

CHICOPEE PUBLIC ACCESS RULES AND OPERATING PROCEDURES

Chicopee Public Access, operating on Charter Communication's Chicopee Cable System on cable Ch-19, here in and after referred to as CPA19 is the entity designated by The City of Chicopee in accordance with the terms of the cable television renewal license between The City of Chicopee and Charter Communications Entertainment I, LLC. to provide Public Access programming in The City of Chicopee.

CPA19 is operated by the Chicopee Public Schools Telecommunications Department.

CPA19 is located at the Chicopee Public Schools Telecommunications Center.

617 Montgomery Street
Chicopee, MA 01020
Tel # 413-594-3487
FAX # 413-594342
Normal Business Hours 8AM to 3PM

ACCESS RULES

1. CPA19 studio and equipment is available to residents of Chicopee on a first-come, first-serve basis. Any person, group, organization or institution in the City of Chicopee are eligible.
2. Anyone using CPA19 Media Access Center must be oriented to the philosophy of access, CPA19 Access Rules and Operating Procedures and producer's contracts. Anyone using access equipment must be certified to operate that level of equipment or facility.
3. Programs produced with access equipment and facilities must be cablecast on the access channel.
4. Anyone who produces programming using CPA19 access facilities and equipment retains ownership of the copyrights to that program. CPA19 does not provide tape stock or program dubs.
5. Users of CPA19's facilities and/or equipment should only identify themselves as public access community producers, not as employees or staff of the Chicopee Public Schools, the City of Chicopee, CPA19 or Charter Communications.
6. Access users under the age of 18 must have a signed "Parental Consent Form" on file with CPA19.

STATEMENT OF PURPOSE

CPA19, a not-for-profit entity, provides Public Access services and a public forum for the City of Chicopee. We provide media training, facility and channel access to promote media literacy so that citizens of Chicopee may exercise their First Amendment Right to free speech.

ROLE OF THE CPA19 STAFF

Successful public access programming depends on participation by many active, trained volunteers who use video communication tools in order to independently reflect their ideas. Because of this, as well as limited staff time, CPA19 cannot provide video production services for community members or organizations. Staff will assist community members in assembling production crews from among trained and qualified community volunteers. Community organizations planning to do programs on a regular basis are encouraged to form a television production committee, which CPA19 will then train. Television production like anything else requires that you continue to practice what you learn in the CPA19 training course (which is a pre-requisite to becoming a Public Access User). It requires a lot of people, time, planning, cooperation and patience.

No other medium has the power to move and excite people like television. No newspaper or magazine can communicate so much, so vividly, to so many people. When this powerful medium is put to work at the grassroots level, people are not simply better informed, but they take greater interest, pride, and pleasure in their community.

ON SITE BEHAVIOR

- 1) No possession or use of any illegal substances and/or weapons.
- 2) No one will be allowed to operate equipment or spend time in CPA19 facilities while using or appearing to be under the influence of alcohol or drugs.
- 3) Abusive language and/or actions will not be permitted in the access facility, or by telephone, mail or email. Program participants, staff and guests are expected to treat each other with dignity and respect.
- 4) Individuals will not be allowed to loiter in the access facility. Personal business and phone use should be kept to a minimum.
- 5) Program Producers are responsible for supervision of guests and children during productions or edit time. Children should not be left unattended in the access center.
- 6) Pets and non-working animals should not be brought into the access center.
- 7) Violation of these rules will result in immediate expulsion from the access facility and property and will result in the following actions by the Director of Telecommunications:
 1. Minor infraction (an infraction resulting in expulsion from the facility, but not involving reporting to the police and/or police action) – 3 month suspension from CPA19 facilities or use of CPA19 equipment.
 2. Major infraction (involving reporting to the police and/or police action) – 6 month suspension from CPA19 facilities or use of CPA19 equipment
 3. Second offenses, either minor or major will result in permanent revocation of CPA19 privileges.

GRIEVANCES

When an individual is suspended , a registered letter will be sent to the individual with notice of the action taken by the Director of Telecommunications. The individual has the right to appeal the action by writing to the Mayor of Chicopee , at Chicopee City Hall, Chicopee MA. asking for a hearing. The Mayor of Chicopee will notify the individual in writing of the time and date of the hearing, along with any other procedural matters that may pertain. All decisions of the Mayor of Chicopee regarding the suspension or revocation are final.

Any grievances regarding assignment of workshop space, channel time allocation, equipment, studio and facility use or any other matter regarding CPA19 should first be discussed with the Director of Telecommunications. If that does not provide an adequate solution, a grievance may be filed in writing to the Mayor of Chicopee, Chicopee City Hall, Chicopee MA . The Mayor of Chicopee may invite the person filing the grievance to appear at a meeting to discuss the matter. All decisions of the Mayor of Chicopee regarding these matters are final.

PROGRAM CREDIT FOR UNDERWRITING AND GRANTS

Underwriting for programs must be for goods, services, in-kind contributions and/or donations that aid in developing and improving programs. Credit for underwriting should be as follows: "This program was made possible through a grant by ..." or "Goods and services used in this program were contributed by...". CPA19 credit must still be included. Staff must be informed, in advance, of any such underwriting credits and consulted about the proper format for underwriting credit. Producers should not include telephone numbers or street addresses of underwriters, but may list business or organization name and town.

GENERAL HOUSE RULES

- Please plan your production times according to prescheduled posted hours so that production and clean up can be completed before closing.
- All production participants are expected to clean up after themselves. Food may only be eaten in the conference rooms or the kitchen. Food and drinks are not allowed in the edit suites or control rooms. Studio sets must be broken down, and all personal items removed from edit suites and control rooms by the end of a production's scheduled time slot.

PROGRAM CONTENT RULES

1. Presentation of the following material on CPA19 is prohibited:
 - a. Any program or material that is commercial in nature.
 - b. Any material, which is intended to defraud the viewer or is designed to obtain money by false or fraudulent pretenses, representations or promises.
 - c. All advertisement of (or information concerning) any lottery, gift enterprise or similar scheme offering prizes dependent, in whole or in part, upon lot or chance; or any list of the prizes drawn or awarded by means of such a lottery, gift enterprise or scheme, whether said list contains any part or all of such prizes.
 - d. Libelous or slanderous material.
 - e. Material that is obscene according to local community standards or is otherwise illegal.
2. Regarding Fundraising Programs, the following is permitted:
 - a. Non-profit organizations in the City of Chicopee may produce one (1) fundraising program per year.
 - b. The format of that program may be either a live auction or a live telethon.

USE OF EQUIPMENT

1. **General Rules:**
 - a. Equipment is available on a first-come, first-served, non-discriminatory basis.
 - b. Cancellation of equipment and facility reservations should be made at least 24 hours in advance, except in cases of emergency. Repeated last minute cancellations may result in loss of privileges.
 - c. Any materials for productions, beyond those supplied by CPA19 must be supplied by the user and must be removed after the production. Sets, props and production materials may not be left in the studio.
 - d. Individuals using CPA19 equipment, studio or post-production facilities will not change wiring or components without staff permission or supervision. No attempt should be made to work on or repair equipment. Any damage caused in this manner will be charged to the user! A loss of privileges will result from such equipment abuse.
 - e. Individuals using CPA19 equipment and facilities should report any defects or problems to the staff. Individuals should fill out a Facilities/Equipment Incident report when problems are encountered.
 - f. Producers found to be misusing or abusing the equipment may be asked to repeat training, testing and/or be subject to loss of privileges.
 - g. No smoking, food or drinks should be brought into the studios, control room, master control room or audio or video edit suits. **THIS RULE MAY NOT BE WAIVED.**
2. **Use of the Studio:**
 - a. Reservations should be made at least 7 but not more than 30 days in advance. Reservations can be made in person or by phone to a staff person only.
 - b. In order to schedule the studios and control rooms, a community user (and all crew members) must be certified for studio production.
 - c. No studio production may take place without staff supervision, unless the producer or another crewmember has been given studio supervision certification.
 - d. Producers are entitled to a maximum of three hours per session with a maximum of six combined hours per week in the studio, post-production or editing facilities. Scheduled studio time includes time needed to set up, break down and clean up in studio.
 - e. Users must show up on time for scheduled studio productions and must have the studio and control room equipment and sets put away before the end of the scheduled time period. It's generally good practice to allow at least one (1) hour before and after the time needed to tape the actual production for set up and cleanup of the studio.
 - f. Users under the age of 18 who wish to schedule the studio or participate in a studio production must have written permission from their parent or guardian.
 - g. Studio facilities are not available during the hours when studio production classes are in session.
 - h. The following form must be submitted for all studio requests:
 - (1) Proposal for Production
 - (2) Request for Access Equipment

- (3) Equipment Needs List
- (4) Assistance Needs From CPA19 Staff

3. Use of Editing and Post-Production Facilities:

- a. To schedule and use the editing or post-production facilities, a community user must be properly certified for such use.
- b. Users under the age of 18 who wish to schedule the editing and post-production facilities must have written permission from their parent or guardian.
- c. Producers are entitled to a maximum of three hours per session with a maximum of six scheduled combined hours per week in the studio, post-production or editing facilities. Scheduling outside these parameters will be made at staff discretion. These guidelines are designed to allow everyone equal and fair access to the post-production facilities. Grievances concerning scheduling should be brought to staff attention immediately and should be resolved at that time.
- d. The following forms must be submitted to the CPA 19 Staff for all Editing Requests:
 - (1) Request for Editing Time and Equipment
 - (2) Request For Additional Equipment
 - (3) Request for CPA19 staff assistance
- e. Editing facilities will not be available during course sessions or when studio productions are in progress.

4. Use of Portable Video and Audio Equipment:

- a. Reservations for equipment should be made at least 7 but not more than 30 days in advance and can be made in person or by phone to any operations staff member.
- b. Equipment must be picked up and returned previously agreed upon time. Failure to return equipment when due will result in a written warning and subsequent violations may result in loss of privileges in the future.
- c. Equipment may be checked out for forty-eight (48) hour periods during the week or longer for weekends or holidays. An equipment use will be applied against each group, organization or institution each time its individual members check out equipment for that entity's use.
- d. Producers holding equipment reservations must follow the checkout and check-in procedures.
- e. The following forms must be submitted to request field production equipment.
 - (1) Proposal for Production (If not already supplied)
 - (2) Request for Portable Production Equipment
 - (3) Equipment Needs List

Check-Out of Equipment

- a. Hand in a valid CPA19 Access ID card to staff. The card will be kept at the center until equipment is returned.
- b. Fill out equipment checklist and sign Equipment Check out form.
- c. Assemble and test requested equipment. It is the producer's responsibility to make sure that they have all required cables and connectors to facilitate production.

Check-In of Equipment

- a. Equipment must be returned on scheduled time.
- b. Any problems with equipment or damage should be noted on Facilities/Equipment Incident form and brought to the attention of staff.
- c. Upon the return of all borrowed equipment, the CPA19 Access ID will be returned.
- d. Users are responsible for loss or damage due to negligence or abuse while the equipment is checked out to them.
- e. Eligible users under the age of 18 who wish to borrow portable equipment must be accompanied by a parent, guardian or qualified adult access user, who signs a release stating that the adult accepts responsibility for the equipment and its use by the minor.

CHANNEL TIME REQUESTS/CABLECASTING PROCEDURE

Scheduling Procedures

1. General Procedures
 - a. All requests for the cablecasting of a program or program series must be made by a resident of Chicopee.
 - b. All requests for channel time shall be processed on a fair and equitable basis. An application for Cablecast form must be turned in with completed program. Scheduling and cablecast times will be determined by programming staff. If producers have special time requirements or requests they should be noted on the application for cablecast form. Programming on CPA19 will take place between the hours of 7PM to 6AM Monday through Friday.
 - c. If scheduling and staff time allows, a taped program may be repeated during the weekly period.
 - d. Users may produce a Single Program or Series.
 - e. Each individual program produced and each series produced should have on file at CPA19 a Producer Agreement and Indemnification in which the producer is solely responsible for program content and holds CPA19 (director, employees and agents) harmless from liability or legal fees and expenses incurred as a result of cablecasting.
2. Series Scheduling
 - a. Regularly scheduled "series" time slots will be allocated at the discretion of staff provided ample time remains available for other community programming requests.
 - b. "Series" will be allocated a maximum of thirteen programs, after which reapplication may be required if a series producer fails to produce new original programming for more than two consecutive weeks or regularly fails to have the program ready for scheduled cablecast, the time slot may be reassigned to other users.
 - c. A series may be weekly, bi-weekly or monthly.

CABLECAST STANDARDS

Cablecasting Requirements

1. Label
Before cablecasting, all videotapes must be clearly labeled with the following information:
 - a) Title of program only on spine label.
 - b) Segment name and exact TRT (total running time) in minutes and seconds on face label.
 - c) Maximum of three half hour programs on each tape.
2. Countdown and Slate
The beginning of all cablecast programs must have a standard format in the following order:
 - a) Minimum of 30 second color bars, with audio test tone at 0 db
 - b) 10 second academy leader (countdown)
 - c) Graphic slate with series title, segment name, total running time, production date and producer's name.
3. End of tape
 - a) Appropriate credits
 - b) CPA19 credit: "Produced at CP19 Media Access Center, Chicopee, MA"
 - d) 60 seconds of standard black
4. Tapes for cablecasting must be at the CPA19 facilities at least two weeks prior to cablecasting.
All video tapes scheduled for cablecasting on the channel must meet certain minimum requirements. Videotapes must be of such a quality that the standard time base corrector (TBC) will accept the signal. If the TBC will not accept the signal and sync instability results, the video tape may be rejected. Video tape formats accepted for cablecasting must be approved by CPA19 management

PROGRAM PROMOTION

Public Access Users are encouraged to become actively involved in their program promotion. Access Users can assist promotional efforts by submitting articles to local newspapers.

TV PRODUCTION COURSE

The most meaningful and successful community programming is created through the effort of local people striving to address the needs and interest of their neighbors and friends. That is why CPA19 is committed to working with Chicopee resident in cultivating and exploring the creative talents of members of the Chicopee Community. Our TV Production training course is one way in which we seek to assist the local residents in realizing the fullest potential of community programming.

The training course covers every aspect of TV production, providing Chicopee residents with a good understanding of both the technical and aesthetic aspects of video production and community programming development.

CPA19's production training course is a hands-on experience where users are encouraged to learn by doing. Instructional hand-out materials are provided and a bibliography of print references are available.

Certification is given upon demonstration of both good working knowledge of television production methods and an attitude of respect and care for the equipment. Due to the nature of the lectures and supervised hands-on operation of the equipment, attendance at all sessions is mandatory. Exception may be made for a reasonable excused absence, however unexcused absences will result in dismissal. Certification of training is given upon successful completion of a production project and technical knowledge/performance test. Certification allows the Public Access User to schedule the use of access equipment and studio facilities.

DEFINITIONS

Access Channels – A channel provided by the cable television system and designated for the use of the general public. Educational entities, or groups, local government, or lessees for the presentation of access programming.

Access Programming – Programs that are provided by the Access Users and Producers and cablecast On the access channels. Such programs may be drawn form access productions or outside sources.

Advertising Material – Any programming designed to promote the sale of commercial products or services (Including advertising by or on behalf of candidates for public office)

Cablecasting – Programming (Exclusive of broadcast signals) carried on the cable system.

Cable Television System – Facilities within the municipal limits of the City of Chicopee needed to distribute to city residents broadcast and non-broadcast signals, including access programming, by means of wires, cables, conduits and other devices capable of signal transmission.

Legally Qualified Candidate – Any person who has publicly announced that he/she is a candidates for nomination or election in a special primary, for municipal, county, state or national office, and who meets the qualifications prescribed by the applicable laws to hold the office for which he/ she is a candidate, so that he/she may be voted for by the electorate directly or by means of delegates or electors, an who:

1. Has qualified for a space on the ballot; or
2. Has publicly committed him/herself to seeking election by write-in method and Is eligible under applicable law to be voted for by sticker, by writing his/her name on a ballot, or other method, and (a) has been duly nominated by a political party which is

commonly known and regarded as such, or (b) makes a substantial showing so the he/she is a bona fide candidate for the nomination for that office.

Lottery – Any device, scheme, plan, promotion, contest or other program and/or presentation which involves directly or indirectly the elements of prize, chance, and consideration; or any such device, scheme, plan, promotion, contest or other program and/or presentation which is, has been declared a lottery under applicable local, state, or federal law.

Lottery Information – Any advertising or information concerning any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part upon lot or chance, or any list drawn or awarded by means of any such lottery, gift, enterprise, or scheme, whether said list contains any part or all such prizes.

Program Content – It is our policy to question program content only when legal considerations are involved. A community access user will be required to sign a Request For Cablecast/Statement Of Compliance form prior to the cablecast of any program on the access channel.

Users who submit programs for cablecast should be aware of the federal regulations involving obscenity, lottery information, advertising, and copyright regulations, among items, so that potential problems can be minimized.

Federal regulations prohibit CPA19 from content regulation of programs, and from responsibility for same. CPA19 wishes to promote the responsible use of its public access channels, and realize that guidance is needed at times when programming decisions must be made by the public access user. All possible assistance will be given.

Obscene Or Indecent Materials – Any material in a program and/or presentation which is defined as obscene or indecent under applicable local, state or federal law.

USER AND PROGRAM QUALIFICATIONS

Public Access User – Any person 18 years or older and a resident of the City of Chicopee. Proof of age and residency must be furnished upon request. Public Access Users may request access to the channel via a pre-recorded tape.

Certified Public Access Producer – Any person who meets the qualifications for Public Access User and has successfully completed the CPA19 Television Production Course which free of charge. Certified public Access Producers may request use of the public access production facilities and equipment.

Production facilities and equipment are solely for production public access programs and are not intended for commercial or private use by access users.

Refusal Of Services – CPA19 reserves to right to refuse the use of its facilities and services to any person not certified to operate the production equipment or who interfered with the orderly conduct of studio production or business.

Rate And Charges – No charge will be made for the use of public access equipment, facilities or channel time by non-commercial public access users. However public access users will be fully responsible and subject to liability for any and all damage to equipment received for usage from misuse, theft, and vandalism. Normal wear and tear excepted.

Public Inspection File – A Public Inspection File will be maintained within the CPA19 facilities. This file is complete record of the names and address of all persons, groups, organizations, or other entities requesting cablecast time, access studio or equipment. This file will be available for public inspection at the CPA19 facilities at 617 Montgomery Street, Chicopee, MA between the hours of 8AM and 3PM, Monday through Friday, except on holidays.

Persons requesting to inspect the public files will identify themselves by name and address in order to ensure administrative control of such records.

Records may not be removed from the CPA19 facilities. Requests for copies of any records will be honored within 24 hours and at a cost of reproduction of the materials.

Channel time, studio and equipment will not be made available to any user who refuses to have his/her identity/address maintained in the records and available to the public as required.

All records required herein, including requests for channel time, will be maintained for a period of 2 years.

Public Service Announcements – Chicopee clubs, services, and organizations who are non-profit in nature, may request air time for pre-recorded public service announcements (PSA) which reflect their services and activities.

To do so, you must submit the pre-recorded PSA a Request For Cablecast form in the same way as for other cablecast requests. There is no charge for this service. The PSA will be aired during the normal program breaks in the Public Access programming .

1. PSA must be near broadcast quality
2. The PSA must be :30 seconds or :60 seconds in length
3. Videotape case and videotape itself must be labeled as to title, length, air dates, sponsoring organization, contact person and phone number.