



Community Happens

Vallejo Cable Channel 27

Policy Manual

Revised April 10, 2007

Vallejo Community Access Television, (VCAT)

Mailing Address: 55 Springstowne Ctr. #150, Vallejo CA 94591

Studio and Office Location - Jesse Bethel High School, 1800 Ascot Parkway, Room H100 & H101, Vallejo, CA

Phone: 707.642.VCAT Fax: 707.643.3287 www.vcat.tv

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I. INTRODUCTION

Vallejo Community Access Television (VCAT) was established to provide public non-commercial, educational and governmental access television channels and other media services to the Vallejo community.

Our Mission is to provide public, education and government access TV to Vallejo's residents and workers, to increase community awareness and pride, enhance our educational opportunities, showcase our talent, celebrate and appreciate our diversity, explore our future and understand our past, discuss current events, and promote community involvement, participation and caring.

These operating policies and procedures are intended to provide the means for assuring fair and equitable access to the resources and services managed by VCAT.

Vallejo Community Access Television, Inc. is a non-profit, public interest organization duly licensed by the California Secretary of State. It is governed by an 11-member board of directors which includes public representatives elected members as well as designated members from the City of Vallejo, Vallejo Unified School District, and Solano Community College.

The resources and services managed by VCAT are intended to facilitate non-commercial expression by residents of Vallejo for the education and benefit of the community at large. The channels and resources managed by VCAT are intended to provide a public and community forum for freedom of expression. These resources operate in the spirit of the First Amendment to the Constitution of the United States of America.

The policies and procedures detailed here may be waived in specific cases by authorized staff for due cause, but shall otherwise generally be followed. In cases where these policies and procedures are suspended, supporting documentation shall detail the reasons for such suspension. A Producer or Programmer is required to submit any request for an exception to policy in writing in advance for review by staff, and any approved waiver will be kept on file.

These policies and guidelines may be modified at any time by the VCAT Board of Directors at a meeting for which such modifications are posted in

advance. Producer members of VCAT and members of the Vallejo community are invited to submit proposals for changes and to make comments on any proposed changes which the Board is considering.

The information in this book explains how the community channels and community media center in Vallejo operate. Persons using the facility should review the policies and are expected to comply with the rules described herein.

II. FAQs ABOUT VCAT

A. WHAT IS VCAT? Vallejo Community Access Television (VCAT) is a community media service organization that provides access to facilities, equipment, and training to produce and telecast television shows that interest or benefit all those who live and work in Vallejo.

B. WHO PAYS FOR VCAT? VCAT's primary funding sources were made possible through the cable franchise agreement and subsequent settlements with Comcast Cable. This included a one-time capital grant for equipment and facilities, and on-going support for operations provided by a portion of PEG fees from cable subscribers.

As part of the settlement agreements, Comcast Cable has allocated PEG spectrum for the new Community Channel 27 to complement City Channel 28. The City of Vallejo also acquired consulting services, provided a funding grant, and other in-kind resources to assist with the establishment of a PEG Access program.

Additional funding comes from membership dues, underwriting, grants and donations. Through partnerships with the community, businesses, grantors and agencies, VCAT will seek to expand community media services and offerings. Your continued support is needed!

C. WHERE CAN I SEE VCAT?

VCAT operates on Vallejo Cable Channel 27

D. WHAT WILL BE SEEN ON VCAT?

VCAT is a *non-commercial television resource*, with a diverse combination of program areas. Programming Areas include:

- **Educational** - Any program which has the intent of providing information for academic or instructional use. Included within this category

are programs designed to be educational aides to a specific curriculum.

- **Sports** - Any program which has organized or individual sports as it's main theme. Included within this category are programs that promote physical fitness, sports activities such as games and tournaments, and documentaries about team or individual achievement in sports.
- **Community** - Any program which has a main theme based in community. Included within this category are programs about individuals, lifestyles, community organizations, schools, community events, forums, town hall meetings, clubs, community history, and activities. This list is not inclusive.
- **Spiritual Religious** - Any program which has a main theme based in spiritual or religious practice. Included within this category are religious services, religious or spiritual musical programs, religious discussion programming and religious based documentaries.
- **Arts /Entertainment** - Any show which has Fine Arts, Performing Arts or Entertainment as it's main theme. Included within this category are musical performances, theatrical productions, shows about artists of any genre and/or their work.
- **Special Presentations** - Any program that does not fall specifically within another programming category or any special programming developed for or by VCAT. Included within this category are independent films and documentaries, special community presentations and non-partisan political forums. This list is not inclusive.
- **Children's** - Any program from the above categories that is specifically produced for children ages 3-12.
- **Youth** - Any program from the above categories that is specifically produced for youth ages 12 - 18.
- **Adult Content** - Any program from the previously described categories that includes material that is deemed inappropriate for children under the age of 14 as described by FCC.

VCAT also features a Community Bulletin Board for

local groups, clubs and organizations. The VCAT Bulletin Board is designed for non-profit, non-commercial use to inform the public of various events, services and/or activities that are occurring in Vallejo or are of interest to or involve Vallejo Residents.

For more details about programming guidelines please see the Section 5 Programming of this policy.

E. HOW IS VCAT RELATED TO CITY CHANNEL 28?

City Channel 28 is operated by the City of Vallejo and features meetings and relevant local government programming including the Vallejo City Council, the Planning Commission, and Solano County Board of Supervisors meetings.

VCAT also provides video production services for other municipal and county agencies including special events, public health, government affairs, and emergency programming, suited to the programming criteria and technical standards for City Channel 28.

F. WHERE IS VCAT LOCATED?

The VCAT office and studio is located at Jesse Bethel High School, 1800 Ascot Parkway, Room H100 & H101, Vallejo, CA 94591.

Please note that because VCAT is located on a public school campus it is necessary for all members and guests to sign in upon entering the VCAT office or studio. Members and Guest are also required to wear a VCAT name tag while on campus. All VCAT Members and Guests are required to recognize and abide by Vallejo City Unified School District campus policies and rules.

G. WHERE DO I SEND MAIL FOR VCAT? VCAT has a separate mailing address:

Vallejo Community Access Television (VCAT)
55 Springtowne Center
Box 150
Vallejo, CA 94591

H. WHEN IS VCAT OPEN?

VCAT has regular office hours. For current office hours, please visit the VCAT website at www.vcat.tv

I. HOW DO I CONTACT VCAT?

Phone: 707.642.VCAT (8228)
Fax: 707.643.1460
Email: info@vcat.tv

Website: www.vcat.tv

III. PARTICIPATION

A. MEMBERSHIP

Members are persons businesses or organizations seeking to actively participate in VCAT activities. Members are entitled to vote in VCAT Board of Director elections and serve on the organization's Board of Directors and other committees. Producer Members participate in development of programming to be aired on VCAT. *Membership as a Producer is required to use VCAT facilities or equipment and to receive VCAT training.* Member-Producers are also required to volunteer at VCAT ten (10) hours per membership year.

Membership is open to those who reside or work in Vallejo. Also, non-profit and for-profit organizations, businesses, government agencies and educational institutions and groups operating in Vallejo. All persons seeking membership must complete, sign and submit a Membership Application. Membership Applications are available on the VCAT website. Because members are required to either be residents of Vallejo, or work within Vallejo it is required that proof of permanent residency or employment (by official dated documentation such as driver's license or California ID, utility bill, lease or rental agreement, etc.) is submitted annually.

VCAT Membership is valid for one year. All Members are required to renew their membership annually. Memberships expire at the end of the month of initial membership. For example if a person becomes a member on January 12th, that membership is good through January 31st of the following year. Memberships that require an annual fee which is due the month of initial membership annually. If a membership fee is required but not received prior to a person's expiration of membership, all membership privileges will be lost until said fee is submitted. Fee waivers are available to those who meet a needs criteria on a case by case basis.

Prior to using VCAT facilities, equipment or resources, all members must sign and submit the Statement of Compliance agreeing to abide by VCAT's Policies and Procedure. Additional mandatory paperwork may be required for the use of specific equipment, facilities or resources.

i. Membership Types The following Memberships Types are available:

- **Individual** -adults who reside or work in Vallejo worker
- **Family** - up to 5 resident family members
- **Students** -persons who are residents currently enrolled in school or college and persons who are currently enrolled in a school within Vallejo.
- **Seniors**-adult residents or workers over age 65.
- **Organization** - Clubs, Community Groups, Non-Profit or other organizations that operate or serve Vallejo. An organization membership is good for up to three persons who must be appointed in writing from an authorized representative of the organization.)
- **Business** - Businesses that operate in Vallejo. Business Membership is good for up to three persons who must be appointed in writing from an authorized representative of the business.
- **Government Partner**—Government agencies that operate in Vallejo. Government Agency Membership is good for up to three persons who must be appointed in writing from an authorized representative of the agency.
- **Educational Partner**-Educational institutions that operate in Vallejo. Educational Partners Memberships are good for up to five adult representatives per school and must be approved by an authorized representative from that school.

ii. Membership Categories There are three basic membership categories: Basic, Producer and Executive Producer. Membership as a Producer is required to use or to receive training for VCAT equipment or facilities. The Producers membership is intended for those who wish to produce television programs to be telecast on VCAT. Producers may also sponsor Independently Produced programming for play-out.

- **Basic Member** - receives regular messages sent to the VCAT mailing list, quarterly newsletter, annual report, and voting rights for the Board of Directors Election. Basic membership does not require volunteer hours.

- **Producer Member** – receives access to all basic classes and basic certification, basic equipment access, regular messages sent to the VCAT mailing list, quarterly newsletter, annual report and voting rights for the Board of Directors Election. Producer Membership requires 10 volunteer hours per membership year.
- **Advanced Producer Member** – receives access to 2 Basic and 2 Advanced Classes per membership year, advanced certification, advanced equipment access, mailing list, quarterly newsletter, annual report and voting rights for the Board of Directors Election. Executive Producer Membership requires 10 volunteer hours per membership year.

B. SPECIAL PARTICIPANT CATEGORIES

- **Minors** Producers must be of legal age eligible to sign contracts in the State of California. Alternatively, minors acting as Producers must be acting under the auspices of their parents or legal guardians who are eligible under the above policies and who will sign contracts and take responsibility on their behalf. Parents and Legal Guardians will be financially responsible for any damage to VCAT facilities, equipment or resources perpetrated by the minors for whom they have signed. Minors are subject to all membership requirements.
- **Volunteers** are persons who donate time and /or expertise to VCAT but are not necessarily Members of VCAT. Volunteers are required to abide by VCAT policies and guidelines. Volunteers who are not VCAT Members are not permitted to use VCAT equipment, facilities or resources unless specifically approved by staff. All Volunteers are asked to submit a membership application for the purpose of data collection and contact information. Volunteers must be a resident of Vallejo, a student in a Vallejo School or work within Vallejo. Volunteers may be eligible for special workshops, but may not initiate production. Volunteers receive our newsletter. There are no dues for Volunteers.
- **Interns** Internships at VCAT focus on organization and technical operations and associated tasks. Interns help the facility operate, and work under the supervision of the VCAT Staff. Interns will only be accepted via a written agreement between the intern's school or organization and VCAT.

Intern Agreements must state a specific function or task that the intern is to fulfill, a start and finish date and a method for review. Interns are subject to all VCAT policies and guidelines. Interns under age 18 must also submit a letter of consent from a parent or legal guardian.

- **Community Organizations** Organizations located in Vallejo which provide services to Vallejo are eligible to become members of VCAT as an organization. Community Organizations include those recognized under California state law as non-profit organizations, educational or governmental entities, or other non-commercial local groups and associations. Organizations must submit proof of their non-profit status and provide names of their authorized representatives in the form of a memo. Authorized Representatives may only be changed at time of membership renewal. Authorized Representatives of Community Organizations who are also Individual Producers Members are not subject to the usual volunteer requirement for membership as long as their use of facilities and equipment is strictly on behalf of the community organization.
- **Independent Producers** Independent producers are those who wish to submit programming to be shown on VCAT but are not necessarily Members of VCAT. Submission of programming for such producers requires sponsorship by a VCAT Member-Producer who accepts responsibility for the content of the program. Independent producers may be eligible for special workshops, but may not initiate production or use production equipment. There are no dues for Independent Producers.

C. MEMBER VOLUNTEER OBLIGATIONS Producers are required to volunteer a minimum of ten (10) hours per year to retain membership in good standing. Volunteer hours must be approved by the staff of VCAT and be for purposes other than the production of a Producer's own program or series. Volunteer hours on behalf of another Producer will be credited only when a written agreement between producers is submitted and approved by VCAT staff.

D. MEMBERSHIP FEES Membership fees are required prior to attending VCAT training, using VCAT equipment or submitting programs to play-out on

VCAT Vallejo Cable Channel 27. Membership fees are due annually, renewable the same month that the initial membership began. Members may upgrade their membership at any time during their membership year by paying the difference between their initial fee and the fee for their upgrade. Membership fees are not refundable. Membership fees are provided on the following table.

MEMBERSHIP FEES TABLE

Member Type	Basic Member	Producer Member	Exec. Producer Member
Individual	\$25	\$40	\$60
Family	\$40	\$75	\$95
Senior	\$15	\$25	\$45
Student	FREE	FREE	FREE
Organization	FREE	\$100	\$150
Business	\$75	\$200	\$300
Gov't Partners	FREE	FREE	FREE
Edu. Partners	FREE	FREE	FREE

E. RELATIONSHIP BETWEEN VCAT & MEMBERS VCAT is a private non-profit corporation, represented by its Board of Directors and Staff. The organization manages the equipment, facilities and Channel 27. These resources will be made available to Members in good standing who wish to produce programming to play on Channel 27. *However, Members are not agents or employees of VCAT.* Members are considered to be independent producers who create programming for themselves or the organization they represent. Members are responsible for the content they produce and submit to Channel 27. Members must not identify their production efforts as being “for VCAT”. Rather, producers should indicate that their programs “will be seen on VCAT Channel 27”. *At no time may any individual or organization member identify themselves as an employee or agent of VCAT or any of the funding jurisdictions unless hired by VCAT or the jurisdictions to perform a service.* VCAT exercises no control, beyond these policies, over production activities by members except when members are recruited by VCAT to crew productions that are specifically coordinated by VCAT.

F. MEMBER CONDUCT A “Code of Conduct,” as described herein, shall apply to all persons using VCAT facilities, and compliance with the Code is a requirement of membership at the facility. Signing the Agreement with Policies form indicates agreement to the Code, and is required for new and renewing members. Violation of the Code of Conduct is subject to disciplinary action, as described below.

i. GENERAL GUIDELINES

- Members must agree to abide by all VCAT Policies regarding the use of facilities or equipment for the production and presentation of their programming.
- Members must 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.
- VCAT is not responsible for agreements made between members and/or any other parties, and may not be involved in private disputes between members.
- Parents/guardians are responsible for supervising their children while in the facility.
- Guests of members must be kept to a minimum, and are expected to observe VCAT’s Code of Conduct. Members assume responsibility for their guests’ actions.
- Pets or live animals, except seeing eye dogs, are not allowed in the facilities.
- Smoking is prohibited at the VCAT facilities. Food or drink are not allowed at any computer stations, or master control.

In some cases, exceptions may be made to specific areas of the Code with prior consent of VCAT Staff

ii. PROHIBITED ACTS Specific acts are set forth in writing in order to provide notice to all who use VCAT facilities. They are not designed to define violations in exhaustive terms. Individuals may be accountable to both civil/criminal authorities and VCAT for acts which constitute violations of law or policy. The following acts are prohibited:

- **Providing false information** — Intentionally providing false information to VCAT for the purpose of obtaining membership services, access to channel time, or to obstruct or hinder any VCAT investigation or hearing.
 - **Misrepresentation** — Identifying oneself as being an employee or agent of VCAT unless hired by VCAT or the City to perform a specific service.
 - **Use of VCAT name/logo** — Unauthorized use of the VCAT logo, name, indicia, motto, or symbols for any purpose without prior consent of the VCAT Administrative Director.
 - **Disrupting VCAT functions** — Intentionally and/or recklessly interfering with normal VCAT operations or with VCAT sponsored activities.
 - **Destroying, defacing or damaging property** — Intentionally and/or recklessly destroying or damaging VCAT property or the property of others on VCAT premises. Sticking, posting, or affixing flyers, stickers or other objects without authorization by the VCAT Administrative Director.
 - **Trespassing/unauthorized use** — Unauthorized entry into restricted areas and unauthorized use of equipment, kitchen facilities, copy machine, phones, computers; switches, power, etc. on video or office equipment at the VCAT facility.
 - **Tampering with videotapes/media or data files**— Tampering, removing, moving, editing or otherwise altering videotapes or materials to which the member does not have sole ownership rights, without authorization from the owner of the videotape or materials. Removal of videotapes from the VCAT library without checking with staff, including tapes the member owns.
 - **Use of controlled substances** — Use, possession or distribution of any controlled substance, illegal drug, or alcoholic beverage on VCAT premises.
 - **Use of weapons, firearms, explosives and dangerous chemicals** — Use or possession of any weapon, explosives, dangerous chemicals, substances or instruments or other weapons, as defined by state law, which may be used to inflict bodily harm on another individual or damage upon VCAT premises.
 - **Committing unlawful acts** — Engaging in any unlawful act while on VCAT premises.
 - **Harassing or threatening others** — Threatening, intimidating or harassing another person affiliated with VCAT, with respect to his or her physical safety or mental health. This includes causing physical harm to any person or property on VCAT premises or causing reasonable apprehension of such harm to another person.
 - **Sexually harassing/hate crime** — Engaging in activities defined by California Civil Code as hate crimes or sexual harassment of other members or of staff.
 - **Inappropriate Behavior** — Engaging in lewd, indecent, erotic or obscene behavior on VCAT premises.
 - **Theft** — Deprivation of another person's property including VCAT property or services without that individual's or VCAT's authorization.
- iii. DISCIPLINARY ACTIONS** VCAT reserves the right to take immediate disciplinary action against members who violate Operations Policies or Code of Conduct as outlined above and in this policy book. Members will be notified in writing of disciplinary actions, accompanied by an explanation for the action taken, and a review of the assigned restrictions, if any. Members may appeal disciplinary action that they deem unwarranted to the VCAT Administrative Director. Disciplinary action may be administered in the following ways, depending on the severity of the violation:
- **Warnings**—Written warnings notify the member that they are or have been in violation of policies, Code of Conduct, or rules of the facility, but do not restrict the member from any services.
 - **Probation**—Probation restricts a members' access to selected services for a limited period of time, not to exceed 30 days. Probation usually follows a written warning.
 - **Suspension**—Suspension bans a member from all services of the facility for an extended period of time, and may require certain conditions be met before suspension is lifted. Members who repeatedly incur probation may be suspended.

Additionally, the VCAT Administrative Director may suspend any member who is deemed to be a threat to the efficiency, safety or integrity of the operation of VCAT in its service to the entire Vallejo community.

- **Legal Action** VCAT will take appropriate legal action against any member who engages in unlawful activity while at VCAT facilities, or in using VCAT facilities. Warnings and Probation may be issued by the VCAT Administrative Director. Suspension and Legal Action require Board of Director's review.

iv. APPEALS OF DISCIPLINARY ACTION All appeals must be made in writing within one week of the imposition of the disciplinary action. There are two stages of appeals:

- **Appeal to VCAT Administrative Director** The Administrative Director of VCAT will review and act on a written appeal within two (2) working days. The response shall also be in writing. Should the person making the appeal not be satisfied with the result, a final appeal must be made in writing to the Board of Directors of VCAT within two (2) working days of the Administrative Director's decision.
- **Appeal to the Board** The Board of Directors of VCAT will review final appeals at its next regularly scheduled meeting held at least two (2) working days after the appeal is received at the VCAT office. The appeal shall be heard within sixty (60) days. The decision of the Board is final and will be detailed in writing to the person making the appeal.

IV. TRAINING AND CERTIFICATION

VCAT provides training on all equipment and in all modes of production available at the facility. There is no charge for Basic workshops. Space in training sessions is limited and availability is on a first come first serve basis. Workshops begin promptly as scheduled and members are expected to show up on time. Members who show up more than 30 minutes late will not be admitted. Members wishing to cancel their space in a training session must do so at least 24 hours in advance. Workshop descriptions and availability are subject to change. Members actively involved in training should contact the VCAT Office or consult the activities calendar on the VCAT website,

www.vcat.tv .

A. CERTIFICATION Once a member has been trained or has bypassed training as outlined bellow, she or he will be "certified" on the equipment. Members will receive a record of their certification that identifies specifically which equipment they are authorized to use. Certified members will be added to a list made available to other Producers seeking trained crew to help on productions (unless the member has requested not to have their name listed). Certification lasts six months from the last use of equipment. If certification expires, a member must take the training again, or satisfactorily bypass training to access the equipment.

B. ADVANCED TRAINING & CERTIFICATION Training and access to Advanced Equipment are available to Advanced Members, and requires completion of basic training prerequisites. Special workshops, custom training and seminars may also be offered periodically. Fees may apply for some workshops.

C. BYPASSING TRAINING VCAT recognizes that some members may have previous skills in video production. Members can request a certification exam where she or he will be asked to demonstrate their proficiency to an authorized VCAT staff or instructor. Members who meet or exceed the proficiency standard, will be "certified" to use the equipment for which he or she has been tested.

D. TECHNICAL ASSISTANCE VCAT Members are eligible to receive one on one technical assistance from the Technical Director by appointment only on a first come first serve basis. A waiting list for technical assistance may be kept at the Technical Directors discretion. Technical assistance is limited to one hour per week per member. Only a limited number of hours will be available. Reservations for technical assistance may be made on a week by week basis. Technical assistance will only be given on equipment, software or other resources for which the member has been certified.

E. PRODUCTION PLANNING To begin reserving production equipment and facilities, Members must have complete a Production Planning appointment during which Members can consult with Staff to review their Project Proposal. A Project Proposal must be submitted and approved for each project the Producer plans to utilize VCAT equipment and facilities. Each Member may have up to two (2) active Project Proposals towards which equipment

can be reserved. **Please note: Member reservation allowances do not multiply with additional Projects.**

V. VCAT FACILITIES, EQUIPMENT, & SERVICES

In operating the community television channel and facilities at Jesse Bethel High, VCAT seeks to promote the frequent, safe, and equitable use of this *shared community resource*, that all public, non-profit, governmental, and educational community members may have access to media technologies to create and present programming of local benefit and interest. Our modest but capable resources offer the essential training and tools needed to create a variety of productions, using high-quality technology through all production stages, from acquisition to playback over the channel. Production capabilities range from public service announcements, single camera documentaries and bulletin board pages; to music productions. We encourage mutual cooperation among all of our members and the community at large to make the most of our current resources. As VCAT continues developing partnerships and project opportunities, we hope to eventually expand our equipment inventory, training, staff and services to accommodate the community's growing needs.

A. LOCATION The VCAT office and studio is located at:

Jesse Bethel High School
1800 Ascot Parkway, Room H100 & H101
Vallejo, CA 94591

Because VCAT is located on a public school campus it is necessary for all members and guests to sign in upon entering the VCAT office or studio. Members and Guest are also required to wear a VCAT name tag while on campus. All VCAT Members and Guests are required to recognize and abide by Vallejo City Unified School District campus policies and rules. Also, VCAT Members are not to interfere with students or teachers at any time. Interference of student or teacher activities may result in the suspension of VCAT privileges.

B. VCAT MAILING ADDRESS VCAT has a separate mailing address to ensure the delivery of mail when school is not in session. Items can be mailed to VCAT at the following address:

Vallejo Community Access Television (VCAT)
55 Springstowne Center
Box 150
Vallejo, CA 94591

C. OFFICE HOURS VCAT will keep regular office hours. For current office hours, please visit the VCAT website at www.vcat.tv. Office Hours are subject to change. Members will be notified of any changes by email at least one business day prior to change, except in case of emergency.

D. VCAT PRODUCTION HOURS Use of the VCAT Studio or VCAT Production equipment is by reservation only. Reservations must be made at least 24 hours in advance. Use of VCAT Studio or VCAT Production equipment is limited to Office Hours unless a special arrangement is made at Staff discretion. Use of VCAT Studio or Production equipment must conclude fifteen (15) minutes prior to closing. Failure to conclude on time may result in the suspension of VCAT privileges.

E. CONTACT INFORMATION

Phone: 707.642.VCAT (8228)
Fax: 707.643.1460
Email: info@vcat.tv
Website: www.vcat.tv

F. EQUIPMENT ACCESS AND USE Access to and use of equipment and facilities at the VCAT Studio are available to Producer-Members for the creation of non-commercial programming to present on the Vallejo Community Channel. *Individual and Organizational members may use equipment on which they have been trained and certified, and will take full responsibility for any loss or damage.*

i. AVAILABLE EQUIPMENT VCAT offers production training and access to the following equipment & facilities:

- TV Production Studio
- Field Camera packages
- Editing (Mac) Platform
- Dubbing/Transfer Station
- Audio & Music Production
- Multimedia/Graphics production
- VCAT Bulletin Board authoring
- Production Planning resources

ii. EQUIPMENT USE Members are allowed four (4) total reservations over the upcoming 60 days, at one time.

iii. Studio Reservations: Three hours per reservation; two Studio Reservations per month

iv. Edit Systems: Three hours per reservation. Additional hours per staff approval. Twenty-four hour notice is required to request additional hours.

v. Field Production Equipment: Up to 48 hours two business days. (Equipment that is checked out over the weekend can be returned on the next business day after their 48

G. GENERAL REQUIREMENTS & RESTRICTIONS FOR PRODUCTION EQUIPMENT USE

i. Statement of Compliance: Required of all Members using VCAT services & facilities.

ii. Certification: Members must be certified to use any production equipment or facilities.

iii. Project Proposal: To begin reserving production equipment and facilities, Members must submit a Project Proposal form. Upon approval by VCAT Staff, Members may make reservations for equipment and facilities to produce the project.

iv. Reservations: Equipment Reservation Requests can be made by phone, fax or email. Equipment Reservation Requests are processed during normal VCAT Office hours in the order received, and granted on a first come-first serve basis per equipment availability.

v. Equipment Checkout Hand Receipt: Members must sign the Equipment Checkout Hand Receipt agreeing to terms including equipment use, checkout length, and for financial responsibility.

vi. Training Priority: Reservations and Checkouts must not conflict with training.

vii. Checkouts, returns, and length of use: Equipment is checked out and returned during designated times. Equipment must be picked up and returned on time. Field, Studio, and Editing equipment are available for certain time lengths Equipment checkout requests cannot be made beyond the period approved for the Project Proposal until consultation with VCAT Staff.

vii. First-run on Channel 27: Programs produced with VCAT equipment must have their first-time showing on Community Channel 27.

viii. Unauthorized Use:

- Private, commercial or recreational use of VCAT equipment is not allowed.
- Persons who are not certified by VCAT are not allowed to handle equipment.
- Members cannot “sell” the use of VCAT facilities, the city-owned equipment or channel time to other individuals, organizations or businesses, or in any way suggest to underwriters that they are buying any advertising time or services in exchange for their support.

ix. Representation A member or producer may only represent him or herself as an independent producer or a crew member of an independent producer. A member or producer **MAY NOT** represent him or herself as a VCAT Staff Member, or as acting on behalf of VCAT unless authorized in writing by the Administrative or Technical Director. Members and Producers should not represent their productions being produced for VCAT; however, members can identify the intent of their projects to be shown on Vallejo Cable Channel 27.

x. Eating and Drinking: No food or drink of any kind is allowed in any control room, at editing stations, or near any field equipment at any time. No food or drinks of any kind are allowed in the studio unless it is needed for a show (i.e. a live cooking show) and only with prior approval of VCAT staff. Exceptions to this rule, with respect to food and drink, may only be granted by VCAT Staff for authorized special circumstances.

xi. Smoking and Controlled Substances: Smoking, alcoholic beverages and controlled substances are not allowed within any of VCAT facilities. No VCAT Member or may be under the influence of a alcohol, or controlled substance while at VCAT or using any VCAT facility or equipment. Members & Producers should also exercise precautions so as to minimize VCAT electronic field equipment to smoke of any kind.

xii. Extreme use of Equipment or Facilities: VCAT equipment and facilities may not be used in the creation of program material that creates the immediate danger or damage to property or injury to persons; the substantial obstruction of law enforcement or other governmental functions or

services; the deprivation of any person by threat, threat of force or physical action of a legal right or the disturbance of any person in the enjoyment of a legal right; or the creation of a public nuisance. Members may not abuse or vandalize VCAT equipment or facilities or return equipment in damaged or unworkable condition, beyond normal wear and tear. Equipment and facilities must be checked in or left as clean or cleaner than when checked out or when you arrived at the facility.

H. Studio, Editing & Dubbing Equipment

i. Studio The VCAT Studio is open for use by all VCAT Producers in good standing. The VCAT Studio may be reserved for up to three (3) hours per reservation. A Project Form must be completed and approved prior to reserving the studio. Only the producer(s) listed on the Project Form may reserve the studio time. Studio time must be scheduled at least 3 working days in advance. **IT IS HIGHLY RECOMMENDED THAT RESERVATIONS BE MADE AT LEAST ONE WEEK (SEVEN (7) DAYS) IN ADVANCE.** Studio time may be reserved up to 30 days in advance. Studio availability is subject to the availability of staff. If you require use of the studio outside of regular office hours, a minimum 10 day notice is recommended. Studio time can be tentatively reserved by email or phone; however a completed Studio Reservation Form is required to confirm each reservation.

Studio time is granted on a first come first serve basis. There is a limit of 5 reservations per month (studio and equipment combined) for each producer **or project**. Equipment reservations made in conjunction with studio use will only count as one (1) reservation.

ii. SAFETY & SECURITY In case of Emergency dial 9-1-1. Be sure to give the 9-1-1 operator the location and building number as follows:

Jesse Bethel High School, 1800 Ascot Parkway, Vallejo, Building H. Building H is located directly behind the Main Office Building.

The Producer must perform a safety check and give a safety briefing to all crew, hosts and guests pointing out safety hazards such as tripping hazards, hot lights, heavy equipment et cetera. The Producer is responsible for the proper use of all Studio Equipment and may be responsible for damage caused by improper use. Reckless or unsafe activities are prohibited within the VCAT Studio or on the Jesse Bethel High School Campus. Both (inner) Studio

doorways must remain clear of obstructions and not be blocked in case of an emergency.

The Producer must also familiarize him/herself with the location of fire extinguishers and fire alarms. If more than 10 persons are involved in a production a Fire Marshall must be appointed who is responsible for evacuating the studio space and executing the fire alarm.

The Producer is responsible for Security during his/her production. All crew, hosts and guests must use the studio door (the door closest to the stairs) to enter the studio area. There is to be no traffic through the control room area except for authorized persons who are certified to use control room equipment. If a production will include more than 10 individuals it is recommended that a person be posted at the studio entrance to control who goes in and out. If this is not possible the outside entrance door to the studio must be closed.

iii. STUDIO TIME & RESPONSIBLE USE Studio time reserved includes time to set up and tear down the production. **It is highly recommended that Producers schedule a “rehearsal session” prior to their production in order to gauge how much time is required to set up and tear down.** Productions that go over the allotted amount of time may be penalized with suspense of studio use. Habitual over-time productions may lose studio privileges.

The Producer reserving the studio is responsible for conduct of their crew and program hosts and guests. All members of crew, hosts and guest must sign in and wear VCAT identification in the form of a VCAT issued ID Badge or a VCAT Name Tag while on the JBHS Campus. Because our studio is located on a Vallejo City Unified School District Campus, there is **ABSOLUTELY NO TOBACCO, ALCOHOL AND OTHER ILLEGAL OR ILLICIT DRUGS ALOUD.** Any person who appears to be under the influence of alcohol or illegal /illicit drugs will be asked to leave, and the production may be shut down.

The Producer is responsible for all equipment and accessories within the Studio Area during his or her production. All persons operating equipment in studios must have a basic orientation to studio procedure s and safety. Persons operating specialized equipment such as the studio camera, production switcher or audio board must be certified to operate that equipment. **ABSOLUTELY NO FOOD OR BEVERAGES MAY BE BROUGHT INTO**

THE CONTROL ROOM AT ANY TIME! Use of food or beverages in the studios must be approved in advance. All minors must be accompanied by an adult. The use of animals of any kind must be approved in advance. All animals must be vaccinated and under owner control at ALL TIMES.

The studio must be left in the same configuration that it was found. All equipment must be properly stowed or put away at the end of each production. Failure to do so may result in suspension or loss of studio privileges.

iv. Editing and Dubbing Facilities. In-house editing and dubbing systems may be checked-out for up to three (3) hours per reservation. Use of editing systems for viewing, logging or dubbing tapes is permitted, but no advance reservations will be given for these purposes. No food or beverages are permitted in editing or dubbing areas. Editing and Dubbing Facilities must be used in compliance with copyright law of the United States and the State of California.

v. Equipment Liability for Damages The Producer using the equipment is responsible for its safe use and return in working condition as received. An Equipment Hand Receipt accepting liability for damages and signed by the Producer is required for each use. **The Producer will fully compensate VCAT for any damages or loss other than normal wear and tear which occur during the time she/he has checked it out.**

VI. PRODUCTION & PROGRAMMING

A. BULLETIN BOARD The VCAT Community Bulletin Board is part of the alphanumeric display on Channel 27 when programs are not being shown. Persons wishing to put an announcement on the Bulletin Board must submit announcements in writing. VCAT will place announcements for non-profit events, meetings or local performances. Information announcements for groups (including political or religious) or free services will be placed for two months and must be resubmitted to remain on the bulletin board. Other announcements are subject to the VCAT Staff discretion. In general, announcements which are local, non-profit, and/or "of interest to the community" will be placed. The Bulletin Board is updated once a week. VCAT may edit announcements that are too long. For full guidelines, please see the VCAT Bulletin Board

Announcement Request form available on the VCAT website.

B. PROJECT PROPOSAL FORM Producers who wish to produce a program using VCAT equipment must submit a **Project Proposal Form** prior to reserving equipment, resources or facilities. The Producer is ultimately responsible for the production of the program, and assumes responsibility for the production and all liability for equipment use and program content.

For series programs, a Project Form must be submitted for each episode. Conditions affecting approval of the Project Form are as follows:

- Producers may not have more than two (2) active projects at any one time.
- Crew must be indicated on the Project Proposal
- Incomplete forms will be returned to the Producer.
- The proposed program must comply with all Production Requirements, including budget, limitations and restrictions on usage, etc.
- Producer may not use equipment to produce any materials which violate VCAT Programming Guidelines or to produce programming primarily for any use other than to cablecast on the VCAT channel.
- Approval of a Project which put the equipment at an abnormal risk of damage or loss (such as, but not limited to, taking equipment out of Solano County, shooting underwater, etc.) is at the discretion of the VCAT Staff.

After approval, Projects remain active until completed or canceled by the producer (see below). Active projects which are not used for six months will be canceled by VCAT and are subject to terms of cancellation.

C. CANCELLATION OF A PROJECT

If the Producer has accrued less than or equal to minimal use of equipment, the Contract will be annulled without penalty. Minimal Use of equipment is defined as follows: at least one reservation in support of an approved project within 90 days of approval.

D. REQUIRED CREDITS & TITLES

i. Leader & Trailer Titles Programs should begin with 10-15 seconds of black. Titles with the name of the program and other information are very helpful to viewers. The Producers name and contact information must be included for at least 10 seconds at the end of each program. For VCAT Members who are acting as a sponsoring producer and submitting video for a non-VCAT producer the sponsoring producer's name must be included. A Sponsoring Producer Title can be produced at VCAT if it cannot be added onto the original video. Producing a Sponsoring Producer Title is the responsibility of the Sponsoring Producer. Programs produced using VCAT equipment must include a VCAT credit, "This program was created through the use of equipment or facilities of Vallejo Community Access Television (VCAT), Vallejo, California. All content is sole responsibility of the producer." Producers are also encouraged to but not required to also include "For more information about VCAT please visit www.vcat.tv." Programs should also include a final title that states "The End."

ii. Acknowledgements It is highly recommended that Producers acknowledge everyone and anyone who participated or helped in the production of their program in the credits of their video. Acknowledgements should include music production, artwork, and other contributions that assisted to the production of a program.

iii. Labeling When submitting video to play out on VCAT please be sure to include the following information on the label:

Title of your Video
Video Length in H:M:S
Submitting Producer Name & Contact info
(phone # and/or email)

E. PLAYBACK

i. PROGRAM SUBMISSION REQUIREMENTS The following must be provided prior to the telecast of any program submitted for playback on VCAT Vallejo Cable Channel 27.

ii. PLAYBACK REQUEST FORM Members and Independent Programmers are required to submit a Playback Request form for every individual and series program telecast on the VCAT Vallejo Cable Channel

27. The Member-Producer will take full responsibility for the content and will certify that the program contains no illegal or commercial material, and agree to hold harmless VCAT, the City of Vallejo and Comcast Cable for all content of that program. All underwriters for the program must be listed on the Playback Request form. The Request must be submitted with media prior to telecast and will be kept on file by VCAT.

Educational and Government entities are responsible for the content of the programs shown on their respective time periods and channels and are subject to filing requests playbacks per the guidelines of their respective institutions.

iii. PROGRAM CONTENT When providing cablecast time to community members on the PEG access channels, VCAT will cablecast locally produced programming free of editorial control, but does set forth certain production requirements as outlined below. **Program producers and users of VCAT's channel for public access television are fully liable for the content of all program material that they submit.**

VCAT has right of first use to all programs created using VCAT equipment and facilities. Specifically, programs must be submitted for cablecasting on VCAT **before** being submitted to any other broadcast or distribution facility. Taped, edited programs must be submitted on VCAT-designated media; live-to-tape programs must deliver first generation media. All program submissions must be accompanied by a Playback Request form, and all applicable information must be provided.

Producers will, as part of the program submission process, indicate how viewers can reach them. This information will be in the credits section of the program submitted as well as on the Playback Request form, and the information must be identical. The contact information will be released to the public in the event VCAT is contacted about the program.

iv. COMPLIANCE Failure to comply with these requirements can result in a range of outcomes: your program may not be cablecast, or your membership and ability to use VCAT's facilities may be limited or revoked. If staff notices an abnormal number of production problems with a program submission, a user may be asked to retrain. VCAT reserves the right to adapt these operating rules

and procedures, allowing it to modify, revoke, suspend, terminate, delete, or change these procedures when circumstances warrant it.

v. FIRST AMENDMENT / EQUAL TIME POLICIES There will be no prior restraint or censorship of programming submitted to VCAT for presentation under its public access policies, unless such programming contains material used illegally or material not protected by the First Amendment to the Constitution of the United States. Public Access programming must include a disclaimer in which the Programmer accepts responsibility for her/his speech and holds harmless VCAT, the cable provider(s) on which VCAT programming appears and each franchising authority contracting with VCAT.

The Equal Opportunity or "Equal Time" rule and the Personal Attack rule do not apply to public access. Public access users are under no legal obligation to show any viewpoint other than their own. Community residents with diverse and opposing viewpoints are encouraged to use the public access channel to express their ideas.

vi. SERIES PROGRAMS

A series is defined as regular programming of a show with the same title and length, once monthly, twice monthly, or weekly.

Requests for consistent time slots (program series) will be allocated at VCAT if the following conditions are met:

- The producer has completed three taped programs before applying for a series.
- Ample time remains available for other community programming requests.
- Titles and descriptions of programs are submitted to the programming manager at least four weeks in advance of cable-casting.
- User has new material on a consistent basis for each scheduled program, i.e. a monthly show will have new material each month.

A series will be allocated a maximum of 13 weeks of programming time, after which re-application will be required. For purposes of program scheduling, there are four 13-week blocks each calendar year.

If a series does not have the program ready for its scheduled time slot, the producer will be given a

warning the first time. If a series does not have the program ready a second time, VCAT will assign the time slot to other users.

Producers who are inconsistent with their regular schedule will be required to resubmit a request for series time. The re-application process will take into consideration other scheduling demands and VCAT's judgment regarding the ability of the producer to meet the requirements for series programming.

vii. LIVE PROGRAMS A producer may request a time slot for a live program no less than four weeks and no more than 13 weeks in advance. Producers must shoot three live to tape shows first, having demonstrated an ability to handle the complexity of doing a live show before permission will be granted and time is scheduled. Ability to conduct a live program will be gauged by staff. Live programs will be scheduled according to the availability of staff.

viii. CONTROVERSIAL/ADULT PROGRAMMING

Controversial content in programming should have the effect of encouraging a greater expression of free speech; VCAT reserves the right to inform the public of controversial programming and to solicit responses from the community in the form of additional programming.

If, in the opinion of a producer, any material in their program is deemed to be appropriate for adult audiences only, a 15-second visual and audio viewer advisory specifying the nature of the controversial content will be required at the beginning of the program. Adult Content programming will be limited to designated hours.

Producers are expected to inform VCAT staff about programming that may be problematic to viewers in the Playback Request Form, and to exercise good judgment. Controversial or adult programming with excessively violent material, offensive language, excessive nudity, graphic depiction of medical procedures, or sexually explicit material will be scheduled for cablecast between 12:00 Midnight and 2:00 AM.

ix. Disclaimer Insert for Adult and Controversial Programming

Members and Independent Programmers who submit programming they consider to be appropriate for adult audiences are required to fill out the appropriate section of the Programming Request form, and include a 15-

second visual and audio viewer advisory of the following statement specifying the nature of the controversial content will be required at the beginning of the program.

"The following program contains material (*include the specifics of all aspects the content could be potentially objectionable to others: excessive violence, excessive profane or offensive language, excessive nudity, sexually explicit material, graphic depiction of medical procedures*) that some viewers may find objectionable or inappropriate."

The viewer advisory must be read aloud and displayed on screen for 15 seconds.

F. PROHIBITED PROGRAMMING

VCAT cannot cablecast:

- Commercial Programming—Material which is obscene or unprotected by the Constitution of the United States.
- Material which constitutes libel, slander, invasion of privacy or publicity rights, incitement, or which otherwise violates any other local state or federal law.
- Programs containing material that violates copyright or trademark law. Use of such material requires obtaining appropriate permission from music licensing organizations, publishers, representatives, copyright holders, broadcast stations, networks and/or any other intellectual property owners. **Unless producers can furnish written authorization for each instance of copyrighted or trademarked materials, VCAT will not schedule the program.**
- Material that creates immediate danger of damage to property or injury to persons, the substantial obstruction of law enforcement or other governmental functions or services, the deprivation of any person by threat of force or physical action of a legal right or the disturbance of any person in the enjoyment of a legal right, or the creation of a public nuisance.
- Material that contains direct or indirect presentation of lotteries or lottery information.
- Any other material which may, from time to time, be deemed to be prohibited from cablecast by applicable law or regulation.
- Paid advertising on behalf of candidates for public

office or political parties, including promoting and / or opposing ballot issues by supporting groups or lobbying organizations.

G. SCHEDULING CHANNEL TIME

Channel and equipment time are provided on a first-come, first-serve, nondiscriminatory basis to any current member. Division of channel time by *public access* and *educational access* is negotiated by VCAT and its educational partners. While VCAT wishes to accommodate specific requests, the period during which *public access* programs are played is a shared community resource and specific channel time and equipment use requests cannot always be guaranteed. All requests will be processed on a fair and equitable, non-discriminatory basis, subject to the availability of cable-casting equipment, space, channel time, and *public access* vs. *educational access* time.

Programming containing excessive violent material, excessive profane or offensive language, excessive nudity, graphic depiction of medical procedures, or sexually explicit material can only cablecast between 12:00 Midnight and 2:00 AM. All Playback Request Forms must indicate whether the programming contains material of this nature.

Channel time scheduling requests must be submitted at least four weeks in advance of the desired cablecast date. At the discretion of staff, if the desired time slot is available, the four-week submission rule may be waived to allow the timely cable-casting of newsworthy or time sensitive events.

VCAT programs Community Channel 27 at twenty-four hours a day, seven days a week. Programs may be repeated at staff discretion. VCAT reserves the right to cablecast programs produced by members onto Channel 27 or 28, where appropriate.

H. PROGRAM OWNERSHIP

All programs produced at VCAT are property of the producers, who own the copyright and assume responsibility for all program content. VCAT reserves the right to make a copy of any program produced at the facility for any reason, including promotion or further cablecast. Program producers may distribute their shows to other public access facilities or venues; however if in future, producers receive any payment for programs which have been produced at VCAT, producers should reimburse

VCAT for equipment use during production.

Media submitted to VCAT will not be returned.

VII. UNDERWRITING

Underwriting is when a business or individual donates a product, service, or funding to assist in the production of an access show in return for a non-commercial acknowledgement.

A. Underwriter Acknowledgement Underwriters receive a fifteen second acknowledgement on one of our access channels. Depending on your level of support, an underwriting spot may include a picture of your business locale, contact information, your logo, a voiceover, music, and your web address. Underwriting payment can come in the form of a tax deductible donation, or an in kind donation of goods or services such as food for the crew, or furniture for a set, or other material support.

B. Limitations on Underwriter Content According to the Federal Communications Commission (FCC)

i. Underwriting Guidelines The following are requirements for underwriting acknowledgement:

- No longer than 15 seconds
- Includes no calls to action (i.e.. "Come on down and BUY our products!);
- Includes no comparative language (i.e. "We're better than that other pizza place!").
- Underwriting spots must be placed at the beginning or end of a show.

All programming accepted for play on the PEG channels must be non-commercial in nature; i.e., containing no solicitation of funds or attempt to sell products or services. Programs may, however, contain underwriting credits acknowledging support given to Producers to develop their program.

The following are not permitted:

- Superlative description or qualitative claims about any underwriting company, its products or services; any comparison with other companies, or with other company's product or service, whether direct or implied.
- Any inducements to buy, sell, rent, or lease.
- Official spokespersons, owners, employees or professional talent that are featured in commercial

promotion of a underwriter's business or product may not appear on any program for which the underwriter has provided support, without prior staff approval.

- A business location must not be prominently featured in any program for which that business or its owners or managers has provided underwriting support. An exception to this policy may be made for a situation in which an event is documented occurring at an underwriting business location, and the resulting program does not explicitly feature products or services there or serve as an overt inducement to patronize the business. Such exceptions will be granted contingent on staff review of the program's) in question and may be withdrawn if references to the business are more than incidental.

Underwriters for programs may be credited with an acknowledgment at the beginning and/or end of each show with audio and video including the underwriter's name, address, telephone number and a logo and/or exterior of business. A brief descriptive line may follow the credit factually describing the underwriter's business (e.g., "Computer Products and Repairs", "thousands of books available"). Products and brand logos may be included . No price information or dates of sales may be included.

Each underwriter may be acknowledged no longer than fifteen seconds each time at the beginning and/or end of the program. Total underwriting acknowledgments may be no longer than two minutes per hour of programming, or one minute per half-hour.

Any member in good standing with VCAT who is producing a show to cablecast on the PEG channels may seek support from local businesses in the form of underwriting. Community volunteers and or independent producers are not agents or employees of VCAT, and the programs they create do not necessarily represent the views of the VCAT Board of Directors, management, staff or funding jurisdictions. The community volunteer and/or independent producers are solely responsible for the content of the program they produce.

A. Underwriting Credits

If a program not produced by VCAT does contain underwriting credits, the Producer (or Programmer) must provide staff with signed agreements from each credited underwriter with the following information:

1. Producer/Programmer's Name
2. Name of program
3. The following statement:

"I understand that any financial or other support that I have given to the above Producer/Programmer is for support of the program listed. No support is intended for or will be received by Vallejo Community Access Television (VCAT). I understand further that the Producer/Programmer is not an agent or representative of VCAT and that the program I am supporting is strictly the Producer's responsibility and expression. I understand that I may receive an underwriting credit, but will not receive commercial advertising including the promotion of products or services."

4. Name of underwriter (individual or business)
5. Signature of underwriter
6. Date of signature

Appropriate signed agreements must be provided prior to the telecast of any show with underwriting credits.

