

WARRENVILLE PUBLIC ACCESS CHANNEL POLICIES AND PROCEDURES

The purpose of public access, or community cable television, in Warrenville is to enhance the exchange of information among residents through the medium of cable television.

Article I. Definitions:

WRNV-TV	Warrenville Public Access Television administered by City Staff.
WRNV-TV Area	The geographical area covered by the City of Warrenville cable television franchise agreement. This is every place that is serviced by any cable television franchise holder within the City of Warrenville and unincorporated Warrenville.
Staff	Anyone employed by the City of Warrenville acting as a liaison and having responsibilities related to administering production or cablecasting of programming on WRNV-TV.
Cablecast	The distribution of programming through a cable system.
Equipment	Any and all items that are used to produce and cablecast programming on the WRNV-TV channels, including, but not limited to cameras, tripods, microphones, cables, editing decks, playback decks, lighting systems, linear editing, non-linear editing, field acquisition, mobile studio productions, and playback.
Non-Resident	Anyone who is not a resident of the geographical area covered by the City of Warrenville cable television franchise agreement.
Resident	Anyone who resides within geographical area covered by the City of Warrenville cable television franchise agreement.
Studio	The City Council Chambers located within Warrenville City Hall.
Volunteer	Any person who lends time and assistance to WRNV-TV.

Article II. Program Submission and Program Scheduling

1. Citizens may submit programming by contacting the Assistant City Administrator.
2. General Guidelines:
 - a. An advanced notice of ten business days shall be provided for a program to be cablecast. Warrenville City staff can make exceptions on a case-by-case basis.

- b. Total length of any program shall not exceed three hours.
 - c. All program submissions shall be reviewed by the Assistant City Administrator prior to airing.
3. Priorities:
- a. Locally produced programs about Warrenville have priority in cablecasting. These programs can be, but are not limited to City Council or other elected board meetings (School, Park, Library, Fire, and Township), school activities and events, Chamber of Commerce events and meetings, church events, civic organization events, or programs produced by students in the Warrenville schools system.
 - b. Programs of local interest will have priority over other regional programs.
 - c. First-run programs will be given priority over previously cablecast programs.
4. Format:
- a. DVD, .mpeg, and CD are the only acceptable formats for playback.
 - b. Submissions shall be labeled with program title, producer name, and total running time of program, displayed in hours, minutes, and seconds.
 - c. All programs shall have a title and a name identifying the person(s) who produced the program. Names of director(s), performer(s), production crew, or other participants may be added either before or after the program.

Article III. Ownership and Duplication

1. Producers submitting programs shall retain full responsibility for, rights to, and ownership of their program content, subject to the policy statements set forth below.
 - a. The Producer shall be responsible for securing any copyright, trademark rights or other intellectual property rights.
 - b. Programs produced with City equipment and facilities shall be for cablecast and premiere on WRNV-TV.
 - c. Programs produced with City equipment and facilities shall be for non-commercial purposes.
2. WRNV-TV may use any program submitted for cablecasting to promote the public access channels in Warrenville and the concept of public access regionally and nationally, unless the producer prohibits such use in writing.
3. WRNV-TV may release to a third party any copy of a program cablecast on any WRNV-TV

channel per the requirements of the Freedom of Information Act (FOIA).

Article IV. Program Content

WRNV-TV provides a community service by administering a public access channel for programs submitted by individuals and non-profit organizations in the Warrenville area and does not discriminate against any such users. Producers are legally responsible for program content and shall follow the policies set forth below. WRNV-TV cannot assume responsibility for the content of any programs or information that is submitted for cablecast.

1. In accordance with federal, state, and local law, a program shall not include the following material.
 - a. Gambling: Program submissions may not promote or conduct any lottery, raffle, contest, or game involving prizes awarded in whole or in part by lot or chance except for a charitable fundraising event that has received the required state or local license or permit.
 - b. Obscenity: Program submissions shall not contain material that is obscene. Federal law states that material is obscene if:
 - i. The average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest.
 - ii. The work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law.
 - iii. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.
 - c. Solicitation: Program submissions shall not solicit funds or other property of value from viewers except for recognized charitable causes of a charity registered with the State of Illinois Attorney General's Office.
 - d. Advertising: Program submissions shall not promote the sale of products or services, including prices, or promote or endorse a trade or business, except programs may advertise or promote a charitable fundraising event that has received the required state or local license or permit.
 - e. Products or Services: Program submissions shall not discuss or show products or services made available by persons, corporations, or institutions which have a commercial interest in the subject of the program.
 - f. Commercial Identification: Program submissions shall not identify, promote or make reference to any product, service, trademark, or brand name in any manner which does not further the non-commercial message of the program or which would jeopardize the non-commercial mandate of WRNV-TV, except as provided in Article VII. This includes, but is not limited to, the names of businesses as well as addresses

and telephone numbers, e-mail, or webpage addresses.

- g. Misrepresentation: Program submissions shall not contain any material, which is intended to defraud the viewer, or designed to obtain money by false or fraudulent pretenses, representations, or promises.
 - h. Illegalsities: Program submissions shall not contain any material which constitutes libel, slander, defamation, invasion of privacy, or publicity rights, unfair competition, or violation of trademark or copyright, or which may otherwise violate any local, state, or federal law.
2. A producer shall obtain in writing and keep records of all necessary approvals, clearances, licenses, etc., for the use of any program material to be cablecast on WRNV-TV. This includes, but is not limited to, approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers' representatives, and all persons featured in the program material and any other approvals that may be necessary to transmit the program via WRNV-TV.