



**CITY OF CORVALLIS
CORVALLIS COMMUNITY ACCESS CHANNEL 29
OPERATING RULES AND PROCEDURES**

1. COMMUNITY ACCESS CHANNEL

All public access programming is aired on Corvallis Community Television (CCAT) Channel 29 and is operated by the City of Corvallis (City). Public Access cablecast time is available free of charge to any resident of Corvallis, or organization located within Corvallis, subject to the following rules and conditions.

2. PROGRAM SUBMITTAL

Videotaped programs must be submitted to the City at least 14 days in advance (but not more than 30 days) of their desired scheduled cablecast. Programming may be submitted to:

CCAT Ch.29,
c/o Corvallis High School,
1400 NW Buchanan St.
Corvallis, Oregon, 97330

Public Works Administration Office
1245 NE 3rd Street
Corvallis, Oregon, 97330

or mailed to:

City of Corvallis, P.O. Box 1083
Corvallis, OR, 97339-1083
Attention CCAT Channel 29

Videotapes must be submitted in an enclosed case along with a completed Public Access Program Contract. A producer or sponsor may submit multiple programs to be cablecast within the same calendar year. Each program or cablecast must be consistent with the rules and procedures referenced herein. Videotape and case must be clearly labeled stating the program title, subtitle (when applicable), **program run-time** to the nearest second, preferred cablecast dates and times, and name, address and telephone number of person submitting videotape. Videotapes will be available for pick-up at the Corvallis High School main office, ten business days after submittal.

3. TECHNICAL REQUIREMENTS

All programs submitted for cablecast must be formatted as S-VHS, VHS, DVD, DVCAM (digital tape, mini and standard size DVCAM or DV cassette tapes), or text message. Programs submitted for cablecast on other formats will not be played. Program videotapes must meet or exceed the following minimum technical quality requirements of the FCC and industry standards:

- a. Peak audio level should fall within -3 and 0 dB, with reasonable clarity.
- b. All videotapes must contain 15 seconds of black at the beginning and ending of each program.

- c. All videotapes must begin within the first 90 seconds of tape.
- d. Only one program per videotape is permitted.
- e. Videotape run time must be recorded on the spine label of the videotape.

The City reserves the right to refuse playback of programming that does not meet these technical requirements.

4. PROGRAM RESTRICTIONS

Presentation of materials designed to promote the sale or exchange of goods or services is prohibited on CCAT Channel 29. Presentation of the following materials on CCAT Channel 29 is specifically not authorized by the City and may subject the producer or other responsible party (or parties) to criminal prosecution or civil liability:

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

5. PROGRAM CONTENT

Each producer has complete creative control of the content of each program. It is the policy of CCAT Channel 29 not to preview such material for the purpose of censorship. CCAT Channel 29 shall not act as a censor to such materials prior to transmission on Channel 29. A disclaimer will be broadcast at the beginning of each program stating:

THE CONTENT, VIEWS AND COMMENTS EXPRESSED ON THIS PROGRAM ARE THOSE OF THE PRODUCERS OF THIS PROGRAM AND NOT THOSE OF CCAT CHANNEL 29 OR THE CITY OF CORVALLIS.

6. PROGRAM SCHEDULING

Programming produced and submitted by residents of Corvallis, or organizations located within Corvallis, receive top priority for scheduling playback time on CCAT Channel 29. Programming produced by a citizen or organization of another community but sponsored (submitted) by a citizen or organization of Corvallis will receive the second highest scheduling priority. Due to limited playback time, applications will be processed and scheduled on a first-come, nondiscriminatory basis to ensure that no one person or organization monopolizes cablecast time to the disadvantage of others. In the event of a scheduling conflict, the City reserves the right to assign program scheduling as necessary.

7. GUIDELINES FOR IDENTIFYING AND SCHEDULING ADULT AND POTENTIALLY OFFENSIVE PROGRAMMING AND DEFINITION OF LATE NIGHT CABLECAST TIME SLOTS

The following guidelines are provided to assist producers in identifying adult and potentially offensive program content or subject matter.

- a. The producer or sponsor is required to notify the City when submitting a videotape for playback if the program contains material that may be considered inappropriate for children and young audiences due to potentially offensive, adult, or violent content or subject matter.
- b. The program must include the following text on the screen for a minimum of 15 seconds at the beginning of the program (if the program is longer than 30 minutes the same viewer warning must be shown for a minimum of 15 seconds after each 30 minute block of program content.

THE FOLLOWING PROGRAM CONTAINS MATERIAL WHICH MAY BE OFFENSIVE TO SOME VIEWERS OR INAPPROPRIATE FOR VIEWING BY CHILDREN AND YOUNG PEOPLE. VIEWER DISCRETION IS ADVISED. THE CONTENT OF THIS PROGRAM IS SOLELY THE RESPONSIBILITY OF (INSERT PRODUCER NAME) AND NOT THAT OF CCAT CHANNEL 29 OR THE CITY OF CORVALLIS.

If a program contains material that may be considered inappropriate for children, the videotape will be scheduled for playback during late nighttime hours only. Late nighttime hours are defined as after 11:00 p.m. in the evening and before 5:00 a.m. in the morning.

8. UNDERWRITING CREDIT

Underwriting credit shall be limited to the following:

- a. The visual and/or audio presentation of the name and logo of the underwriter(s) during the beginning and ending credits of the program only.
- b. A maximum of 10 seconds is permitted for identification of an underwriter.
- c. A maximum of five underwriters may support any given program or series of programs.
- d. Any statement regarding price, product or service descriptions is deemed commercial advertising in nature and is prohibited.
- e. The specific address and phone number of underwriters is permitted.
- f. Identification of the city and state where the underwriter is located is permitted.

9. PROGRAM AND VIDEOTAPE RIGHTS

Ownership, non-commercial copyrights and content responsibilities belong to the producer of the material submitted to the City. However, the City reserves the right to cablecast any program or any portion of said program at anytime and for any purpose.

The City is not responsible for loss or damage of videotapes submitted for cablecast. Videotapes left with the City beyond 30 days will be recycled or discarded.

10. EMERGENCY CABLECAST

The City reserves the right to preempt any community access program for an emergency cablecast as determined by the City.

11. COMMUNITY BULLETIN BOARD / PUBLIC SERVICE ANNOUNCEMENTS

Between scheduled programming, CCAT Channel 29 will cablecast public service announcements to promote local events and services. The announcements are for non-profit, community-related events and can be submitted by any resident or local organization of Corvallis. Although no service or product may be advertised, announcements can publicize community events that charge an admission fee but the fee cannot be included in the body of the announcement. Announcements may be submitted by e-mail to amy.hunter@corvallis.k12.or.us; to the City in person at the front counter of City Hall, 501 SW Madison; by U.S. mail to P.O. Box 1083, Corvallis, OR, 97339-1083, Attention CCAT Channel 29; or by fax at 541-766-6920. Announcements must be received at least seven days prior to the scheduled event. Each announcement must include the name of the resident, non-profit agency, or organization submitting the request, including a contact phone number in case of inquiries, and start and stop dates of the announcement.

12. HOLD HARMLESS

All access users shall be fully responsible for the content of their programs including obtaining all necessary authorizations that may be required prior to playback on CCAT Channel 29. All public access users shall indemnify and hold harmless the City of Corvallis, its officers, officials, boards, commissions, agents, volunteers and employees from any and all liability, damage, injury, judgement, including cost of defending claims (including attorney's fees) arising from or in connection with any claim for failure to comply with any laws, rules or regulation of federal, State or local government, or rules or regulations of the Federal Communications Commission, claims of libel, slander or invasion of privacy, claims of infringement of copyright, patent or unauthorized use of any material or trademark, servicemark or image, or for any other injury or damage in law or in equity claimed as a result of, or from, or connected with access user's use of access channel time. The foregoing shall include obscenity claims as well as any and all other claims related to scheduling or programming on public access channel time.

13. VIEWER COMPLAINTS

The City will notify producers or sponsors of all complaints. Viewers wishing to file a formal complaint may do so in writing. The complaint will be forwarded to the producer or sponsor of the program. The producer or sponsor of the program will be responsible for addressing the complaint. The City will not be responsible for viewer complaints. If the City receives a complaint that a broadcast has violated a criminal law or administrative rule related to the content of material broadcast over cable, the City will notify the appropriate law enforcement agency and suspend future broadcast of the program until the law enforcement agency has resolved the legality of the material.