Wayne. The Library Code of conduct will apply to all AFW facilities.

5.6

In the event Access Fort Wayne or the Allen County Public Library incurs any attorney fees or court costs in pursuing any of the remedies available to them, they shall be entitled to recover the same from the producer or any other party liable as a result of the use of the Access Fort Wayne channels, facilities, equipment, or staff.

DEFINITIONS

D1

Public Access Channel (55, or “Access One”)

All programming on the Public Access Channel shall be locally produced within the Allen County Limits.

D2

Public Access Channel (57, or “Access Two”)

An open, non-commercial channel operated by Access Fort Wayne on a first-come, first-served, content-neutral, non-discriminatory basis. By federal law, only speech which has been found to be unprotected by the First Amendment, commercial advertisements, lotteries, and certain other very specific forms of speech may be prohibited.

D3

Government Access Channel (58, or “City TV”)

A channel operated by Access Fort Wayne at the direction of the City of Fort Wayne, which is responsible for program content and technical quality.

D4

Producer

Any resident of Allen County, or other person so designated by the City of Fort Wayne Editorial Board who presents a program on any access channel. The producer for any program is the individual who has signed the Request for Playback Contract for that program, thereby assuming responsibility for content and for all consequences and liabilities resulting from the production or cablecast of that program. A producer is neither an agent, nor an employee, of the Allen County Public Library or Access Fort Wayne, nor are Access Fort Wayne or the Allen County Public Library an agent of or joint producer with producer.

D5

Certified Producer

A certified producer is any producer who has been certified proficient with Access Fort Wayne equipment at some specified level. A Certified Producer may check out or use any equipment for which he or she has been certified in the production of his or her own program. The producer uses their valid local street address on all contracts; use of a post office box is not acceptable. Proof of address is required.

D6

Certified Volunteer

A certified volunteer is any person who has been certified proficient with Access Fort Wayne equipment at some specified level; who has indicated a willingness to work on the programs of another producer, and who has been accepted into the Allen County Public Library volunteer program. A certified volunteer may check out or use any equipment for which he or she has been certified. A certified volunteer may check out or use any equipment for which he or she has been certified. A certified volunteer must work at least 1 hour every 3 months to retain active certification.

D7

Resident

A resident is any person who currently resides or owns real estate in Allen County, Indiana. Any person who is eligible for a resident ACPL library card will be considered eligible to use the services of Access Fort Wayne.

PROCEDURES

B. Section 1. PRODUCERS

1.1

What to do when a person calls or comes into AFW and announces that they want to produce a show:

1. Sign them up in the AFW database...include name, address, phone number schedule them for the orientation meeting with the Public Access Educator.
2. After attending the meeting, the producer signs the Rules Form and schedules production time at their convenience.

1.2

All signed Rules & Regulations forms are kept in a file at the AFW office and are made available for public viewing during regular operating hours, once the program has been cablecast. If someone comes into our office and wants to view the producer's information, they must have a valid ID and the ID should be photocopied to go into the producer's file. The person may then view the producer's information here in our office area.

SECTION 2. COMMUNITY TELEVISION: A FORUM FOR NON-COMMERCIAL, CONSTITUTIONALLY PROTECTED SPEECH

2.1

Advertising of any nature is not allowed on AFW channels including: Promotion of the sale of any service, facility or product. Product depiction or posters of products, price information calls to action or inducements to buy.

2.2

For-profit businesses and individuals may not promote any service, facility or product. Contact information is limited to sponsorship; additional commercial website addresses and phone numbers may not be used. A business or individual may not sponsor a program in which it appears. Producers who want to create programs that are produced for commercial venture or profit, shall be prohibited from using the public access facilities. The intent of a producer must be to create a program that will be cablecast on the access channel.

Section3. FUNDING ACCESS PROGRAMS, SPONSORSHIP AND ADVERTISING

3.1

Producers are encouraged to seek funding for the production of PEG access programs. Any individual, business or institution that helps defray production costs may be given sponsor credits.

3.2

In general, sponsorship may provide identification to acknowledge the identity of the underwriter. PBS-style sponsorship is permitted:

- Place credits at the opening, logical mid-breaks and/or ending of the program with a maximum of two credit sequences per half-hour;
- Individual sponsor credit time may not exceed 15 seconds in length. Total credit time for all sponsors may not exceed 60 seconds per 30 minutes of program time.
- Producers are encouraged to use the following audio and/or video credit format: “The (following) (preceding) community program has been made possible in part by a grant from (name, address, phone number, email, website information).”
- Sponsor credits must name the donor in mission-statement terminology that is neither commercial nor promotional in language.

Section 4. RECOGNIZING SUSPENSIONS ISSUED BY OTHER COMMUNITY TV CENTERS

4.1

In order to protect community resources, AFW will recognize and enforce suspensions issued by other community TV centers with comparable rules. AFW may require a plan for correction at the completion of the suspension. Suspensions for violation of program contract will cause the programs under contract to be ineligible to be telecast on AFW managed channels, unless this provision is waived by AFW.

4.2

The Allen County Public Library does not have a designated parking area for the producers.

Section 5. CERTIFICATION FOR EQUIPMENT USE

5.1

It is the intent of AFW to provide frequent workshops and other training for interested community members. These training sessions, in conjunction with the Library’s Volunteer Program, create a resource pool of technicians who will be available to assist producers in the productions of their programs

5.3

To volunteer in our facility, you must be at least 11 years old.

A person interested in volunteering must contact the Volunteer Coordinator of the Allen County Public Library to arrange an interview. Upon acceptance into the Volunteer Program, the Volunteer Coordinator will sign the person up for the next most convenient (to the volunteer) regularly scheduled Studio Camera or Portable Camera class.

5.4

AFW will allow a volunteer to test out on the equipment. They must demonstrate that they know how to proficiently operate the equipment with little or no instruction from the staff person doing the test out.

5.5

A producer may request to become certified on the camera and not to be on the volunteer list. If this is the case, AFW will allow them to do this but they must successfully complete the workshop. They do not meet with the Volunteer coordinator and they do not receive a volunteer parking tag.

Section 6. PRE-PRODUCTION

6.1

A rundown of services, equipment, and other resources is given to the producer during the Producer Orientation. Our staff will work with producers to suggest production methods, materials and equipment necessary. AFW will also help them understand our policies, and how to schedule their production/editing time.

6.2

A full crew for a studio production is two certified camera operators and one certified audio operator. The minimum crew allowed is one certified camera operator and one audio operator. An AFW staff member will be scheduled to be the director, or AFW may assign a volunteer director.

6.3

In order to maintain a high standard of quality *if there is not sufficient crew* for a studio production, ***the production will be cancelled*** and rescheduled.

Section 7. PRODUCTION

7.1

All scheduling will be done on a first come, first served basis. Due to high demand on studio time, the studio can be reserved for a maximum of three times a month, in scheduled blocks. The blocks available are listed below.

7.2

Any staff member may schedule equipment or studio time for a producer. Use the name of the title of the production or the producer's name when scheduling the time.

7.3

An individual or organization will be allowed a block of studio time equal to three times the proposed length of the finished program. This block of time will be scheduled as convenient to the applicant and subject to the availability of staff and facilities. ***(The***

producer can take possession of the studio at the beginning of their scheduled time, and will relinquish it at the end of their scheduled time.)

7.4

If the use of the studio is expected to exceed three times the proposed length of the finished program, the staff may schedule an extended block of time sufficient to complete the program. Such an extension must be scheduled prior to the time the producer first takes possession of the facility. Access Fort Wayne may establish a written production schedule for producers who have used substantial amounts of access equipment and facilities without submitting a resulting program. (This gives the producer a deadline for completion of their project)

7.5

Due to high demand for studio time “live shows” are expected to contain at least 50% of live telephone interaction with home viewers and/or to present information of a timely nature concerning information about events affecting the community.

PRODUCTION TIMES:

Monday through Thursday: 10am – 1pm, 2pm – 5pm, and 5pm – 8pm

Friday: 10am – 1pm, 2pm – 5pm

Saturday: 10am – 1pm, 2pm – 5pm

Sundays: 2pm – 5p

(Only one studio will be booked for production on Sunday)

7.6

If the producer/volunteers are more than 30 minutes late for their studio time, the production will be cancelled. If you are running late please call the Access TV front desk at 260.421.1250

Section 8. REMOTES

(Staff Required)

8.1

Due to the complexity of equipment set-up an AFW staff member must be present during all Remote Studio productions. Only staff can drive the van.

8.2

The remote studio is designed to allow productions that cannot be staged in the studio or covered adequately with a single camera such as:

- A concert, public performance, a fair, festival or carnival, etc.
- A lecture by a person or group that cannot be staged in the TV studio for technical or logistic reasons
- A sporting event

8.3

In general, due to limited equipment and staff resources, each producer may have only one remote per month, and only one remote will be scheduled per day. Use of the remote studio is expected to result in a finished program requiring little, if any, editing.

8.4

Remotes will be scheduled on a first-come, first-served basis dependent on staff and equipment availability and site limitation. Remote Request Forms submitted a minimum of 30 days in advance will receive priority.

8.5

All requests for remotes will be reviewed and approved by the Access Fort Wayne Manager and scheduled based upon time, place, and manner limitations.

Section 9. CAMCORDER USAGE

9.1

In order to gain access to production equipment the producer must complete the Camcorder Class to be certified as a camcorder operator. Check out of portable production equipment is through the ACPL checkout system and requires the producer's library card. The producer's library card must have less than fifteen dollars in fines to be able to check out equipment.

9.2

Two camcorders may be checked out for the same shoot **only** on a weekday (M-TH) and there must be at least four operable camcorders available.

9.3

Portable equipment will be signed-in and checked for damage upon return. Staff will take time to check for missing parts (*i.e. tripod shoe missing from tripod*) and possible damage.

9.4

If equipment is stolen, lost or damaged due to negligence or abuse the person who checked the equipment out will be charged with the cost of replacement or repair. In some cases, the producer/volunteer's home insurance may cover the cost of repair or replacement.

9.5

A late charge of \$1 per day that AFW is open will be assessed on all equipment returned overdue following ACPL late policies. If items or parts are missing the equipment will not be checked in.

9.6

One phone renewal is allowed after the initial checkout of equipment. Subsequent renewals must be performed in person at Access Fort Wayne, and all equipment must be returned to the Access Fort Wayne office prior to being checked out again.

Section 10. EDITING

10.1

AFW requests that producers who are interested in learning how to edit use the following formula to become successful in their editing endeavors.

1. First, a show must be recorded to edit. After they have their raw footage to edit, they may sign-up for edit training.
2. Edit training consists of three, three-hour sessions. When a producer is signed up for editing it is helpful to have the same staff person do all three training sessions. Usually this staff person will be the Access Educator.

10.2

An individual or organization will be allowed up to 12 hours of editing time per month and no more than 3 hours per editing session. Additional editing time may be possible if no one has scheduled the equipment 24 hours before your appointed time.

10.3

All programs are subject to erasure after their last scheduled play date. Programs which AFW judges to be suitable for inclusion into the Archive collection will be added to that collection three months after its completion date unless the producer specifically forbids such use, in writing, prior to that time. All programs not added to the collection will be bulk erased at that time.

EDIT TIMES:

Monday Thursday:	10am – 1pm, 2 – 5pm, 5 – 8pm
Friday:	10 – 1pm, 2 – 5pm
Saturday:	10 – 1pm, 2 – 5pm
Sundays:	2 – 5pm

Section 11. PROGRAM SCHEDULING

11.1

The Program Director will work with producers as to appropriate times to schedule programs. AFW encourages producers to submit request as far in advance as possible – minimum recommended is 4 weeks.

11.2

A series producer must maintain a regular production schedule whereby at least two new shows are produced per month. Producers who fail to meet this criterion may lose their assigned time slot without prior notification.

11.3

New shows added during the year will be given a time slot based on the subject of their program and the time available in that category. The Programming Director determines the correct category for the program. Live shows can be requested at times other than currently assigned but require the approval of the Access Manager.

11.4

Both playback areas, public access and government access, should be used exclusively for Access TV playback. AFW is responsible for all channels and their transmission quality. AFW asks producers who bring in their programs for playback to get their programs to the Program Director at least 24 hours in advance. If the producer fails to bring the program in with less than 24 hours, AFW will air the file only by approval of the Program Director.

Section 12. TIME, PLACE AND MANNER RESTRICTIONS

12.1

Programs with potentially objectionable material, as defined below, will be telecast between the hours of 11pm and 5am with the following exception: programs meeting the rating requirements of TVMA (mature audience) as defined by the TV Parental Guidelines will be telecast between the hours of 1am and 4am.

Potentially Objectionable Material

12.2

Programs that would fit within the categories TV14 and TVMA of the TV Parental Guidelines published by the TV Parental Guidelines Monitoring Board (see www.tvguidelines.org or www.mpaa.org) will be preceded by a message advising viewer discretion.

12.3

TV14 includes one or more of the following: intense violence, intense sexual situations, strong coarse language, or intensely suggestive dialogue.

12.4

TVMA includes graphic violence, explicit sexual activity, or crude indecent language.

Potentially Objectionable Material: Viewer Advisory and Audience Sensitive Scheduling

12.5

The purpose of this sub-section is to enable parents or guardians to supervise the programming available to children, and to assist viewers of PEG access programming in making informed decisions while providing an opportunity for all lawful forms of expression without censorship and in accord with existing laws.

12.6

Programs that would fit within the categories TV14 and TVMA of the TV Parental Guidelines published by the TV Parental Guidelines Monitoring Board (see www.tvguidelines.org or www.mpaa.org) will be televised on the Access Fort Wayne channels preceded by a message advising viewer discretion.

12.7

TV14: Program providers will warrant that programs containing objectionable material that would cause it to be rated TV14 in accordance with the TV Parental Guidelines of the TV Parental Guidelines Board including one or more of the following: intense violence, intense sexual situations, strong coarse language, or intensely suggestive dialogue are scheduled on the Access Fort Wayne channels between the hours of 11pm and 5am, will identify the program as TV14 and will include a 15 second, easily readable viewer advisory immediately prior to the beginning of the program, stating: *“The following program contains material which some viewers may find objectionable or inappropriate for children.”*

12.8

TVMA: Program providers will schedule a program that contains any material that would cause it to be rated TVMA in accordance with the TV Parental Guidelines of the TV Parental Guidelines Board including graphic violence, explicit sexual activity, or crude indecent language on the Access Fort Wayne channels between the hours of 1am and 4am, will identify the program as TVMA and will provide a 15 second, easily readable viewer advisory immediately prior to the beginning of the program stating, *“The following program is for mature audiences only, may be unsuitable for children under the age of 17 and contains material which some viewers may find objectionable.”*

12.9

A program provider who fails to provide such notification and advisory shall be subject to disciplinary action as a major violation of Access Fort Wayne’s rules.

It is a violation of Access Fort Wayne’s policy to submit for cablecast programming that is obscene or otherwise unlawful. Programs that are obscene may not be submitted for Cablecast. In addition to any sanctions that may be imposed under federal, state, or local laws, a program provider who submits programming that is determined to be obscene shall be subject to disciplinary action as a major violation of Access Fort Wayne’s Rules.

Obscene material as determined by the courts is material which:

- (a) to the average person, applying contemporary community standards, taken as a whole, appeals to the prurient interest.
- (b) Depicts or describes sexual conduct in a patently offensive way, and
- (c) Taken as a whole, lacks serious literary, artistic, political, or scientific value.

Section 13. Miscellaneous Programming Procedures

- AFW will cut off any regular series program if it runs more than one minute over its' allotted time.
- When AFW is behind schedule, AFW will preempt the community calendar and run programs back to back until AFW are caught up.
- AFW will air re-runs for a regular series program for one month if no new programs are submitted, then replace the program after a letter is sent to the producer.
- Files for regular series must be turned in 24 hours before playback.
- Programs on Access One need to be filled to the nearest hour or half-hour.
- Producer or Staff questions pertaining to scheduling should be directed to the Program Director.

Section 14. VIDEO ON DEMAND

14.1

Producers who create local content for Access Fort Wayne (AFW) to play on the cable channels can have their programming shown on AFW's *Video On Demand* (VOD) service. VOD is an online service that enables AFW programs to be viewed from the Access 1 or Access 2 web pages of the Allen County Public Library website, www.acpl.info. Video On Demand is a platform like YouTube which allows users to watch AFW television programs when they choose.

14.2

A producer can opt into this service by checking the VOD *opt in box* on the Playback Request Form. Programs will be available for VOD no later than 72 hours after the Playback Request Form has been processed by the Program Director. VOD files can be downloaded and/or shared on email and social media using the VOD file URL. Programs AFW uploads to the VOD service will be removed 1 year after the date of upload.

14.3

Imported programs made outside of AFW will not be eligible for the VOD service, but can be part of AFW's live stream. Programs categorized as TVMA or TV14 will also not be eligible for Video On Demand.

Section 15. COMMUNITY CALENDAR MESSAGES

15.1

Message requests must be submitted at least one week prior to the desired starting date using the Message Request Form supplied by AFW. Community Calendar messages will not be accepted over the phone or via e-mail.

15.2

The applicant is responsible for editing the message down to the format that will fit on the television screen. This is described on the Message Request Form. AFW reserves the right to edit all messages to fit the television screen.

15.3

The applicant may supply a logo or message specific graphic for use with their message.

15.4

The messages cannot advertise prices for admission or any other pricing information. AFW does not advertise job listing, awards/achievements, new businesses, relocations of existing businesses, or personal announcements.

15.5

The Access Fort Wayne Community Calendar is only seen in Allen County in Indiana. Because it is only seen by cable subscribers inside Allen County, and is a free service to this community, AFW only makes the calendar available to Allen County residents and non-profit groups or organizations within the county.

Section 16. DUPLICATION

16.1

Access Fort Wayne staff will make a copy for a producer of their program. The producer must fill out a duplication request form and submit this form with a blank DVD-R or flash drive. AFW does not provide DVDs for duplication for producers. Producers are the only people authorized to request a duplication and can receive 1 copy of their program. Series producers can request no more than 4 DVD duplications per month, per series. Duplication requests should be submitted at a MAXIMUM of 2 months after the *date of completion or Air Date*, as the program runs the risk of being bulk erased at this time. If more than 3 months has passed beyond original airdate, AFW cannot guarantee that the file will still exist.

16.2

Copies can be made for the public of any Government Access Program at a \$55.00 charge per copy. Requests for Government Access Programs must go through the Government Access Coordinator.

Rule Violations**-Major Violations-**

- a) Owing funds to Access Fort Wayne due to failure to pay for equipment damage, submitting a check with insufficient funds, etc.
- b) Failing to conform with initial use of programs produced with PEG access equipment on PEG access channels managed by Access Fort Wayne.
- c) Breach of the program contract warranties.
- d) Using equipment and facilities for any purpose not related to the production of programs for, cablecast on the capital area's PEG access channels.
- e) Abuse, vandalism, or failure to maintain equipment and facilities.
- f) Return of equipment in damaged or unworkable condition, or failure to return equipment through intent, negligence, loss or theft.
- g) Attempted equipment maintenance or disassembly.
- h) Changing the wiring/cabling of the studio or an editing room without specific authorization in advance by Access Fort Wayne.
- i) Removal of equipment from the equipment storage area without proper check-out procedures and/or without signing an equipment contract.
- j) Checking out equipment for use by a non-certified producer or for a producer on suspension.
- k) Behaving in a violent, disruptive, or threatening manner or repeatedly behaving in a disrespectful manner.
- l) Failure to pursue organizational or personal insurance or to cooperate fully with Access Fort Wayne in the event of equipment loss or damage.
- m) Using or possessing alcohol or controlled substances in the access center or van.
- n) Possessing firearms or other deadly weapons in the access center or van.
- o) Possession of food or drinks in the areas of the access center with production equipment.
- p) Smoking or the use of chewing tobacco in the access center.