



Fort Collins Public Access Network (Comcast Cable Channel 22)

OPERATING POLICIES AND PROCEDURES

Fort Collins Public Access Network (FC PAN) is authorized by the City of Fort Collins as a Designated Access Provider for Comcast Cable Channel 22. FC PAN, operating in the public interest, will encourage participation in civic life; foster artistic and cultural expression; facilitate better communication between non-profit organizations and the community they serve; and energetically support all individuals as they explore their creativity in the visual medium of public access television.

- 1. Eligibility:** Any Fort Collins resident, age 18 or older, may apply to become an Access Program Provider. Residents under the age of 18 may also become Program Providers if a parent or legal guardian, who resides in Fort Collins, assumes legal responsibility.

Residency shall be defined as having a verifiable Fort Collins residential mailing address or being an employee or agent of a non-profit community group or organization with offices located in Fort Collins. Current, full-time student status at an accredited educational institution located in Fort Collins will also satisfy the residency requirement.

FC PAN shall not discriminate against Program Provider applicants on the basis of race, color, creed, national origin, sex, sexual orientation, religious belief, social philosophy, economic status or physical ability.

To become a Program Provider, you must complete an FC PAN Program Provider application, pay the application fee (outlined in Section 2), attend an introductory training class, and familiarize yourself with the “Operating Policies and Procedures.” The parent or legal guardian assuming responsibility on behalf of a minor applicant is also required to be familiar with the FC PAN “Operating Policies and Procedures.”

Program Provider status may be revoked if a provider:

1. uses FC PAN equipment or facilities without producing completed programs in a reasonable length of time
2. uses FC PAN equipment or facilities with the intent of producing a program of a commercial, profit-making nature
3. fails to follow policies and procedures to the detriment of FC PAN
4. abuses or is negligent with any FC PAN equipment or property
5. uses foul or abusive language while representing FC PAN at any time or place
6. uses foul or abusive language with another Program Provider or any FC PAN employee or volunteer

Program Providers, whose status has been revoked, may make a written appeal for reinstatement to the FC PAN Board of Directors at 749 S. Lemay Ave., A3, PMB 400, Fort Collins, CO 80524-3251

- 2. Program Provider Application Fees:** While access to airtime is free, FC PAN collects a one-time fee of \$25.00 from all Program Providers to cover the administrative costs associated with processing applications and conducting training classes. To remain current, a Program Provider must participate in the production of at least one access program a year. When this requirement is not met, the Program Provider will be assessed a \$10.00 reinstatement fee. If a Program Provider remains inactive for more than three (3) years, FC PAN may require that they pay an additional \$25.00 fee and attend another training class before being reinstated.

- 3. Program Provider Data:** FC PAN reserves the right to release the names and phone numbers of current Program Providers for the purposes of organizing crews, planning programs, or for any other FC PAN/Channel 22 related activities, when considered appropriate.
- 4. Training:** Introductory training is offered to all applicants for Program Provider status. In addition, FC PAN may periodically offer a variety of advanced classes at a nominal cost that will be determined by the size of the class and the resources necessary to conduct the class. The advanced classes are optional, unlike the Introductory Training that is required to become a Program Provider. When an advanced training class is offered, all current Program Providers will be notified, either by email or regular mail, of the class dates, times and cost.
- 5. Equipment Check-out and Facilities Use**
 - A. Use – Portable cameras, microphones, light kits, and editing suites will be available on a first-come, first-served, non-discriminatory basis. Reservations are required and can be made by logging reservation information in the appropriate notebook–Equipment (name, equipment and date needed); Editing Suite (name, date and time requested) located in the FC PAN office.
 - B. Liability – Prior to taking equipment from the FC PAN office, Program Providers must complete and sign an ‘Equipment Check-Out Form.’ This form states that the Program Provider assumes liability for any claims, losses, costs and expenses arising from the damage or injuries to persons or property resulting from the use of the equipment. The Program Provider’s signature also acknowledges his/her full responsibility for damage to, loss or theft of equipment that occurs during their checkout period. This responsibility includes, but may not be limited to, compensating FC PAN for repair or replacement of the equipment. Program Provider privileges will be suspended until compensation for repair or replacement occurs. To reduce the risk of equipment damage, FC PAN prohibits eating, drinking and smoking in the studio, control rooms, editing suites, or near field production equipment.
- 6. Submitting Programs**
 - A. Submitting Access Programming – Programs may be submitted to FC PAN, c/o Trees, Water & People, 633 Remington Street, Fort Collins or mailed to FC PAN at 749 S. Lemay Ave. A3, PMB 400, Fort Collins, CO 80524-3251 (FC PAN assumes no responsibility for programs lost in transit). Each program submitted must be consistent with the rules and requirements outlined in this document.
 - B. General Submission Requirements –
 1. Only current Program Providers may submit programs for cablecast.
 2. Programs must be submitted to FC PAN at least 14 days (but not more than 30 days) in advance of the desired scheduled cablecast.
 3. Programs must be submitted in an enclosed jewel case/box along with completed ‘Access Program Submittal’ and ‘Statement of Compliance’ forms. To receive these and other forms electronically you may email your request to FC PAN at fc-pan@hotmail.com or access the downloadable forms available at the FC PAN web site, www.fcpan.org.

The FC PAN program provider forms are: 1) Program Provider Application; 2) Statement of Compliance; 3) Program Proposal; and 4) Program Submission
 4. All DVDs/videotapes and their cases must be clearly and legibly labeled with the following information:
 - a) Program Provider’s name and phone number
 - b) Program Title
 - c) Episode number (series programs only)
 - d) Exact length of program
 - e) Production completion date
 - f) Brief program description

FC PAN will not correct spelling, punctuation or capitalization errors. What you put on the submittal form and label will be what appears in any Channel 22 Bulletin Board listing or web/printed schedule listings, so be sure to proofread before you submit.

C. Technical Requirements –

1. Accepted program formats are VHS (SP/Standard Play only) and DV
2. All tapes (face and spine) and DVDs and boxes must be labeled with the program titles, producer name and contact information and running time.
3. Thirty (30) seconds of black before and after the program (adding up to 31 or 61 minutes of time on videotaped programs)
4. Title of program must appear at the beginning and at the end of the program.
5. Credits must appear at the end of the program, allowable credit to underwriters of the program and the acknowledgements and disclaimers for FC PAN & Comcast Cable.
6. Half-hour shows must be between 28-30 minutes in length; one-hour programs must be between 59 and 60 minutes in length (excluding the 30 seconds of black at beginning and end).
7. Programs must have technical standards high enough to deliver a clear and unbroken picture to cable subscribers. Audio must be clearly understandable, at audible levels and free of distortion.
8. Problems that may result in a program being denied airtime include: distortion, instability caused by tape failure/breakage or scratched DVDs; hum or buzz level of -20dB or more; excessive generational lose or poor dubs; vertical roll or other sync instabilities; complete loss of control, track or sync; video signal noise level of 28dB or less

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

D. Program Content Responsibility – An FC PAN Program Provider must acknowledge that she/he takes full responsibility for the content of the programming they submit for cablecast by reading and signing the FC PAN “Statement of Compliance.”

E. Programming Liability and Copyright Clearances – Prior to submitting programs for cablecast on Channel 22, Program Providers are responsible for taking the necessary steps to obtain permissions and authorizations from the performers and copyright holders whose material is contained in their programs. All Program Providers shall indemnify and hold harmless the Fort Collins Public Access Network, the City of Fort Collins, Comcast, and their officers, officials, boards, commissions, agents, volunteers and employees from any and all liability, damage, injury, judgment (including cost defending claims and attorney’s fees) arising from or in connection with any claim for failure to comply with these Operating Policies and Procedures; other laws, rules or regulation of federal, State or local government; or rules or regulations of the FCC, 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 of damage in law or in equity claimed as a result of or in connection with a Program Provider’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.

F. Program Content Restrictions – To assure compliance with applicable ordinances, regulations, laws and statutes, cablecast of certain types of material (outlined below) on any public access channel managed by FC PAN is prohibited:

1. Material designed to promote the sale of commercial products or services
2. Commercial programming which in whole or in part depicts, demonstrates, or discusses products, services or businesses with the intent or substantial effect of benefiting or enhancing a profit making enterprise
3. Advertising which endorses or opposes candidates for public office, which is also intended to be presented as a paid political advertisement on other media

4. Programming which constitutes or promotes any lottery or gambling enterprise in a manner which is in violation of any applicable local, state, or federal law
 5. Material which is obscene, as defined by applicable law
 6. Material which constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright, or which might violate any local, state, or federal law.
 7. Material that advocates violence or is designed to invoke violence, and that has a reasonable probability of creating an immediate danger of damage to property or injury to persons
 8. Material that defames a group or individual belonging to a group according to race, ethnicity, sexual orientation, age, disability, occupation or religion
- H. Acknowledgements and Disclaimers – To assure that viewers know who is responsible for a public access program, FC PAN requires that all programs submitted for cablecast must clearly identify the producer of the program at the beginning and end of the program.

In some circumstances, FC PAN may require that a disclaimer be included at the beginning and end of a program stating that – “The views expressed in this program do not necessarily reflect those of FC PAN, the City of Fort Collins, Comcast Cable, or their employees, agents and representatives.”

FC PAN requires that programs that are of an adult nature include a viewer warning (see the specifics of this warning in the Additional Guidelines for Submitting Adult/Potentially Offensive Programming) at the beginning of the program. If the program is over 30 minutes long, the same viewer warning must be shown after each 30-minute block of program content.

ADDITIONAL GUIDELINES FOR SUBMITTING ADULT AND POTENTIALLY OFFENSIVE PROGRAMMING

Programs containing adult or potentially offensive program content or subject matter may be submitted for cablecast on Channel 22 using the following guidelines:

The Program Provider is required to notify FC PAN when submitting a program that contains material that may be considered inappropriate for children and young audiences because of potentially offensive, adult or violent content. This information should be included on the “Access Program Submittal” form that must accompany all programs being submitted for cablecast. FC PAN reserves the right to pre-screen program submissions to determine compliance with the “Programming Content Restrictions;” however, it is not the intent of FC PAN to act as a censor or to exercise editorial control over the programming on Channel 22. As outlined in the “Program Content Responsibility” and “Program Liability” sections of this document, final responsibility for program content rests with the Program Provider.

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 text must appear for at least 15 seconds after each 30-minute block of program content).

THE FOLLOWING PROGRAM CONTAINS MATERIAL THAT 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 Program Providers Name Here) AND NOT THAT OF FC PAN/CHANNEL 22 OR THE CITY OF FORT COLLINS.

Programming considered adult in nature by FC PAN will be scheduled for cablecast during late night hours only. Late night hours are defined as after 11:00 p.m. and before 5:00 a.m.

- I. Underwriting Credit – Underwriting credit shall be limited to the following:
1. Visual and/or audio presentation of the underwriter’s name and logo during the beginning and ending credits of the program only
 2. A maximum of 10 seconds is permitted for identification of an underwriter
 3. A maximum of five (5) underwriters may support any given program or series of programs
 4. The specific address and phone number of the underwriter is permitted
 5. Identifying the city and state where the underwriter is located is permitted
 6. Statements regarding price, product or service descriptions is considered commercial advertisement and, as such, are prohibited

7. Program Scheduling

- A. Scheduling Guidelines: FC PAN will use the following general priorities when scheduling programs for cablecast on Channel 22:
1. Locally produced programming receives the highest priority
 2. First run programs will be favored over repeat programs
 3. Programs may be scheduled to maximize FC PAN’s ability to build regular and consistent viewership
 4. The quality of a production will be considered in the scheduling process
 5. Programs will be scheduled to reflect a diversity of community interests and needs
 6. Program Providers will be able to make a 1st, 2nd and 3rd choice for playback time, these requests will be actively considered, and honored when possible, as the schedule is prepared
 7. Programs considered adult in nature or inappropriate for children or young people will be scheduled during the late night hours of 11:00 p.m. to 5:00 a.m.

FC PAN reserves the right to pre-empt scheduled programs on Channel 22 to present special or time-sensitive programming.

- B. Repeat Programming: After the initial cablecast of a program, further scheduling of the program is at the sole discretion of FC PAN, with the permission of the submitting Program Provider. The decision to repeat a program will be made based on availability of channel time and/or the need to avoid monopolization or over-use of time slots by any particular Program Provider or program.