

COMMUNITY TELEVISION OF KNOXVILLE



PRODUCER HANDBOOK

Effective May 21, 2008

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PREFACE

The purpose of this document is to clearly set forth the rules and procedures that govern the operation of the CTV facilities and channel. These rules and procedures are intended to encourage maximum participation by groups in the City of Knoxville and Knox County in a fair and equitable manner.

These policies may be revised by the CTV Board of Directors in response to the changes we face as demand on our resources increases and as the needs of the community evolve. Approved changes in these policies will be published in print and on our website. Effort will be made to notify producers of policy changes; however producers are responsible to keep up to date on current policies.

This document describes the policies pertaining to training, equipment & facility use, channel use and user privileges. They are guided by: The Constitution of the United States of America; The Cable Communications Policy Act of 1984, as amended; the Cable Consumer Protection Act of 1992, as amended; the Telecommunications Act of 1996; other applicable federal and state laws and court decisions; CTV's Bylaws; CTV's service contracts with the City of Knoxville and Knox County; and cable franchise documents for the City of Knoxville and Knox County.

The policies and procedures described in this document supersede all other Producer Guidelines previously issued by CTV, as well as any expressed or implied representations previously made by the employees or Board of Directors of CTV. CTV specifically reserves the right to modify these policies and procedures. Announcements of policy changes are made through the office of the General Manager. If a member has questions concerning current policies and practices, he/she is encouraged to discuss them with the General Manager.

1. WELCOME TO CTV

1.1 The Organization. Community Television of Knoxville is a private, 501(c)(3) non-profit organization. Community Television of Knoxville serves as the public, education, and government access channel for the City of Knoxville and Knox County. CTV is controlled by a Board of Directors, which is described in the CTV bylaws: "One director shall be nominated by the Mayor from his staff; one director shall be nominated by Council to represent the Council on the Board; one director shall be nominated by Comcast Cable Company, the franchisee, or its successors; one director shall be nominated by Knology Media Company, the franchisee, or its successors; one director shall be nominated by Council from those religious, charitable, scientific, or educational institutions which have shown financial and physical support for the public access channel; one director shall be the Chairman of the Cable Television Committee of the Knox County Commission, or the Chairman's designee; two directors shall be nominated from the community volunteers involved in the production of television programs through the public access channel; and the remaining directors will be nominated by the other directors herein above enumerated, except that the Council may appoint members to the initial board without the directors' nomination. When the board is composed of six, seven, or eight members, two of those members shall be appointed from the active volunteers of CTV. When the Board is composed of nine, ten, or eleven members, three of those members shall be appointed from the active volunteers of CTV. All nominees must be appointed by Resolution of Council."

Funding for CTV comes from contracts between CTV and the City of Knoxville and Knox County to provide Public and Government Access, and grants from participating cable service providers. Community Television of Knoxville is located on the 6th floor of the Andrew Johnson Building in downtown Knoxville. Our operating hours are as follows:

Regular Office Hours	Mon – Fri	9 am – 5 pm
Media Drop Off & Pickup	Mon – Fri	9 am – 9 pm
Portable Equipment Checkout & Return	Mon – Fri	9 am – 9 pm
Studio Facility Use	Mon – Fri	1 pm – 9 pm <i>(or by appointment)</i>
Edit Facility Use	Mon – Fri	1 pm – 9 pm <i>(or by appointment)</i>

Our mailing address and other contact information is listed below:

Community Television of Knoxville
912 S. Gay Street, Suite 600
Knoxville, TN 37902
Phone: (865) 215-8848
FAX: (865) 215-4337
E-mail: ctv@ctvKnox.org

1.2 Introduction/History. The mission of CTV is to serve the community by providing a public forum for local residents, organizations, and government. With a distinguished 29-year history of service to the community, CTV is the largest provider of public access in East Tennessee. CTV first went on the air on Christmas Eve in 1975. Eleven years later (1986), it became chartered as a nonprofit 501(c)(3) corporation. Accessible in more than 100,000 homes 24 hours a day, CTV serves a wide constituency, including residents, nonprofit organizations, community groups, and local government agencies. CTV provides informative, educational, and cultural programming not available anywhere else on television. Programs and Services include technical training and access to the facilities and equipment necessary to produce television programming of interest and concern to our constituents.

1.3 Non-Discrimination Policy Statement. No individual will be denied access to CTV equipment, facilities, or channel time on the basis of race, sex, sexual orientation, age, physical disability, religious or political belief, ability to pay or due to the nature of the programming interest.

1.4 Definitions.

"Advertising or Commercial Promotion" shall refer to any material, which promotes any business, product, service, private school or commercial event. This includes, but is not limited to, business, product, service, private school or commercial event descriptions, publicity or endorsements.

"Broadcast" used as a verb shall refer to the transmission and/or communication of a project, program, and/or other material through any medium including, but not limited to, cable television, wireless television, phone systems, internet streaming, and internet communication and/or transmission of any type and used as a noun shall refer to the project, program, and/or other material being broadcast.

"Candidates" shall refer to any person to whom one or more of the following applies: (a) any person who has made a formal announcement of candidacy, (b) any person who seeks to qualify for nomination or election by means of a petitioning process or as a write-in candidate, (c) any person who has received contributions or made expenditures, or has given consent for any other person or campaign committee to receive contributions or make expenditures, with a view to bringing about the person's nomination for election or election to, or retention in a public office, (d) any person who appoints a treasurer and designates a primary depository; or (e) any person who has filed qualification papers seeking a public office. Current public officials are not automatically deemed to be a defined candidate unless one or more of the above criteria apply.

"Channel" refers to the channel on any video service provider's system operating in Knoxville or Knox County that is administered by CTV and rebroadcast of the channel, including streaming, transmission or other communication on the internet.

"Equipment" shall refer to any and all media equipment available for the production of community access programming.

"Facilities" shall refer to the property not directly related to the production of community access programming currently under control of Community Television of Knoxville.

"Resident" is defined as an individual whose principal abode -- i.e. the home, house, apartment, facility, structure, etc. - within which the individual lives the majority of the time is located in the City of Knoxville or Knox County.

"Producer" shall refer to a person who has paid his/her access fee for the current year and successfully completed a CTV training workshop and/or demonstrated to CTV staff a sufficient working knowledge of the facilities and equipment available to them.

"Executive Producer" shall refer to a resident who has paid their access fee for the current year as a CTV producer, acknowledged their specific role in the production of a project, and signed a CTV Producer Agreement Form, accepting full responsibility for the content of all programs associated with that project.

"Nonprofit Organization" refers to any organization that is recognized by the IRS as a 501(c) (3) tax-exempt organization and also registered with the State of Tennessee as a non-profit corporation.

"Outside Programming" is defined as programming which does not involve a City of Knoxville or Knox County resident in the production of the program.

"Indecent Material" is defined by the courts as the repetitive and deliberate use of language or material that depicts or describes, whether directly or by innuendo, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs. For example, extreme physical violence or degradation, nudity, graphic depiction of medical procedures, and repetitive use of profanity would be considered "indecent." Profanity includes, but is not limited to, words such as those identified in FCC vs. Pacifica.

"Obscene" is defined by applying the "Miller Test": (a) whether the average person, applying contemporary community standards would find that the work, taken as a whole,

appeals to the prurient interest; (b) whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable state law; and (c) whether the work, taken as a whole, lacks serious literary, artistic, political or scientific value.

"Late Night Time Slot" shall refer to program broadcast times between midnight and four a.m. on Friday and Saturday.

"Video" shall refer to any pre-recorded program submitted to CTV for air, regardless of format or media upon which it is recorded.

2. USING THE ACCESS CENTER

2.1 Eligibility. Community Television of Knoxville is open to residents, non-profit organizations, and government agencies located in the City of Knoxville or Knox County. All producers are required to have a photocopy of their current Tennessee Drivers License on file. Notwithstanding the requirement that all producers be residents of Knox County, CTV will allow out-of-county residents who subscribe to a Knox County based cable television provider to be producers. The total number of out-of-county producers shall not exceed five percent (5%) of total producer base. CTV may require documentation that the out-of-county producer receives service from a Knox County based cable television provider.

An annual access fee is required of the Executive Producer as well as all crewmembers that operate any CTV equipment. Non-profit organizations will not be required to pay access fees for more than 10 people.

All Executive Producers (persons accepting responsibility for the content of a program) must be at least 18 years of age. However, members of the production crew can be of any age as long as they can operate the equipment effectively. Anyone checking out equipment (such as a portable camera) must be at least 18 years old. If a person under the age of 18 has had the workshop and wants to check out equipment, an adult must sign the contract for use of CTV portable equipment accepting financial responsibility for the equipment.

2.2 Relationship Between CTV and Producers. CTV is a private non-profit corporation. Producers are not agents or employees of CTV. They are independent producers and create programming for themselves or the organization they represent. At no time may any individual or organization identify himself or herself as an employee or agent of CTV unless hired by CTV. CTV exercises no control, beyond these policies, over production activities by producers except when members have been recruited by CTV to crew productions that are specifically coordinated by CTV. Producers must not identify their production efforts as being "for CTV." Rather, producers should indicate that their programs "will be seen on CTV."

2.3 Addressing the Board of Directors. Persons must notify the Board in advance of their intention to be heard. Persons wishing to address the board will be heard at the end of the scheduled board meeting, unless they are speaking to a specific agenda item.

3. TRAINING

3.1 Eligibility. Any City of Knoxville or Knox County resident who pays the annual access fee is eligible to take any CTV workshop.

3.2 Workshops. Before operating any CTV equipment, a community producer must take the appropriate production workshop or be certified by CTV staff. Production workshops are designed to ensure that producers understand their rights and responsibilities as producers, programmers, and viewers. In addition, the workshops will familiarize the user with proper equipment operation, and the specific technical set up of the CTV facilities. The types and number of workshops offered are based on available facilities and equipment and may change as CTV grows. CTV offers three different workshops: In the Studio Production workshop, participants learn all aspects of television studio production, including camera operation, lighting techniques, graphics, directing, audio, and on-camera presentation. In order to enroll in the Studio Production workshop, you must assemble a production crew of at least 3 people (maximum of 10). The Portable Camera Production workshop introduces participants to the portable video camera and techniques for producing a show on location. A minimum of 2 people (maximum of 5) are required. The Editing workshop offers a wide array of production techniques in a non-linear editing environment. Editing workshops are usually taught one-on-one. It is not necessary to take all (or any) of these workshops to produce programming for CTV. For example, if you wish to air your "Summer Vacation" video, you can do so without taking a workshop. If you wish to use CTV studio equipment, you only need to take the Studio Production workshop. To sign up for a production workshop or learn more about producing your own show, contact the General Manager.

4. USE OF PRODUCTION EQUIPMENT

4.1 General Guidelines. Producers are encouraged to seek assistance from the CTV staff during the pre-production planning of their programs. Staff will not produce your program for you but can provide suggestions on technique, equipment, and production planning that can help to ensure a successful project. CTV production equipment and facilities are made available on a first-come, first-served basis, free of charge. Only those who have paid the access fee and have had the appropriate workshops are allowed to operate CTV equipment. The primary intent for the use of CTV facilities and equipment must be to create programming that will be seen on the access channel. CTV equipment is not available for personal use or commercial production. CTV equipment shall not be transported outside of Knox County, Tennessee.

4.2 Equipment Availability and Use. CTV facilities are available according to the following schedule:

Regular Office Hours	Mon - Fri	9 am - 5 pm
Media Drop Off & Pickup	Mon - Fri	9 am - 9 pm
Portable Equipment Checkout & Return	Mon - Fri	9 am - 9 pm
Studio Facility Use	Mon - Fri	1 pm - 9 pm <i>(or by appointment)</i>
Edit Facility Use	Mon - Fri	1 pm - 9 pm <i>(or by appointment)</i>

Producers may reserve equipment by phone or in person. All equipment is reserved on a first- come, first-served basis. A producer who repeatedly signs up for facilities and does not fulfill his/her commitment may face the loss of access privileges. Please let staff know

as soon as possible if you are not going to make your scheduled session. Each producer is responsible to see that the facilities he/she uses are left in good order, with any equipment malfunctions reported to CTV staff. Any producer checking out equipment will sign an agreement accepting financial responsibility for any equipment, which is lost, stolen, or damaged while in his/her possession. Persons under the age of 18 must be under adult supervision at all times while in the CTV facilities or using CTV portable equipment. CTV reserves the right to adjust equipment use policies based on user demand and the general technical health of our production equipment.

4.3 Masters and Copies. CTV master copies of finished programs may be purchased from CTV. CTV will only make copies of finished programs, not raw footage. Due to the large volume of media at the facility, CTV cannot be responsible for media owned by producers, which are left at the facility. If a producer leaves media, which he/she owns, it should not be the only copy. CTV has the capability to transfer VHS (SP) tapes to DVDs.

4.4 Computer Editing Equipment. CTV may monitor access to computer editing equipment to ensure the security and operating performance of its systems and networks and enforce CTV policies. CTV reserves the right to limit access when federal or state laws or CTV policies are violated. CTV may authorize confidential passwords or other secure entry identification; however, producers should have no expectation of privacy or security of the material loaded or stored on such equipment. While general content review will not be undertaken, monitoring of this material may occur for the reasons specified above. Producers are strictly prohibited from loading (or off-loading) software of any kind on CTV computer editing equipment without expressed written approval from the General Manager. Except for CTV-owned cameras, producers are prohibited from attaching any other camera to CTV computer editing equipment without staff assistance. Absolutely no other peripheral equipment may be attached to this equipment without expressed written approval from the General Manager.

5. PROGRAMMING AND CHANNEL USE

5.1 Program Rights. CTV owns the copyright to all material produced with CTV equipment. CTV has a license, pursuant to the Producer Agreement Form signed by each producer, to broadcast all SUBMITTED material not produced with CTV equipment. Programs produced with CTV equipment must be primarily for broadcast on the access channel. Any outside use of CTV programs other than personal home viewing or educational uses must first be approved by the General Manager. This can be accomplished by submitting a written request to the General Manager. If approved, the General Manager will issue a written approval for such use. CTV equipment shall not be used in any way for personal profit or remuneration. If this policy is violated, the producer may have privileges suspended or revoked. In signing the Program Agreement, the Executive Producer agrees to indemnify and save harmless CTV, the City of Knoxville, the video service provider, and any members of their staffs, Boards of Directors, officers, stockholders, etc., from any and all claims, demands, damages or other liabilities which may be made against or arise out of the broadcast in any medium (tv, internet or otherwise) of the program submitted by them, whether or not the program has been reviewed by CTV prior to broadcast, and to pay CTV, the City of Knoxville, and/or the video service provider, all legal fees and expenses incurred by it in connection with any legal proceedings concerning broadcast of this program, as such legal fees and expenses arise. Programming on Community Television is provided for all viewers in the City of Knoxville and Knox County.

5.2 Program Content. CTV encourages community producers to exercise the responsible expression of their 1st Amendment rights. Executive Producers are held solely responsible and legally accountable for the content of their programs and as such may be subject to prosecution for the broadcast of illegal material. Executive Producers are required to complete a CTV Program Agreement in which the Executive Producer accepts responsibility for the content of the program and provides CTV with a contact telephone number through which the Executive Producer can be reached for comments. This number will be made available to all who request it. Executive Producers must be at least 18 years of age. The following are absolutely prohibited for any and all programs or messages cablecast on the access channel administered by CTV:

1. Lotteries or contests that involve directly or indirectly the elements of a prize, chance, and/or consideration. Reference section 76.213 of the rules of the Federal Communications Commission.
2. Material which would subject the producer or supplier to civil or criminal prosecution under any applicable local, state, or federal law for production or presentation of obscene or erotic material, slander or libel, invasion of privacy.
3. Material soliciting or promoting unlawful conduct.
4. Material that is copyrighted or subject to ownership or royalty rights, union residuals, or other payment (e.g. music, written works, photographs, film, video) unless the producer has obtained all necessary permission, releases, licenses and made all necessary payments to authorize broadcast of any such material. CTV requires Executive Producers to provide original evidence of such payment or permission.
5. Advertising or commercial promotion of any business, product, service, private school or commercial event.
6. Direct solicitation of funds.
7. More than 10% of outside programming content (see section 1.4 for the definition of outside programming).
8. Promotions and endorsements on behalf of political candidates.
9. Promotion (or mention) of any website owned or managed by a for-profit entity (company, organization, or individual). Usually, (*not always*), this includes website addresses ending in "com".

Should a court order be issued against a program or series for any reason, the broadcast of that program or series will be suspended pending the legal decision.

5.3 CTV Copyright Privileges. We are a non-profit corporation and we have same rights under the copyright laws as any other company. We own the copyright to any program produced by our employees. As the copyright owner we have the right to exercise all rights of copyright, which includes the right to exclude others from making and publishing copies of our programs and the right to exclude others from making derivative works using our programs. When someone edits or changes our program, they are making a "derivative work."

As a matter of policy or choice, we allow others to publish copies of our programs under certain conditions. If you provide a copy of your personal identification (eg. driver's license or passport) and request permission, in writing, to make and publish unedited and completely unchanged copies of our programs, we would likely grant permission to do that. There may be some unusual situation in which we would refuse permission.

However, as a general rule, we do not grant permissions to publish edited or changed versions of our programs (derivative works).

5.4 Guidelines Regarding Potentially Offensive Programming. These guidelines are not intended to discourage free expression, but rather to achieve a balance between the First Amendment right to free speech and the cable subscriber's right to be protected from unwanted viewing of offensive material. CTV is a public forum which provides first-come, first-served public access and whose program schedule is managed by reasonable time, place, and manner constraints. CTV policy is not to broadcast programs which are obscene under federal or Tennessee law. CTV will broadcast programs which are identified as "Potentially offensive" under the following guidelines. CTV's Board expects that these guidelines will change in the future based upon actual experiences with specific programs.

Content. A program, which contains any of the following, will be considered to be "potentially offensive to some audiences." It will be broadcast with a viewer warning and in a late night time slot.

1. Language: slang, vulgar or colloquial expression which refers, in the context in which it is used, to sexual intercourse, masturbation, anal or oral sexual contact, to human genitals, or to human elimination; or abusive language against men or women, ethnic groups, religious groups, sexual orientation, or persons with disabilities.
2. Sexual Activities: images or depictions of the Specified Sexual Activities defined in Article XII, Section 16-468 of the Code of Ordinances of the City of Knoxville.
3. Anatomical Areas: Depictions of the portions of the human body defined as Specified Anatomical Areas in Article XII, Section 16-468 of the Code of Ordinances of the City of Knoxville, and that appeal to the prurient interest.
4. Violence: Extreme acts of violence against actual people; or depictions of extreme violent acts in dramatic and/or poetic manners.
5. Graphic Images: images or depictions of human or animal elimination and/or mutilation; images or depictions of graphic medical surgical procedures; or images or depictions abusive against men or women, ethnic groups, religious groups, sexual orientation, or persons with disabilities.

Each Executive Producer is responsible for certifying to CTV on the Program Content Form whether their programming contains any "potentially offensive" material according to the above guidelines. Should any Executive Producer fail to properly disclose the "potentially offensive" nature of the program on the Program Content Form, CTV has the right to suspend or terminate the producer's privileges. Any suspension or termination of privileges will include both the Executive Producer and all other persons associated with the production of the program. In addition to the foregoing factors, the staff of CTV also has the authority to determine classification as potentially offensive based on items, which may not be listed above.

Viewer Advisory Message. If a live program is intended for a general audience, and measures are taken to prevent indecent language to no avail, scheduling of replays as adult programs can be avoided by editing out vulgarities. If indecent language cannot be deleted, then the producer must add a Viewer Advisory Message to the program and any subsequent replays will occur in "Late Night" time slots. The Viewer Advisory Message

(audio and video) shall be broadcast and/or edited on the video for 30 seconds to 60 seconds prior to the start time of the program. Viewer warnings may also be required in the body of long (60 minutes or greater) programs. CTV retains the right to place Viewer Advisory Messages before any program.

"Late Night" Time Slots. Programming containing potentially offensive programming will be broadcast during "Late Night" Time Slots between midnight and 4 a.m., Saturday or Sunday.

5.5 Program Liability. Executive Producers must sign a Program Agreement acknowledging legal responsibility for program content. If a producer (serving in any role) is under 18, a parent or legal guardian must sign the Program Agreement and each equipment reservation form. The content of programs presented on the access channel is solely the responsibility of the Executive Producer. As such:

1. No liability for the content of access programs for which CTV does not have direct production control shall attach itself to the City of Knoxville, Knox County, CTV their agents or employees, or any video service provider.
2. Executive Producers must provide CTV with a contact telephone number through which they may be contacted by members of the community with comments regarding the program. CTV will make this contact number available to community residents who request it.

5.6 Program Scheduling. CTV accepts only locally produced programming for airing on the access channel. Local programming is defined as programming that contains no more than 10% of material produced by non-residents of Knox County. Regular Series programs are assigned a regular airtime slot by means of an annual drawing. The General Manager places new series programs on the air schedule where time allows until the next drawing.

Any submitted program that contains more than 10% of material that has previously aired on CTV (including openings & closings) must be labeled as REPEAT programming. Executive Producers of regular series may submit repeat programming for air during their regular time slot only once, but airing of such programming is always at the discretion of CTV. In order to maintain a regular time slot, there may be no more than 50 percent of repeated programming during any three-month period. The "repackaging" of previously aired program material (changing the program title, rearranging scene sequences, using clips from old programs, etc.) does NOT constitute "original" programming. Programs containing more than 10% of such material shall NOT count as original programming for the purpose of airing, reporting, or the retention of a regular series time slot. Furthermore, submission of previously aired material not properly identified as "Repeat" programming will result in the suspension of access privileges. The number of repeat showings any program receives after its first broadcast is determined by CTV staff based on the available channel time and may change as demand for channel time increases. CTV reserves the right to preempt program repeats. Government programming preempts all other programming. Programs must be submitted by the Thursday before the week they are intended to air. Programs not delivered in accordance with this schedule may be delayed for playback. CTV reserves the right to change delivery requirements.

5.7 Advertising or Commercial Promotion. Programming submitted by community producers shall not contain any advertising or promotion of any business, product, service, private school or commercial event. This includes, but is not limited to, business, product, service, private school or commercial event descriptions, publicity or endorsements. Except as expressly permitted below, business, product, service, private school or commercial event names, logos, dates, or locations in any form whatsoever shall not appear or be presented in any context that involves the producer's promotion, endorsement, approval or recognition of the business, goods, services, private school or commercial events. Commercial phone numbers shall not appear or be presented at any time. CTV producers shall not receive financial compensation for the production of any programming. The only credit for underwriting support (goods or services) must appear at the conclusion of the program. The credit shall be placed at the close of the program and may use a full or partial screen with plain background or over the program video without a voice-over for a maximum of 10 seconds. Underwriters shall not be thanked or recognized in the body of the program. The underwriting/support credit shall read as follows: "Support for this program has been provided in part by . . . business name(s)."

5.8 Identification of Guests. Producers and guests who appear on CTV programs may be verbally identified once at the beginning of the program, and once at the end by name only. Character generation throughout the program may contain only the name of the individual, or individuals, not their affiliation. Under no circumstances should reference be made to any commercial entity that employs, or is owned in any way by, the producer or guest. Violation of these policies may result in suspension or revocation of access privileges.

5.9 Political Programming. Promotions and endorsements on behalf of political candidates are prohibited. Community producers who invite current office holders or defined candidates to appear on their show must notify CTV within forty eight (48) hours prior to the first telecast and complete and submit a Candidate Appearance form. The community producer must also notify competing candidates within forty eight (48) hours prior to telecast, telling them about the appearance and explaining what Community Television is and how they too can participate. Each political program produced by CTV and for which CTV has direct editorial control will be non-partisan and will provide an equal opportunity for all candidates or parties concerned to participate. If a candidate or issue representative declines to participate, CTV will not be obligated to provide other opportunities. Before each primary and general election, Community Television produces and airs a program entitled "Equal Time." In this program, each candidate on the Knox County election commission ballot is given the opportunity to speak for five minutes directly to the television viewer, addressing topics of his/her choosing.

5.10 Live Programming. Live programming is permitted in the producer's regularly scheduled time slot either in the CTV live studio, or from an off-site location with cable connections. Currently, off-site live capability is only available in the Assembly Rooms of the City/County Building. An application should be filed with the General Manager at least 30 days in advance of the program date.

1. Each producer is allowed additional live programming time outside of their regularly scheduled time slot on a one time per year basis under the following conditions:
2. An application must be filed with the General Manager at least 30 days in advance of the proposed program date.

3. The off-site location must be available on the proposed day and time. It is up to the Executive Producer to secure the off-site location.
4. The proposed time slot must be available.
5. Additional live programming time during normal broadcast hours may be made available to producers if all the conditions mentioned in #2 (above) are met. In addition, the Executive Producer must have in writing the approval of any group whose time slot would be preempted by their special program. It is up to the Executive Producer to negotiate this approval. This approval will be submitted with the completed application form.
6. There is a one-dollar (\$1.00) per minute charge for all live programming (see #s 1-2-3 above) to cover any expenses incurred. This fee is to be paid to CTV prior to air, unless other regular payment arrangements are approved by the General Manager.

Note: Those events which CTV is required to cover live or prerecorded by law, agreement or contract (e.g., government meetings) may never be preempted by producer programming.

5.11 Community Events Calendar. CTV is pleased to assist nonprofit organizations by including their announcements about upcoming events in our Community Events Calendar. The calendar airs approximately 6 – 8 hours each day, between regularly scheduled programs, and at other times throughout the day and night. There are only two requirements: proof of the organization’s nonprofit designation and payment of the small annual community calendar access fee. The preferred document for proof of nonprofit status is a copy of the federal 501(c)(3) letter issued by the IRS. Payment of the annual community calendar access fee entitles the organization to additional announcements during the 12-month period (up to 3 per month) at no additional cost. Each announcement is formatted as follows: HEADLINE, WHAT, WHEN, WHERE, CONTACT.

5.12 Educational Access. The mission of the Education Channel of Community Television of Knoxville is to deliver programming and support services for public educational institutions in the City of Knoxville, and Knox County, Tennessee. Programming will run on the channel dedicated to educational access programming if it falls under one or more of the following categories:

1. produced and/or supplied by a public educational institution or organization (a school, board of education, teacher’s union, etc.);
2. produced by students or members of a public educational institution or organization on behalf of that institution or organization;
3. contains subject matter related to structured education (such as that received in public schools), sanctioned by a qualified learning institution;
4. on-air participants are representing a public educational institution or organization.

Programming will be produced by the various public educational institutions in the City of Knoxville and Knox County districts, CTV, or may be imported.

6. SUSPENSION OF PRIVILEGES

6.1 General Statement. In order to ensure that CTV equipment and facilities remain in good working order and are used in such a manner as to fulfill Community Television of

Knoxville's contractual obligations, CTV reserves the right to refuse access on a temporary or permanent basis or otherwise initiate disciplinary or legal actions against individuals or organizations that violate the Code of Conduct or otherwise interfere with or jeopardize CTV operations or violate these Operating Policies. The CTV General Manager and Board of Directors will determine the termination or length of any suspension based on circumstances surrounding and the severity of the incident(s) that resulted in the suspension. Services may also be suspended or prohibited to individuals for criminal activities off-site that may pose a danger to CTV or its operations. Suspension or termination of privileges may be appealed to the CTV Review Board as described in the Dispute Resolution and Appeals Process section below.

6.2 Code Of Conduct. Individuals and organizations who use the CTV facilities and channel must agree to abide by all CTV policies regarding the use of equipment and the channel for the production and presentation of their programming. In addition, they are expected to 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. CTV reserves the right to restrict any person from using CTV facilities for violation of this or other policies that result in the disruption of CTV activities and operations. Executive Producers are responsible for the actions of their crews. Violations of CTV policies by crew members may result in disciplinary action for the Executive Producer and the entire production crew. In addition to the Code of Conduct, individuals who use the CTV facilities and/or channel must agree to abide by the following rules. Specific violations are set forth in writing in order to provide notice to all who use CTV facilities. They are not designed to define violations in exhaustive terms. Individuals may be accountable to both civil/criminal authorities and CTV for acts which constitute violations of law on or off the premises. Individuals shall be subject to disciplinary action for violation of any provision of the CTV policies. Additionally, CTV Executive Producers are responsible for the actions of members of their crew and may be subject to disciplinary action for violations committed by crew members.

The following acts are prohibited:

1. False information: Intentionally providing false information to CTV for the purpose of obtaining services, access to channel time, or to avoid determination of facts in accordance with any CTV investigation or hearing.
2. False representation: Intentional misrepresentation by a producer as a CTV employee, representative, or agent.
3. Destroying or damaging property: Intentionally and/or recklessly destroying or damaging CTV property or the property of others on CTV premises or at CTV sponsored events or activities.
4. Illegal drugs: Use, possession or distribution of any controlled substance or illegal drug on CTV premises or at CTV sponsored events.
5. 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 CTV premises or CTV sponsored events is prohibited, except when being displayed or demonstrated in conjunction with a bona fide production, for which permission has been granted by the CTV General Manager.

6. Harassment/sexual harassment/physical harm: Threatening, intimidating, harassing (sexually or otherwise) or physically harming another person on CTV premises or at any CTV sponsored activity or event.
7. Disrupting CTV functions: Intentionally and/or recklessly interfering with the normal CTV operations or with CTV sponsored activities.
8. Smoking: Smoking is prohibited inside the CTV facilities.
9. Theft or conversion: Deprivation of another person's property including CTV property or services without that individual's or CTV's authorization.
10. Use of CTV name/logo: Unauthorized use of the CTV logo, name, indicia, mottoes, or symbols for any purpose without prior consent by the CTV General Manager.
11. Behavior: Engaging in lewd, indecent, erotic, or obscene behavior on CTV premises or at CTV sponsored activities.
12. Unlawful acts: Engaging in any unlawful act while on CTV premises.
13. Trespassing: Unauthorized entry into restricted areas.
14. Improper use of facilities/equipment: Using facilities or equipment for private, commercial, or any purpose other than production of programming for broadcast.
15. Violating Public Building Authority policies and or standards.
16. Dangerous behavior: Any behavior which endangers the safety of persons or property at the access center.

6.3 Disciplinary Actions. The following will result in immediate and permanent revocation of all member privileges:

1. Physical assault on CTV staff or other individuals.
2. Theft, vandalism, or willful damage of CTV facilities or equipment, or the property of other individuals while at CTV facilities or events.
3. Providing false information to CTV staff regarding residence, name, or other required information. Falsification of legal agreements required for use of the CTV facilities and channels.
4. Repeated abusive behavior.

Violation of any other CTV policies may result in suspension or revocation of privileges.

7. DISPUTE RESOLUTION & THE REVIEW BOARD

7.1 Dispute Resolution and the Appeals Process. It is hoped that disputes can be resolved by a good faith effort to reasonably discuss the problem to arrive at an acceptable solution for everyone involved. When this is not acceptable or practical, a user may file a formal written request with the General Manager to call a meeting of the CTV Review Board. If an individual wishes to file an appeal to a staff decision they should file a written formal request and return it to the General Manager within 30 days of the staff decision. The General Manager will notify the Review Board and set a meeting date within 30 days of the receipt of the request. The appellant will be given the opportunity to address the Review Board during the meeting. Decisions of the Review Board may be appealed by requesting a review by the CTV Board of Directors using the same process described above. Decisions of the CTV Board of Directors are considered final.

7.2 The Review Board. The Review Board deals with dispute resolution relating to member status, production guidelines, and channel use. The Review Board is a committee comprised of 3 CTV Board members.

The responsibilities of the Review Board include, but are not limited to:

- Appeals for producers whose privileges have been suspended
- Review of programs for adherence to CTV policies
- Appeals for programming denied for broadcast
- Response to viewer complaints not otherwise resolved by CTV staff
- Review of procedures for compliance with operating policies
- Advise staff on policy interpretation for specific cases

Review Board meetings require a quorum of three. Decisions of the Review Board are made by majority vote. Minutes of all Review Board meetings will be sent to the Board of Directors. Vacancies will be filled by the CTV Board of Directors for the duration of the unexpired term.