



6093 Flemings Lake Road  
Clarkston, MI 48346  
248-623-3661

## **INDEPENDENCE TELEVISION POLICIES**

Independence Television makes facilities and equipment available to residents of the franchise area for the sole purpose of creating and presenting programs on the public access channels or on the web. Independence Television provides tools, training, and delivery to individuals and groups representing the diverse interests in the community. The Independence Television policies are to ensure equitable distribution and use of these resources.

### **1. Eligibility and Exceptions:**

- a. All Independence Television participants must be residents of the franchise area. Residents under 18 years of age must be accompanied by a parent or legal guardian who:
  - i. Attends the orientation class.
  - ii. Signs all applicable Independence Television forms.
  - iii. Accepts full responsibility for the use of the equipment.
- b. Exceptions to the residency requirements may be made for participants working on behalf of a non-profit institution serving the residents in our franchise area. Any other exception will be determined on a case-by-case basis by the Independence Television Program Manager or the designee of the Program Manager.
- c. Participants will have two months from shooting to editing to complete a program. No new program production will be permitted until a previous program is submitted for cablecast. Exceptions may be made for programs requiring extended shooting. A producer may turn in work media for erasure rather than submit a completed program to be able to begin a new project.
- d. Independence Television facilities may be reserved on a first come, first served basis. Independence Television equipment is to be used only in the production of Independence Television programs.

### **2. Training and Certification:**

To become a certified access user, applicants must successfully complete the Independence Television video production classes as indicated:

- a. To become certified in Studio Production, Orientation class and Studio Production class must be completed.

- b. To become certified in Field Production, Orientation class and the Field Video Production class must be completed.
- c. Applicants who have received training at another facility may have Independence Television certification training waived at the discretion of the Independence Television Program Manager or the designee of the Program Manager.
- d. Registration for courses may be made by phone, email or in person. All participants must begin with an Independence Television orientation class.
- e. Class Capacity:
  - i. Maximum class capacity for the video production courses is determined by the Independence Television Program Manager.
- f. Priority: If the number of registrations for any workshop exceeds the maximum, priority will be given in this order:
  - i. Franchise area residents.
  - ii. Non-residents who work on behalf of a non-profit organization serving the franchise area.
- g. Passing the class test and perfect attendance are required to successfully complete a workshop and to obtain a Public Access Certificate.
- h. Certificate Renewal: Certificate must be renewed every two years. Contact information must be updated and a copy of the Independence Television policies must be signed. Refresher courses may be required for recertification.

3. **Facilities and Equipment Use:**

- a. Purpose: Public access facilities and equipment are to be used by certified access users to produce programs for cable cast and web streaming by Independence Television. Equipment is to be used for that sole purpose. All public access equipment housed at the station building will be deemed the property of Independence Township.
- b. Facility Hours: The Independence Television studio hours will be established by the Independence Television Program Manager and communicated to the community by posting at the studio and on the channel.
- c. Reservations are taken on a first come, first served basis. Reservations for studio and/or editing time outside of regular hours must be made at least 48 hours in advance through the Independence Television Program Manager or designee.

- d. **Scheduled Time/Forfeiture:**
  - i. **Field Production Equipment:** Portable cameras and equipment must be returned in 48 hours unless special arrangements are made in writing prior to checkout. (Example: If equipment is taken on Monday evening, it is to be returned on Wednesday evening. Exception: If equipment is taken on Thursday or Friday, it is to be returned on Monday). Late fees will be assessed for each day that any piece of equipment is overdue. All privileges for studio and/or equipment use will be revoked until fees are paid. Amount of fees are posted.
  - ii. **Studio Space and Equipment:** Studio time is scheduled in three-hour blocks, unless prior arrangements have been made with the Independence Television Program Manager. Set-up, recording and cleanup will be completed within the three-hour time limit. A studio reservation will be forfeited if the producer is one hour late without notice. The producer is responsible for recruiting his/her production crew from those individuals who are certified by Independence Television in studio production.
  - iii. **Editing:** Editing time is scheduled in three-hour blocks. Independence Television users may book up to three editing blocks per week. An editing reservation may be forfeited if the user is one hour late without notice.
- e. Work in progress on an Independence Television hard drive must be completed within two months, unless other arrangements are made. Projects idle for three months will be removed from the hard drive.
- f. Completed projects will be removed from the hard drive following playback on the channel.

#### 4. **Recording Media:**

Recording media is provided by Independence Television and remains the property of Independence Television. Media to be edited at Independence Television will remain at Independence Television while work is in progress, and will be recycled upon completion of a project. Users may check out recording media for up to 14 days to edit outside of Independence Television.

- a. Works-in-progress media sitting idle for six months or more will be recycled. Amount of media being held as works in progress may be limited at the discretion of the Independence Television Program Manager.
- b. Users may purchase their recording media from Independence Television if they intend to keep it.
- c. Program media and unedited work media will be erased after 30 days from the final cablecast or shooting unless arrangements are made with the Independence Television Program Manager.

## 5. **User Responsibility:**

- a. Independence Television users are responsible for the proper use and return of Independence Television equipment and facilities. The cost of repair or replacement of any damaged or lost Independence Television property due to negligence, as determined by the Independence Television Program Manager, will be charged to the person to whom the equipment or studio was checked out.
- b. The definition of negligence is “the neglect of any reasonable precautions, care, or action taken to protect the equipment.”
- c. Independence Television users are responsible for the safety of their crew and the public for field productions. Equipment must be placed in a safe area and cables must be covered and secured across walkways.
- d. An Independence Television user may not represent herself/himself as an employee of, representative of, or a producer for Independence Television, but only as an independent producer permitted to access Independence Television production equipment and facilities.
- e. Independence Television users must not accept money, barter, or material exchange for work done with the Independence Television equipment.
- f. In order to provide a safe, secure and pleasant environment, the following are prohibited within the Independence Television facility:
  - i. Smoking within 50 feet of the building.
  - ii. Food and/or drink outside designated areas.
  - iii. Obscene or offensive clothing and/or language.
  - iv. Alcohol or illegal substances.
  - v. Disorderly or disruptive behavior.
  - vi. Pets, other than service animals, or those serving as talent.
  - vii. Distribution of literature or items for sale.
  - viii. Solicitation of signatures.
  - ix. Conducting surveys.
  - x. Any act which could result in physical harm to persons or damage to property.
    - i. Any act prohibited by local, state or federal law.

## 6. **Programs and Playbacks:**

- a. Initial cablecast: The first public showing of programs produced at the Independence Television facility or with Independence Television equipment must be on an Independence Television channel.
- b. Cablecast Submission Requirements:
  - i. All programs submitted for cablecast must be properly identified with the producer’s name, total running time, name of program or title, and

- submitted in tandem with an *Independence Television Cablecast Request* form.
- ii. Programs produced using Independence Television facilities and/or equipment must include the following: "Equipment and Facilities provided by Independence Television". The year of production must be included either in the end credits or the opening title.
- c. Cablecast Request:
- i. Program media are to be turned into the Independence Television Program Manager at least two business days before playback or air date.
  - ii. Programs will be scheduled in the order received and may not necessarily be aired in the coming week. Only completed programs that are properly labeled and submitted with a completed *Independence Television Cablecast Request* form will be considered for cablecast.
  - iii. Independence Television certified users or residents may request or "sponsor" programming produced outside the franchise area. Each program must be accompanied by a signed and completed *Independence Television Cablecast Request* form. Sponsored programs must adhere to the same rules and standards as Independence Television produced programs.
- d. Series:
- i. Series programming will be assigned a regular time slot after two programs are completed. Although every effort will be made to accommodate requests for specific time slots, series will be assigned a time slot at the discretion of the Independence Television Program Manager.

7. **Standards:**

- a. Programming must meet technical standards and must not contain any of the following:
  - i. Commercial content.
  - ii. Content soliciting money directly or indirectly (e.g. developing a "client list") for any organization.
- b. Single Showing Policy: Any material broadcast may, at the station's discretion, be shown only once and at such time as determined by the Independence Television Program Manager, provided time and placement for similarly situated users' programs are treated in a substantially equivalent manner from the time of the request to cablecast.
- c. Program material must be locally produced (or sponsored if from a neighboring community) and meet the Independence Television standards.
- d. Programming should be specifically relevant to the franchise area.
- e. The station reserves the right to "bank" programming for use at a future date.

- f. Independence Television may, at the discretion of the Independence Television Program Manager, choose to broadcast non-locally produced programming of a public service nature (e.g. IRS Income Tax information, Governor's Report, Oakland County Parks, Red Cross, U.S. Government, etc.).
  - g. Independence Television reserves the right to pre-screen programming to determine whether it meets station guidelines and these standards.
  - h. The station reserves the right to prohibit a person or group from future use of its facilities for cause (e.g. unacceptable behavior on station premises, improper use of station facilities and equipment, refusal or failure to comply with Independence Television rules and guidelines, etc.).
  - i. Independence Television reserves the right to revise or amend these policies as it deems necessary.
8. **Producer Responsibility:**
- a. Producers are responsible for the content of their programs. Producers are responsible for securing copyright clearance in writing for any media they do not own. Producers are also responsible for obtaining release forms from individuals appearing in their programs.
  - b. Producers/sponsors assume complete responsibility to obtain the copy(s) of any recorded material before it is recycled.
  - c. Recycling: Master recording materials will be recycled after two months. Recording media used to acquire footage will be recycled when the editing process is completed. IT is the producer's responsibility to obtain the copy of any recorded material before it is recycled. The Independence Television Program Manager will make a reasonable attempt to contact a user prior to recycling media.
  - d. Program Dubs: Producers who produce a program at Independence Television or with Independence Television equipment may request one copy of their program at no cost. Additional copies may be purchased. Recording media for Independence Television dubs will be supplied by Independence Television.
  - e. Certified Independence Television producers may book time with the dubbing rack to make their own duplicates using new recording media that they provide.
9. **Grievance Procedures:**
- a. Non-compliance with these policies as stated, and they may be amended from time to time, may result in temporary or permanent loss of privileges.

- b. An Independence Television user who feels that he/she has been treated unfairly by the Independence Television staff should first address the issue with the Independence Television Program Manager. If he/she is not satisfied with the response from the Independence Television Program Manager, the user may send a written communication to the Independence Television Cable Committee at: Citizens Public Access TV Committee; 5255 Maybee Rd. Clarkston, MI 48346-4123. The committee will offer the user an opportunity to be heard and will render a decision.



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I, \_\_\_\_\_  
(Print Name)

acknowledge that I have received a copy of the Independence  
Television Policies and agree to abide by them.

X \_\_\_\_\_  
(Signature) (Date)