



PASADENA MEDIA

150 S. Los Robles Ave., Ste. 101

Pasadena, CA 91101

626-794-8585

www.pasadenamedia.org

the
ARROYO
channel

Rules and Policies



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Article 1: General Information

The Arroyo Channel is a highly respected multi-media community resource that inspires dialogue, fosters free expression and connects the diverse communities we serve through public access television. No individual will be denied access to The Arroyo Channel facilities on the basis of race, sex, physical disability, religious or political belief, or the nature of the programming interest.

The success of The Arroyo Channel rests with its volunteers. The Arroyo Channel is governed by the Pasadena Community Access Corporation Board of Directors; a diverse volunteer Board with 11 members. All PCAC Board meetings are open to the public and your input is encouraged and welcomed. The PCAC Board customarily meets the first Tuesday of every month at 7:00 pm.

Section 1.1: Pasadena Media Studio Contact Information

- **Physical Address:**
Pasadena Media studios
150 S. Los Robles Avenue, Suite 101
Pasadena, California, 91101
- **Mailing Address:**
P.O. Box 518
Pasadena, California 91102-0518
- **Phone & Fax Number:**
Phone (626) 794-8585
Fax (626) 768-9776
- **Website:**
www.pasadenamedia.org
- **Email:**
info@pasadenamedia.org

Section 1.2: Cable Access Channels

In Pasadena, cable access is provided in three groups. Public Access, Educational Access, and Government Access. These groups are known collectively as PEG access. There are currently four cable channels in Pasadena that make up PEG access.

(a) **The Arroyo Channel – Public Access**

The Arroyo Channel includes programming produced by Pasadena Media and The Arroyo Channel members. Programming covers various areas of interest to residents of Pasadena and its neighboring communities. The Arroyo Channel offers basic training to residents interested in creating programming for The Arroyo Channel.

(b) **KLRN – Educational Access**

KLRN is operated by the Pasadena Unified School District. Programming on KLRN includes information and events related to the operation of Pasadena's public schools. Television production training is also available through the Pasadena Unified School District as part of the Los Angeles County Regional Occupational Program, (LACROP).

(c) **PCCTv – Educational Access**

PCCTv is operated by Pasadena City College. Programming on PCCTv is information and events related to the operation of Pasadena City College and programs offered through the school. Training in television production is also available through Pasadena City College.

(d) KPAS – Government Access

KPAS is operated by The City of Pasadena through Pasadena Media. Programming on KPAS is primarily information related to local governance and municipal services.

Section 1.3: Facilities & Equipment

The Arroyo Channel maintains production and post-production facilities in Pasadena, California. Please contact The Arroyo Channel for a comprehensive list of equipment available for checkout to Producer Members. The following is a listing of types of production equipment and facilities that are available:

(a) Studio A:

Multi-camera video production studio and control room used for "live" or recorded television programs.

(b) Studio B:

Robotic studio used primarily for Low/No Crew shows and post-production.

(c) Field Equipment:

An assortment of cameras, lights, audio equipment, tripods, etc. for portable "field" or "location" shoots.

(d) Editing Bays:

Computer based digital standard & high definition editing and compositing. Used to assemble gathered video and audio to create clips or complete programs for air.

(e) Special Equipment Needs:

The Arroyo Channel will work with Producer Members to meet special equipment needs, subject to staff and equipment availability.

Section 1.4: Hours of Operation**(a) The Arroyo Channel Office Hours**

Monday - Friday, 10am-6pm

All equipment and facilities scheduling is to occur during the regular office hours as listed above.

(b) Video Production Hours

Video Production scheduling for The Arroyo Channel facility are scheduled on an as needed basis. A production schedule is available at The Arroyo Channel main office.

(c) Observed Holidays

Offices and facilities are not available for the following holidays and maintenance schedules:

New Year's Day

Veterans' Day

Marin Luther King Holiday

Thanksgiving Weekend

Presidents' Day

Christmas Day

Memorial Day

One Week of July

Independence Day

One Week of December

Labor Day

Section 1.5: THE ARROYO CHANNEL Staff

The Arroyo Channel staff consists of those hired by Pasadena Media management. Pasadena Staff is responsible for enforcement of policy and oversight of members (all levels) and interns. All members are equal and have no authority over other members/volunteers, unless Pasadena Media staff has delegated this authority.

Section 1.6: Volunteers

Volunteers keep The Arroyo Channel vibrant. Volunteers are extremely important and the opportunities for volunteers are plentiful. You can assist in training, administrative functions, be a Board or committee member, be a Producer Member, a camera-person, an editor, a writer, director, an actor, an engineer, and the list goes on. Not only will you be contributing your time, knowledge and interest to a unique community resource, you'll have a good time doing it. The Arroyo Channel is an exciting and creative place to be.

Section 1.7: Community access

Basic training and access to The Arroyo Channel airtime shall be made available at no cost to:

(a) Individual Pasadena Residents

Proof must be shown in the form of a current California ID/ Driver's License and/or a utility bill. **No PO boxes allowed.**

(b) Organizations

Public or private organizations, institutions, groups, or individuals, which serve a segment of the Pasadena community that, may not otherwise be served.

Article 2: Rules of Conduct

Section 2.1: Anti-Harassment and Anti-Discrimination

The Arroyo Channel is committed to maintaining both a working and learning environment that is free of discrimination and harassment. Any staff member or volunteer working with The Arroyo Channel who is found to have engaged in harassment or discriminatory behavior shall be subject to suspension, and possibly further sanctions.

Section 2.2: Right to Refuse Service

The staff reserves the right to refuse service to any person whose actions hinder the activities of access Producer Members or staff members. Persons hindering Producer Members or staff will be asked to leave the facility and will be subject to sanctions.

Section 2.3: House Rules

The community Producer Member shall be accountable for setting a tone during their production that contributes to the responsible treatment of equipment and facilities. They are also to respect the rights of others who use community access resources. Anyone participating in any aspect of community access programming, including training and equipment and facilities use, shall comply with these Rules and Regulations.

1. No smoking in the facility or the remote truck.
2. No food or drink in control rooms or editing rooms.
3. No long distance telephone calls.
4. No firearms or weapons allowed in facility.
5. Office supplies and equipment located at The Arroyo Channel are not available for use by Producer Members without prior consent.
6. No programming may be cablecast without staff authorization.
7. No alcohol or illegal drug use is permitted while using field equipment, studios, edit rooms or the remote truck.
8. No illegal drugs are permitted in the facility or the remote truck.
9. Any person under the influence of alcohol or any other legal or illegal drug is not allowed to operate production equipment on site or in the field.
10. No unauthorized equipment maintenance or disassembly is allowed.

Article 3: Membership

Any person wishing to use The Arroyo Channel's production facilities or services, or run programming on The Arroyo Channel must be a current member in good standing of The Arroyo Channel. Free Membership is available to all Pasadena residents who apply at the General Member level. Additional services such as equipment and facility use, television training and media seminars are also available for an additional fee. All The Arroyo Channel members must attend a The Arroyo Channel orientation class and annual memberships end on December 31st of each year.

Section 3.1: Membership Types

(a) The Arroyo Channel General Membership

General Members will receive The Arroyo Channel newsletter and are added to The Arroyo Channel's mailing list to receive information about The Arroyo Channel updates and events. The Arroyo Channel Members are also required to take The Arroyo Channel's Orientation Training class. General membership gives a person access to The Arroyo Channel's Basic Equipment Training classes required to be eligible to volunteer on The Arroyo Channel Productions as Crew. The Arroyo Channel General Members can receive certification on production equipment after completing the required training and completing the certification process or by demonstrating proficiency in a particular crew position. General members are not allowed to reserve facilities or equipment; however, General Members have access to airtime on The Arroyo Channel.

- (Resident) - General Membership is free.
- (Non-Resident) - General Membership is \$50.00/year.

(b) The Arroyo Channel Producer Member

Producer Membership grants a person access to The Arroyo Channel's Basic Equipment training and Basic Producer Training. The Producer Member also has facility scheduling privileges and Access to airtime on The Arroyo Channel. All programming must follow The Arroyo Channel programming guidelines.

- (Resident) - \$50.00/year
- (Non-Resident) - \$100.00/year

Section 3.2: Interns

The Arroyo Channel also reserves space for production interns. A staff supervisor assigns intern duties and privileges. Interns can receive credit for classes at educational institutions or fulfill volunteer hours required by an affiliated school or organization.

Section 3.3: Minors

Any person under the age of 18 must have a signed letter from their parent or legal guardian, stating that the parent or legal guardian assumes all responsibility for any damages to The Arroyo Channel equipment or facilities that her/his child or ward/dependent may cause Channel Access.

In order to gain access to The Arroyo Channel and run your own programs, you must be a The Arroyo Channel Member. Staff schedules The Arroyo Channel channel time with some accommodations made for series programming.

Section 3.4: Community Bulletin Board

The Arroyo Channel accepts messages to be displayed by still or moving images on The Arroyo Channel. Guidelines and forms for community bulletin board messages are available at The Arroyo Channel Media Studios. More information about how to submit to the community bulletin board is available online.

Section 3.5: Access Television

The Arroyo Channel Members may submit video programs for air on The Arroyo Channel. Airtime is provided for free to all Pasadena residents. The Arroyo Channel's regular schedule is comprised of programs submitted by The Arroyo Channel members and The Arroyo Channel staff.

(a) Access Television Guidelines:

1. All programs submitted for air must follow The Arroyo Channel Program Policies. (See Article VII Program Content guidelines)
2. Programs must be submitted with a completed Request for Channel time form.
3. While the Producer Member may request specific cablecast dates and times, The Arroyo Channel staff makes the final scheduling decision.
4. The Arroyo Channel will make every effort to cablecast your program. No warranty or guarantee will be made for specific time slots. In the event of failed airings, every effort will be made to reschedule programming at another time.
5. Producers maintain responsibility and control of program master and any subsequent copies.
6. The Arroyo Channel is not responsible for lost or stolen media. (Tapes, DVD's, Discs, drives or any other recorded media).
7. Producers must provide public contact information on all programming.

Article 4: Training

All The Arroyo Channel Members must take The Arroyo Channel Orientation class. The Arroyo Channel offers basic training to teach individuals how to create programs for air on The Arroyo Channel. Course schedules can be obtained by contacting The Arroyo Channel. Basic production classes are held regularly. Persons interested in volunteering on The Arroyo Channel Producer Member programs must take The Arroyo Channel's Basic Studio Operations classes or be certified by The Arroyo Channel to operate the production equipment.

Section 4.1: Training classes offered include

(a) **The Arroyo Channel Orientation**

Required for all The Arroyo Channel Members

A review of The Arroyo Channel Policies and Procedures and a basic overview of video production equipment and facilities that are available for use on Producer Member programs. The Arroyo Channel Orientation is mandatory for all The Arroyo Channel members and volunteers.

(b) **The Arroyo Channel Basic Studio Operations**

Required for studio production crew volunteers.

An overview of all the video production equipment and the terminology used to produce programs as a television production crew member.

Prerequisite: The Arroyo Channel Orientation

(c) **The Arroyo Channel Producer Member Training**

Required for all The Arroyo Channel Producer Members.

Producer Member training covers how to assemble your program and get it on the air.

Producer Members will learn what tools are needed to organize and present a shooting schedule, rundown sheet and other documents used to guide the crew in the assembly of their television program.

Prerequisite: The Arroyo Channel Orientation

(d) **The Arroyo Channel Advanced Training Workshops**

Requires Basic Training certification and an active membership.

Workshops are scheduled when requested or when a need arises; and a fee-based advanced training will be offered.

Section 4.2: Certification

The Arroyo Channel Production equipment and facilities are only operated certified Arroyo Channel Members. Certification is given in all production crew positions. Certification is available in the following ways:

(a) **Classes**

Attend The Arroyo Channel Training courses and complete the required certification commitment.

(b) **Proficiency Tests:**

Technically proficient Members may schedule a proficiency test with a member of the production staff.

(c) **Refresher Courses**

Producer Members certified through The Arroyo Channel who have not been active for a one-year period are required to schedule a refresher meeting with a member of The Arroyo Channel staff in order to review equipment and facilities and any updated rules or procedures.

Article 5: Producing a Program

Section 5.1: General Membership

In order to produce a program using The Arroyo Channel Media TV facilities, you must be a The Arroyo Channel Producer Member. There are 4 steps to become a The Arroyo Channel Producer Member.

(a) **The Arroyo Channel Member Training**

The Arroyo Channel holds regular class at The Arroyo Channel Media studio, contact The Arroyo Channel to find out when the next session will be held.

(b) **The Arroyo Channel Membership Fee**

Membership fees must be paid to “The Arroyo Channel” before Producer Members are allowed to reserve any facilities or equipment. Membership fees are due annually.

(c) **Program Proposal**

The program proposal form must be filled out completely and signed by the producer member. One program proposal must be filled out for each individual program or series. Additional pre-production meetings may be scheduled with staff as needed. Program Proposals are available at Pasadena Media Website.

(d) **Proposal Review Meeting**

Schedule a Proposal Review Meeting with The Arroyo Channel staff member to review the program proposal and make sure that the Producer Member understands The Arroyo Channel Rules and Regulations and assist the Producer Member in deciding what equipment, facilities and/or other production resources may be needed for the proposed production. The Producer Member may make reservations after the Proposal Review Meeting process is complete.

Section 5.2: Equipment Reservations

All equipment and facilities scheduling occurs during The Arroyo Channel Media Studio facility during regular office hours. Reservations may be made by phone or in person. The following guidelines apply to all facilities & equipment scheduling.

(a) **Equipment Availability**

Equipment and facilities are available only to current The Arroyo Channel Producer Members in good standing.

Some equipment may require additional training and/or certification before it is available for checkout.

The Arroyo Channel makes every effort to provide functional equipment. Producer Member input is requested at all times to assist in this matter.

(b) **Reservation Guidelines**

Only The Arroyo Channel Producer Member is allowed to schedule or pick up equipment.

Equipment is only to be used for programs that have a current Program Proposal on file. All other use is prohibited unless otherwise authorized by The Arroyo Channel staff.

Only certified The Arroyo Channel Crew Members are authorized to operate The Arroyo Channel equipment

Notification of any cancellation is required 24 hours prior to the reservation time.

A Producer Member who makes more than three cancellations without providing at least 24 hours advance notice is subject to the sanctions outline under "Minor Violations."

All reservations are subject to change or cancellation by staff if the equipment becomes unavailable.

(c) Studio Use

Studio reservations should be made a minimum of two weeks in advance

The studios may be reserved for a period not to exceed 5 hours per Producer Member per day.

The Producer Member and the crew are responsible for setup and strike of studio sets. Staff will assist, if available, but the primary responsibility is with the Producer Member.

(d) Field Equipment

Field equipment may be reserved for a period not to exceed 24 hours during the business week unless otherwise authorized by staff.

It is the Producer Member's responsibility to make sure batteries are fully charged at the time of equipment check-out. The Producer Member may call The Arroyo Channel staff to confirm that charged batteries will be available the day before a shoot.

If equipment is checked out on Friday it must be returned 10:00 am Monday morning, unless otherwise authorized by staff.

One camera can be checked out at a time, if more than one camera is needed for your production, The Arroyo Channel Staff permission is needed.

(e) Editing Equipment

Editing equipment may be reserved for a period not to exceed 4 hours per Producer Member per day unless otherwise authorized by The Arroyo Channel staff.

Section 5.3: Equipment Check-Out

The Arroyo Channel Producer Members are required to arrive at the scheduled checkout time. The Producer Member and staff member will fill out an Equipment Check-In/Out form. If the Producer Member has not arrived within fifteen minutes of the scheduled time or notified the office, the reservation may be cancelled.

(a) Equipment Testing at Check-Out

The community Producer Member is responsible for determining that portable equipment is in good working order at the time of check-out. The Arroyo Channel recommends that the Producer Member set up and test all equipment before leaving the facility. Any malfunctions must be noted and given to a The Arroyo Channel Staff Member.

Section 5.4: Equipment Check-In

The community Producer Member is required to return all equipment at the check-in time specified on the Equipment Check-Out Form. A staff member will fill out the Check-In/Out Form with the Producer Member. Equipment cannot be checked in late or producer will be subject to sanctions.

Producer Members are required to immediately report any equipment malfunction to staff. If reports are not made, and malfunctions or damages are discovered the Producer Member may be subject to sanctions under "Minor Violations."

The community Producer Member is responsible for assuring that all equipment is undamaged and in working order, and is liable to compensate The Arroyo Channel for repair or replacement costs resulting from any damages or losses that might occur while the equipment is in the Producer Member's possession.

Section 5.5: "No Shows"

Community Producer Members who reserve equipment or facilities and do not show up or call in advance to cancel reservations are subject to sanctions outlined under "Minor Violations."

Section 5.6: Production

(a) Pre-Production

Pre-Production time is available for each production date.

(b) Production

The Producer Member is responsible for all aspects of the production. The Producer Member may assign duties to the volunteer crew as desired, but must remember the final responsibility is solely the Producer Member's.

A staff member will be available during all studio productions to answer questions or provide assistance.

All operating production equipment with any production must be a certified The Arroyo Channel member.

Staff is responsible for technical assistance, will facilitate the requests of the Producer Member, unless equipment damage or failure could ensue. Artistic expression is ultimately up to the Producer Member.

Producer Members must make sure that their productions begin and end as scheduled. No studio production, whether starting early or late, will be allowed to interfere with the overall production schedule for that day. If Producer Member has not arrived within 15 minutes of scheduled time the production will automatically be canceled.

Crew members will clean up after their productions, leaving the studio ready for the next production. Studio equipment, props etc. should be returned to their appropriate places as soon as each production is completed.

(c) Post-production

Community Producer Members can reserve editing time with The Arroyo Channel staff. Staff will be available to answer questions and assist with the editing process through the duration of a project.

While post-production may be necessary, submission of completed shows for programming is the responsibility of Producer Members.

Article 6: Program Policies

Section 6.1: Technical Standards

The community Producer Member is responsible for audio and video levels conforming to The Arroyo Channel standards. There should be no audio or video dropouts on the submitted media and video levels must not be too low (dark) or too high (hot). The Arroyo Channel staff will help community Producer Members ensure that their programs meet the technical standards.

(a) Accepted Formats

All programs submitted must be video of good technical quality.

Currently The Arroyo Channel will accept programming on DV Tapes, DVDs, or as MPEG2 encoded video files. Contact The Arroyo Channel for specific standards and settings

(b) Video Tape Program Leader

There must be 60 seconds of "bars and tone" recorded at the front of the program, followed by 30 seconds of black video and then the beginning of the program. It is recommended that a slate and countdown precede the program, but this is optional. Programs without this information may be rejected.

(c) Labels and packaging.

The tape, DVD or other accepted media and its case/packaging must be clearly labeled with the following information:

- Title of the program.
- Title of episode.
- Name of Producer Member
- TRT, Total Running Time. Exact length of the program.
- Date of production.

In cases where The Arroyo Channel finds that the provided media is technically unacceptable for cablecast, staff will return the media to the Producer Member and advice on how the problem can be corrected or avoided in the future. Any additional playback times will be suspended until a technically acceptable copy of the program is submitted.

Section 6.2: Program Content Guidelines

The Arroyo Channel will strongly uphold every individual's and organization's right to free speech. Recognizing that there are many concerns within the Pasadena community, we affirm that this community has the right to define for itself a "community standard."

(a) Prohibited Content

The only areas prohibited from appearing on the public access channels are those outlined here or as stated by law. These include:

(i) Advertising, solicitation for funds:

No form of commercial content is allowed on The Arroyo Channel. Programs may not mention prices, or invite the viewer to visit a commercial establishment.

Programs may not solicit funds in any way or ask for donations for anything. If commercial content is questionable, Producer Members are advised to err on the conservative side and/or ask a staff member.

(ii) Gambling, Lotteries, Games of Chance**(iii) Unauthorized copyrighted material:**

Producer Members are asked to be mindful of the use of anything printed, published, produced or otherwise created by another party without prior consent. Programs may not contain any material or elements that violate or otherwise infringe on another parties copyright. It is the sole responsibility of the Producer Member to obtain the necessary license or permission to use any such material.

(iv) Defamation or libel, obscenity, materials deemed harmful to minors

Producer Members may not violate local state or federal laws or statutes that regulate defamation or libel, obscenity.

If your program contains prohibited content, it cannot be cablecast by The Arroyo Channel. If such material was cablecast on The Arroyo Channel, only the Producer Members, and not The Arroyo Channel, are liable.

(b) Potentially Objectionable Program Content

The Arroyo Channel requires that Producer Members provide notice to cable viewers in the event that their program contains potentially objectionable content. Potentially objectionable content can include, but is not limited to profane language, nudity, extreme physical violence or degradation and graphic depiction of medical procedures.

If a program includes any of these elements, a viewer advisory must be included at the beginning of the program stating:

"The following program contains material which some viewers may find objectionable or inappropriate, viewer discretion is advised"

If it is decided that any program has controversial content or content suitable for adults only, or generates complaints from the public, staff may require a Producer Member to add the following disclaimer credit at the beginning and end of the program.

"The views expressed on this program do not necessarily reflect those of The Arroyo Channel, Pasadena Media, PCAC, The City of Pasadena, or this channel's distributors. Viewer discretion is advised."

The viewer advisory must be read aloud and displayed on screen for 15 seconds.

Responsibility for including the viewer advisory rests with the program's Producer Member or sponsor.

Staff may also schedule the program to a more appropriate time, "safe harbor" between midnight and 5:00 am.

For programs with potentially objectionable content, a Producer Member or local sponsor who submits the program without a viewer advisory is subject to sanctions outlined under "Minor Violations".

(c) Acknowledgment of Program Sponsors

An access Producer Member may give credit to an individual, company or organization that underwrites any of the production costs during into, outgo, and closing credits.

(d) Acknowledgment of Access Facilities

All programs produced with The Arroyo Channel equipment and facilities, and any copies, must clearly acknowledge the provision of the equipment and facilities.

The following wording is required on all programs.

*Produced through the facilities of
Pasadena Media
www.pasadenamedia.org*

A Producer Member who submits a program produced with THE ARROYO CHANNEL equipment and facilities without this acknowledgment are subject to sanctions outlined under "Minor Violations."

(e) Program Producer Member Credits

All programs must include the full name of the Producer Member. This is applicable to all locally originated and all import programs.

(f) Producer Information Slate

Producers must provide public contact information for slate that follows each shows airing.

Section 6.3: Series Programs

A Producer Member who submits programming on a regular basis will be granted a series time slot after four programs are submitted for cablecast.

The series Producer Member must meet with staff for a pre-production meeting to discuss resources, type of series, program duration, production related information, a production plan and schedule.

If a Producer Member fails to have a scheduled program prepared, staff will schedule a conference to attempt to remedy the problem.

If the Producer Member fails to have a scheduled program prepared for two consecutive program time slots, the series time slots will be canceled and producer is subject to sanctions.

Section 6.4: Live Programs

A community Producer Member may request a meeting with staff for a live program no less than one month in advance. Depending upon the complexity of the production, a planning meeting with staff may be required.

Section 6.5: Program Completion

Programs must be completed within 60 days of being shot. The Production Manager and the Executive Director must approve extensions.

Section 6.6: Sponsorship of Imported Programming

Non-member produced ("imported") programming will be cablecast only if an active The Arroyo Channel member in good standing supports it. The Arroyo Channel may also sponsor imported programming that it deems valuable to the community.

The Arroyo Channel Members that sponsor imported programming shall be responsible for obtaining clearance in writing from the program owner in order to cablecast the program. Local sponsors shall include their full name(s) or that of their organization or business to be cablecast with the program.

The Arroyo Channel member is responsible for all costs associated with acquisition, delivery and cablecast of the imported program.

Article 7: Program Ownership & Distribution

Section 7.1: Ownership/Copyright

Community Producer Members retain ownership of the creative rights to the programs they produce and may register and establish a copyright at their discretion.

Section 7.2: Intention

Programs produced with The Arroyo Channel equipment and facilities must be intended for cablecast on a The Arroyo Channel. Such programs may not be used for commercial purposes or any monetary gain.

Section 7.3: Commercial Distribution

The Arroyo Channel prohibits the use of any program, or any production material, such as out-takes, for personal profit or gain to the Producer Member (either individual or community organization or members).

In the event that a The Arroyo Channel community Producer Member's finished program is marketable and sold or if the Producer Member gains monetarily from the use of the program outside of The Arroyo Channel distribution, then The Arroyo Channel will retain the lesser of 30% of the monetary support, or an assessment of use fees based on the amount of The Arroyo Channel resources used in the production (for example: an hourly charge used for a single camera field production, post production and editing time, or studio).

Section 7.4: First Use

Any program in which the community Producer Member has made use of The Arroyo Channel facilities and/or equipment must be cablecast at least once on a The Arroyo Channel prior to, or concurrent with, cablecast on any other community access system and prior to any other form of distribution.

Once a program is submitted for scheduling, it may not be removed from the premises without the permission of The Arroyo Channel staff. A person who removes a program without this permission is subject to sanctions outlined under "Minor Violations."

Section 7.5: In-House Distribution

By requesting access to equipment and facilities, access Producer Members agree that The Arroyo Channel may use their programs or portions of their programs for non-commercial purposes in perpetuity.

Section 7.6: Dubbing

Dubbing and transcoding services are available for copying community access footage and programs produced with The Arroyo Channel equipment and/or facilities for a fee. Recordable media of acceptable quality for dubbing and transcoding may be provided by the community Producer Member or may be purchased from The Arroyo Channel. Copies ("dubs") may not be used for commercial purposes.

Section 7.7: Payment for Labor / Production Costs

A Producer Member may not charge others for use of access equipment, facilities or channel time, and all use must be in compliance with The Arroyo Channel Rules and Policies.

Programs produced with The Arroyo Channel equipment and/or facilities are intended for cablecast on the access channels and may not be used for commercial purposes.

Access equipment and facilities are available to all active The Arroyo Channel Members in good standing at no cost for use in the production of programs for the community access channels.

Access channel time is free of charge for all active The Arroyo Channel Members in good standing.

The Arroyo Channel is not responsible for the content and quality or the production process of the program.

Article 8: Media Policies

Section 8.1: Recordable Media Provisions

The Arroyo Channel Members are encouraged to provide their own media. Media may be purchased from The Arroyo Channel. It is strongly recommended that The Arroyo Channel Producer Members do not submit their masters for cablecast. The Arroyo Channel is not responsible for loss or damage to media.

(a) Media Provided by Producer Member

The community Producer Member shall assure The Arroyo Channel that each video medium is either new or of a quality sufficient to prevent damage or excessive wear to recorders. Media must be able to playback relatively free of "drop-outs" and "glitches." Inadequate Media will be rejected.

(b) Media owned by The Arroyo Channel

- (i) Unless authorized by staff, all media owned by The Arroyo Channel will remain at the access center except when checked out with production gear.**
- (ii) Programming on The Arroyo Channel media is subject to erasure following the last scheduled playback on the community access channels.**
- (iii) Producer Members may purchase a The Arroyo Channel owned master media for the cost of replacement media.**

(c) Removing Media

Producer Members must receive permission from a The Arroyo Channel Staff Member to remove media from the access center that have been scheduled for cablecast and must complete a Check-Out Form.

Section 8.2: The Arroyo Channel Archives

Programs produced through The Arroyo Channel may be selected for The Arroyo Channel Archives. Such programs document unique community events or perspectives of social and/or historical value. Staff will decide which programs will be selected for The Arroyo Channel Archives.

Article 9: Rule Violations

To ensure that the community access equipment and facilities remain available and in good working order, and to foster an environment of tolerance and respect, the following sanctions and violations have been established. Any access Producer Member or staff member may report rule violations to the Executive Director. Upon verifying that a rule violation has occurred, the staff member will issue a written statement to the Producer Member describing the rule violation and sanctions. Sanctions will become effective immediately upon receipt of the statement.

Section 9.1: Rule Violations Major Violations

- (i) Failure to submit a program produced with any The Arroyo Channel equipment and/or facilities for initial cablecast on a The Arroyo Channel.**
- (ii) Use of equipment and facilities for a purpose not related to production of a program for community access cablecast.**
- (iii) Breach of any Liability & Indemnification warranties.**
- (iv) Abuse or vandalism of equipment and facilities.**
- (v) Return of equipment in damaged or nonworking condition, beyond normal wear and tear, or failure to return equipment through intent, negligence, loss or theft.**
- (vi) Removal of equipment from the access center without proper check-out procedures and/or without signing an Equipment Check-Out Form.**
- (i) Reserving or checking out equipment or facilities for use by a non-certified Producer Member or a Producer Member on suspension.**
- (ii) Receiving payment for production services associated with the use of The Arroyo Channel equipment and/or facilities.**
 - (i) Unauthorized equipment maintenance or disassembly.**
- (iii) Violation of The Arroyo Channel policies prohibiting discrimination/harassment in The Arroyo Channel facilities.**
- (iv) Failure to vacate studio or editing facilities when scheduled usage has ended.**
- (v) Late return of equipment without an extension authorized by a staff member.**
- (vi) Operation of equipment or use of facilities in an incorrect, unsafe or inappropriate manner, which might result in damage.**
- (vii) Canceling equipment or facilities reservations three times with less than 24 hours notice.**
- (viii) Reserving or checking out equipment for another Producer Member unless specified and approved in advance.**

Section 9.2: Minor Violations

- (i) Leaving trash or debris in The Arroyo Channel facilities.**
- (ii) Failure to cancel an equipment or facilities reservation prior to the reservation time.**
- (iii) Return of dirty equipment.**
- (iv) Improper packaging of equipment for transport.**
- (v) Tardiness in excess of one half hour in claiming reserved equipment or facilities without an extension authorized by a staff member.**
- (vi) Submitting a program where The Arroyo Channel equipment is used in whole or in part without acknowledgment ("Acknowledgment of Access Facilities.")**
- (vii) Any other violation of the Rules and Regulations set forth in this manual.**

Section 9.3: Sanctions

(a) Major Violations

A major rule violation results in immediate suspension from use of equipment and facilities for a minimum 90 days. Where damage to or loss of equipment and/or facilities has occurred, suspension is in effect until full compensation is made. There are no written warnings prior to suspension in cases of Major Violations.

(b) Minor Violations

A minor violation will result in the following actions:

- (i) Written warning for the first Minor Violation.**
- (ii) A final written warning will be written for the second Minor Violation. If, after a second minor violation, there is no Minor Violation for 12 months, the Producer Member's record of violations will be cleared.**
- (iii) Written Notice of Suspension from equipment and facilities for the third Minor Violation. Initial suspension from equipment and facilities is for 30 days. Subsequent suspensions are for 90 days and require re-certification. Staff will file a written report on any suspension. At the third suspension for Minor Violations The Arroyo Channel may revoke access facilities privileges permanently.**

Section 9.4: Producer Member Appeal of Sanctions

- (a) If a Producer Member does not agree with imposed sanctions, they may appeal the sanctions as outlined below.**

- (i) A community Producer Member may appeal sanctions by making a written statement to the Executive Director. If suspension is imposed, the suspension will remain in effect throughout the appeal process.**
- (ii) The Executive Director will investigate the circumstances surrounding the sanction and will return a written report to the Producer Member within two weeks.**
- (iii) If at this time the complainant is not satisfied, a written request for further review may be submitted to The Arroyo Channel Board of Directors within 10 days of the Executive Director's response for the Board of Directors to review.**
- (iv) The Board will consider the appeal and the decision of the Board of Directors is final.**

Article 10: Public Notification

Copies of The Arroyo Channel Rules and Regulations shall be made available in the Pasadena Media Studios and at other locations at the discretion of the Executive Director and upon request to Pasadena residents.

Article 11: Amendment of Rules & Regulations

THE ARROYO CHANNEL Rules and Regulations may be amended at the discretion of the Executive Director.