



Operating Rules & Procedures

Version 3

Adopted by the Board of Directors on February 23rd, 2005

Green Mountain Access Television, Inc.
Route 15 West

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1.0 INTRODUCTION

The website shall always be the de-facto source for the current version of this document and shall supersede any printed copies, which may be in circulation at any given time.

1.1 Preface

This document, the Operating Rules and Procedures governs the activities of Green Mountain Access Television, a non-profit Vermont corporation that operates under the name "GMATV." The corporation is governed by a nine (9) member Board of Directors, which shall represent the public interest in matters dealing with public access. GMATV shall operate according to the by-laws of the corporation. The Board shall hold public meetings at intervals to be determined by the Board but not less than four (4) times a year.

The purpose of this document is to clearly set forth the rules and procedures that govern the operation of the GMATV studio and field production equipment. These rules and procedures are intended to encourage maximum participation by Hyde Park, Johnson, and Morristown, Vermont individuals and groups in a fair and equitable manner. This document also identifies the many services and opportunities available to residents of participating communities to develop locally produced cable programming. These Operating Rules and Procedures are not, and will never be, complete. They will evolve with the growth and development of GMATV and the concrete experiences of those who use its facilities and services. GMATV recognizes that revisions to its Operating Rules and Procedures may be occasionally necessary. Requests for revisions to its Operating Rules and Procedures may be made at anytime, and submitted in writing to the Board or accessed through the website. Any revisions adopted by the Board will be posted promptly on the GMATV website and made available in printed form at the offices of GMATV.

1.2 Purpose

GMATV's purpose is to empower individuals, organizations, causes, and groups within Hyde Park, Johnson, and Morristown, Vermont to produce and/or present their own non-commercial cable TV programs, responsive to the full and diverse range of the communities' residents, perspectives, concerns, issues, and interests. GMATV coordinates outreach, training, production, playback, and promotional activities to achieve these goals.

1.3 GMATV Non-Discrimination Policy Statement

GMATV encourages inclusiveness, diversity, and equal opportunity as core values. We advocate that the community is stronger when the gifts of all people are respected, embraced and maximized to build a healthier community. GMATV shall not discriminate against any person on the basis of race, creed, color, national origin, sex, sexual preference, age, religious belief, social philosophy, economic status or physical ability.

1.4 Status

GMATV operates under the terms and conditions of its agreement with Comcast. Adelphia has initially allocated one video channel (Channel 15) of the cable company's subscriber network to GMATV, with two additional channels available for future use (Channels 16 and 17) should the programming needs of the community warrant their utilization. GMATV receives its operating and capital improvement budget on a quarterly basis from Comcast, which allocates such funds from certain fees it collects from its subscribers within the Hyde Park, Johnson, and Morristown, Vermont communities. GMATV will maintain an adequate production and videotaping facility for use by the public. These facilities shall be capable of producing, recording and playing back a composite audio and video signal. This signal will be in compliance with standard cable-casting signal characteristics. The production facility must be located within Comcast's local service area, as designated by the franchising authority, and must be handicapped- accessible. GMATV's designated General Manager will be responsible for all use of the production facilities as well as for actual insertion of access programs into the CATV system. Persons utilizing the production facilities will at all times be subject to the authority of the General Manager. All handling of the facilities or granting of authority to do so, will be done by the General Manager.

1.5 Location of Facilities

The GMATV administrative offices and production facilities are located at the -
Green Mountain Technology & Career Center
738 Route 15 West
Hyde Park VT 05655
telephone 1-802-851-1592
<http://greenmountainaccess.tv>
info@greenmountainaccess.tv

Production equipment at this location includes: TV studio; master control for GMATV's channel(s); portable video production equipment; video editing systems, and supporting equipment.

1.6 GMATV Staff

GMATV's paid staff shall consist of the General Manager and support staff at the discretion of the Board, under the supervision of the General Manager. GMATV volunteers are under the supervision of the GM or designee.

1.7 Hours of Operation

The hours of operation are always by appointment. The hours of operation shall be posted and determined by the General Manager and the Board of Directors.

1.8 GMATV Membership

Residents of Hyde Park, Johnson, and Morristown, Vermont are encouraged to join GMATV as members.

Only members in good standing are permitted to:

- * take free training
- * use the production equipment

2.0 TRAINING AND CERTIFICATION

2.1 Certification Eligibility and Procedures

To insure that only trained and qualified residents of Hyde Park, Johnson, and Morristown, Vermont are granted use of GMATV equipment and facilities, all potential users must first be certified for said use by the General Manager.

2.2 Eligibility

Candidates for certification are not required to take the GMATV Courses. If a candidate can, at a scheduled certification session, demonstrate the required skills and documentation of previous experience (letters of reference, college grades, employment record, resume tape or other documentation), the candidate may be certified, at the discretion of the General Manager. To be certified, potential users must satisfy each of the following criteria regarding residency and age to be considered as eligible for use of GMATV equipment and facilities.

2.3 Residency

Any resident of Hyde Park, Johnson, and Morristown, Vermont or an employee or agent of a nonprofit community group or organization with offices located within meets the residency requirement. Residency shall be defined as having a verifiable Hyde Park, Johnson or Morristown, Vermont residential mailing address. Hyde Park, Johnson, and Morristown, Vermont nonresidents may be eligible to use GMATV facilities and equipment only during their production activities on behalf of a nonprofit community group or organization with offices located within Hyde Park, Johnson or Morristown, Vermont, by which they have been acknowledged as staff members or representatives. Full-time student status at an accredited educational institution located in Hyde Park, Johnson, and Morristown will satisfy the residency requirement. The General Manager may, in certain situations, waive the residency requirements for interested parties who don't have access within their communities.

2.4 Age

A potential user must be 18 years of age or older to request use of GMATV equipment and facilities with the following exceptions: a minor may request such use if an adult parent or legal guardian who resides within the participating communities assumes legal responsibility. An adult taking responsibility for minors in GMATV activities must be knowledgeable of the required certification procedures described below in Subsection 2.5. A minor must complete the required certification procedures described below in Subsection 2.5.

2.5 Certification Procedures

A potential user of GMATV equipment and facilities must first verify that he or she fully understands the responsibilities and skills required for such use. Potential users should obtain a copy of GMATV's Operating Rules and Procedures in the administrative office or online at our website <http://greenmountainaccess.tv> and read it before the first certification session. Sessions are offered by appointment. No more than 6-8 potential users will be allowed per time period. Certification will be provided in each of these areas: single camera television production; multi-camera production and non-linear digital editing. The General Manager will be primarily responsible for the scheduling and supervision of certification sessions that involve use of GMATV production equipment. Each session will include: a brief demonstration of the equipment in question; successful set-up and use of the equipment by each of the potential users; a short quiz (when appropriate); a discussion regarding the GMATV Operating Rules and Procedures.

2.6 Production Training Courses

Teaching television production skills to interested community volunteers is a primary role for GMATV. Training classes offered by GMATV will be designed to teach those skills required in the certification process. Individuals who do not pass the certification process will be encouraged to re-take the appropriate course and try to be certified again. Individuals may attempt certification in a particular area as many times as they wish. Advanced training is available to qualified people. Editing and advanced production classes are held generally on an individual basis and at the convenience of the General Manager.

3.0 USE OF GMATV PRODUCTION EQUIPMENT

3.1.1 General Rules

The following categories of equipment items are available for use by trained and certified community users:

*** Single Camera Systems**

These are portable digital camcorders, which may be checked in and out of the GMATV facility at the Green Mountain Technology & Career Center. Each package may also include such accessories as a tripod, microphone and cable, AC power adaptor, batteries, and carrying cases.

*** Video Editing Systems**

One electronic editing system is available at the GMATV facility to enable users to edit their previously recorded videotape footage into finished programs.

*** Television Production Studio**

A television production studio is housed in the GMATV facility. The studio equipment package includes three portable digital camcorders, a basic studio lighting system, and a fully-equipped control room.

*** Recording Tape and DVDs**

GMATV shall provide for sale, at a reasonable price to be determined by the General Manager, mini-DV recording tape for use in member productions. Although such tapes shall remain the property of the producer, they must be kept at the studio until production has been completed and the project has aired. Members will be given one free copy (DVD) of their finished production.

GMATV video production equipment (as described above) may only be used to record or prepare a program or program material for subsequent playback on a video channel managed by GMATV. Production of material for private or commercial purposes may be permitted by special arrangement with and approval of the General Manager, at competitive rates to be determined by the General Manager, as long as scheduling does not interfere with normal public access, and as long as all funds are paid into GMATV's operating fund in advance.

3.1.2 User Provided Insurance

Community producers are strongly encouraged to obtain a homeowner or renter's insurance policy, which includes liability coverage to protect them in the event of a claim or litigation against them.

3.1.3 Mandatory Waiver

Community users shall agree in writing on the cablecast application, as a condition of the use of GMATV production equipment, to indemnify, defend and hold harmless GMATV, Green Mountain Access Television, Inc., Comcast, the Vermont Public Service Board, the Villages of Hyde Park, Johnson, and Morristown, Vermont, the Towns of Hyde Park, Johnson, and Morrisville, Vermont and their respective directors, officers, agents, and employees from and against any and all claims or other injury (including reasonable cost of defending claims or litigation) arising from or in connection with claims of loss or damage to person or property arising out of the failure to comply with these Operating Rules and Procedures, any applicable laws, rules, regulations, or other requirements of local, state, or federal authorities, for claims of libel, slander, invasion of privacy, personal injury, or infringement of common law or statutory copyright, for breach of contract or other injury or damage in law or equity which claims result from the use of GMATV channel space, facilities, equipment or other resources.

3.2 The Production Plan

Before making any equipment reservations, a certified user must first complete a production plan. This form is designed to help provide focus for the proposed program and to track the progress of its production. Only the individual designated as the producer responsible for the completion of the proposed program should fill out the production plan. The names of other crew members must be included on this form. The producer and crew have 90 days from the start date on the production plan to complete the program. If the program cannot be completed in time, the producer must contact the General Manager to obtain advice and update the

production plan.

3.2.1 All Equipment Categories

Reservations are taken only during business hours by telephone or in person. When two requests for the same time are received, priority will be given to the earliest request. The equipment will normally be available during GMATV's opening hours.

3.2.2 Single program reservations

Single program producers are allowed one (1) reservation in any equipment category. When a single program producer has completed a reserved use, he or she may immediately schedule another reservation. When looking ahead from the current day at the 30-day reservation board, the name of a single program producer may appear only once per equipment category.

3.2.3 Series Program Reservations

Series program producers, depending upon the frequency of their approved programming (e.g., weekly, monthly, etc.), may be granted more than one reservation in an equipment category during a 30-day period. The maximum number of allowed reservations by a series producer during a specified time period will be determined during consultation with the General Manager or his/her designee. Because of overall demand on use of GMATV facilities, a series program producer may be required to record or edit more than one program at each studio session, editing session, or single camera reservation time period. Reservation cancellations must be made at least 24 hours in advance. Failure to give sufficient notice of cancellation may result in probationary sanctions. In cases of circumstances beyond the user's control requiring cancellation of a reservation, notification should be made to the General Manager or his/her designee as soon as such circumstance is known. Equipment reservations ARE NOT TRANSFERABLE. Users making a reservation may not send someone else to pick up or return equipment.

3.2.4 Single Camera Systems

The maximum usage time allowed for a single camera system reservation is 24 hours. Exceptions may be made by the General Manager or his/her designee if the reservation time period includes a day when the production facilities are closed, or if the requirements of a program present unique considerations.

3.2.5 Video Editing Systems

The maximum usage time allowed for a video editing system reservation is three (3) hours. Exceptions may be made by the General Manager or his/her designee if the requirements of a program present unique considerations.

3.2.6 Television Production Studio

A television production studio reservation may be made when the user making the reservation has recruited and presents the names of a trained and certified studio production crew that is of adequate size for the planned production. The General

Manager or his/her designee assistance is available for users to recruit crew members. The maximum usage time allowed for a television production studio reservation is three (3) hours. This time must include set-up, production, and clean-up. Exceptions may be made by the General Manager or his/her designee if the requirements of a program present unique considerations.

3.3 All Equipment Categories

Operation of GMATV video and/or audio production equipment by a community user while smoking, eating, or drinking is strictly prohibited. Smoke tars, food crumbs and spilled liquids can severely damage the equipment. Unless prior notification has been made to the General Manager or his/her designee member, failure to arrive and claim a production equipment reservation within 30 minutes after the scheduled time will result in the forfeiture of the reservation. The only items which are allowed to be checked in and out of the GMATV facilities by trained and certified community users are as follows: the community user is responsible for the safety, proper use and care of the equipment while it is checked out to him or her, and only the user may use the equipment which is checked out to him or her. The community user is responsible for continued progress to completion for cablecast of a program as a result of using GMATV video and/or audio production equipment and facilities.

3.4 Check-Out Procedures

The checkout date and time reserved is to be considered by the user as an appointment with the General Manager or his/her designee. The single camera system user should allow a minimum of 15 minutes for the scheduled pick-up and check-out of equipment. The user checking out a single camera system is required to set up the equipment in the presence of the General Manager or his/her designee and make a test recording prior to removing the equipment from the GMATV facilities. The test allows the user and the General Manager or his/her designee to verify the operability of all components of the system and to agree upon any exceptions. All equipment to be removed from the GMATV facilities must be checked out by the General Manager or his/her designee, signed for by a certified user, and properly recorded on a portable equipment reservation/ check-out form. The portable equipment reservation/ check-out form will include an indication of the dollar value of each item of equipment being checked out, and a statement that the undersigned user understands that he or she agrees to take complete financial responsibility for any damage to or theft of the equipment while it is signed out to him or her, normal wear and tear excepted.

The user must present a valid GMATV user I.D. card and a Vermont I.D. card which includes his or her picture (e.g. driver's license) to the General Manager or his/her designee supervising the check-out. The user must sign the portable equipment reservation/check-out form, assuming responsibility for the items indicated as being checked out, noting any malfunctions, cosmetic damage or missing parts, and reserve the date and time he or she agrees to return the equipment to the GMATV facility. The user is responsible for the safety, proper use and care of the equipment while it is signed out to him or her.

3.4.1 Check-In Procedures

The check-in date and time reserved is to be considered by the user as an appointment with the General Manager or his/her designee. The single camera system user should allow a minimum of 15 minutes for the scheduled check-in of equipment. The user checking in a single camera system is required to set up and operate the equipment being returned in order to allow the General Manager or his/her designee to check it over for operability and possible damage. At no time is a single camera system to be returned, dropped off or left at the GMATV facilities without examination and testing with an the General Manager or his/her designee and sign-off on the portable equipment reservation/check-out form by both the user and the General Manager or his/her designee. Failure to return equipment through proper check-in procedures may subject the user to forfeiture of equipment usage privileges. Equipment must be checked in by the user who checked the equipment out.

3.4.2 Late Returns

Except under circumstances beyond the User's control, late return of a single camera system is a violation of the GMATV Operating Rules and Procedures, and can subject the user to forfeiture of equipment usage privileges.

3.5 Video Editing Systems

Use of the GMATV video editing systems must be for the purpose of producing programming for cablecast on a GMATV video channel. Editing facilities are available by scheduling on a first come, first served basis in advance with the General Manager. No more than 3 hours per day will be assigned to any one user group. Generally, facilities are available during normal GMATV facilities hours. No one is permitted to use the GMATV facilities unless the General Manager or other qualified personnel are present. Exceptions may be made to experienced access users to use editing facilities without access staff present only at the discretion of the General Manager.

All persons will abide by the posted rules of the editing facility including no smoking. Food or drink is not permitted in the room. Failure to abide by these rules or in not leaving the area in the condition in which it was found may result in the loss of editing privileges. All public access users will confine themselves to designated areas of the GMATV facilities. All other areas of the building are off limits. All tapes will be stored at the GMATV facilities during the post production phase. Any footage shot must be edited within 30 days or it becomes the property of the GMATV facilities. The tape may then be edited for use on GMATV or be recycled at the discretion of the General Manager. The editing facilities are available to access users solely for the purpose of creating public access programs. All persons involved in the editing process will abide by all other rules for the use of the GMATV facilities.

The following activities are not allowed: copying or dubbing tapes (finished programs may be checked out for dubbing purposes at other locations); preparing or editing

material for private or commercial purposes. GMATV editing facilities may only be operated by individuals who have been trained and certified to use this equipment. A non-certified person may accompany the user in the editing suite and work with him or her, but may not operate the equipment. Users of video editing systems must vacate the facilities by the completion of their reserved time unless the following time is unreserved or the next user voluntarily grants an extension. At the conclusion of an editing session, the editing suite must be left in the same condition that it was when the user started: all tapes must be boxed, properly labeled and properly shelved; all sound sources, equipment and switches must be returned to normal positions or locations; all paper, debris and miscellaneous material must be removed from the editing suite.

3.6 Television Production Studio

GMATV television production studio facilities may only be used by trained and certified individuals. All members must have the proper certification before they are allowed to operate studio production equipment. Use of a GMATV television production studio must be for the purpose of producing programming for cablecast on a GMATV video channel.

Production of material for private or commercial purposes may be permitted by special arrangement with and approval of the General Manager, at competitive rates to be determined by the General Manager, as long as scheduling does not interfere with normal public access, and as long as all funds are paid into GMATV's operating fund.

Users of the GMATV television production studio must leave by the completion of their reserved time unless the following time is unreserved or the next user voluntarily grants an extension. The studio will be scheduled at mutually convenient times. To sign up for the studio, make a request to the General Manager or designated access staff in advance of the desired production date. No one is permitted to use the production facilities unless the General Manager or other designated personnel are present. The access producer is required to make all arrangements for crew, talent, sets, props, etc. REMEMBER, ALL PERSONS WHO WILL ACTUALLY BE HANDLING ACCESS EQUIPMENT MUST BE CERTIFIED ACCESS USERS.

During a studio production, all involved persons, including those waiting, will confine themselves to designated areas of the GMATV facilities. Those persons using the GMATV facilities should come prepared for their production.

Company computers, copy machines, telephones and the like are not for public use. Any unusual request for any of these office facilities must be made through the General Manager. During a studio production, the General Manager, or other designated personnel, has final authority. All production crew members will abide by the General Manager's decisions regardless of the positions they hold on a crew. All persons involved in the use of the studio production facilities shall abide by all other

posted rules dealing with the use of the GMATV facilities. At the conclusion of a studio production session, the studio and control room must be left in the same condition as when the user started: All tapes must be boxed, properly labeled and properly shelved; all accessories (e.g., microphones, stands, set materials, props, etc.) must be returned to their proper storage locations; all microphone and camera cables must be properly coiled and stored; all studio cameras must be returned to their proper locations; all lighting instruments must be turned off, unplugged, and returned to their designated location on the grid; all paper, debris and miscellaneous material must be removed from the studio; all audio/video patch cords must be removed and replaced in their storage racks.

3.7 Recording Tape and Recordable DVDs

GMATV shall provide for sale, at a reasonable price to be determined by the General Manager, mini-DV recording tape for use in member productions. Although such tapes shall remain the property of the producer, they must be kept at the studio until production has been completed and the project has aired. Members wishing to have one or two DVDs of their finished production may purchase them at a reasonable price to be determined by the General Manager. GMATV does not currently have the capability to produce more than one or two copies. This may change in the near future.

All productions shall be archived on DVD at the studio. GMATV will use segments of such archived material to prepare demonstration, instructional and sample tapes to conduct training and outreach programs. GMATV shall have the right to sell, at a reasonable price to be determined by the General Manager, DVDs of programming produced by community users to viewers who request them, as long as all funds are paid into GMATV's operating fund.

4.0 PROGRAMMING

4.1.1 Community Use Channels

Community use programming is produced as a result of the combined efforts of GMATV and Hyde Park, Johnson, and Morristown area community groups, organizations and individuals. GMATV provides training and certification services, a limited amount of technical help, consulting assistance, for the development, production, and cablecast of community use programming by eligible users, free of charge. The General Manager or his/her designee will schedule programming on the community use channels using overall guidelines established by the GMATV Board of Directors. GMATV is currently responsible for the management of one (1) community use video channel on the cable company's subscriber network.

The following programming formats are available to community producers on the community use video channel 15:

***Live Programming**

Community Producers may qualify to present live programs.

***Locally-Produced Videotapes**

Trained and certified community producers may record new programs with GMATV facilities for potential cablecast.

***Pre-Produced Videotapes**

Eligible users may submit program material not produced with GMATV facilities for consideration for cablecast.

4.1.2 User Eligibility

Potential cablecasters must be members in good standing.

4.1.3 Program Content Responsibility

A potential user of GMATV channel space acknowledges that he or she takes full responsibility for the content of the programming submitted to be cablecast, and agrees to permit GMATV to provide his or her name and phone number as included on the required playback request form to viewers who wish to respond directly to views expressed in his or her program.

4.1.6 Programming Liability

All users presenting a tape recorded or live program for cablecast on a community use or public access channel managed by GMATV shall agree in writing, as a condition of the cablecast, to indemnify, defend and hold harmless: Green Mountain Access Television; Comcast; Lamoille North Supervisory Union; Green Mountain Technology & Career Center; the Vermont Public Service Board; the Villages of Hyde Park, Johnson, and Morrisville, Vermont; the Towns of Hyde Park, Johnson, and Morristown, Vermont and their respective directors, officers, agents, and employees from and against any and all claims or other injury (including reasonable cost of defending claims or litigation) arising from or in connection with claims of loss or damage to person or property arising out of the failure to comply with these Operating Rules and Procedures, any applicable laws, rules, regulations, or other requirements of local, state, or federal authorities, for claims of libel, slander, invasion of privacy, or infringement of common law or statutory copyright, for breach of contract or other injury or damage in law or equity which claims result from the cablecast of the user's program.

4.2 Programming Content Restrictions

To assure compliance with the agreement between GMATV and the Vermont Public Service Board and with applicable ordinances, regulations, laws and statutes, presentation of the following material on a community use or public access channel managed by GMATV or the production of the following material using the facilities of

GMATV is prohibited:

- * Material designed to promote the sale of commercial products or services.
- * Commercial programming which in whole or in part depicts, demonstrates, or discusses products, services, or businesses with the intent or substantial effect of

benefiting or enhancing a profit-making enterprise.

* The solicitation or appeal for funds or other things of value for any and all purpose, except for the sale of DVDs which shall contribute to the funding of GMATV's general operating budget.

* Advertising which endorses or opposes candidates for public office, which is also intended to be presented as a paid political advertisement on other media.

* Programming which constitutes or promotes any lottery or gambling enterprise in a manner which is in violation of any applicable local, state, or federal law.

* Material which is obscene as defined by applicable law.

* Material which constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright, or which might violate any local, state or federal law.

* Material which has a reasonable probability of creating an immediate danger of damage to property or injury to persons.

4.2.1 Copyright Clearances

All users presenting a tape recorded or live program for cablecast on a community use or public access channel managed by GMATV shall agree in writing, as a condition of the cablecast, that they have previously made all appropriate arrangements to obtain all rights to all material to be cablecast and clearances from broadcast stations, networks, sponsors, music licensing organizations and without limitation from the foregoing, any and all other persons as may be necessary to transmit its or their program material. Users shall maintain for inspection by GMATV or the Vermont Public Service Board, upon reasonable notice, copies of all clearances and releases required.

4.2.2 Copyright and Ownership

The community producer and GMATV shall jointly own the copyright of each program and materials made by the producer with the facilities and services of GMATV. Beyond the required cablecast of such a program on a community use or public access channel managed by GMATV, all other uses of a program or material produced with the facilities and services of GMATV must be agreed to in writing by the producer and the General Manager of GMATV. GMATV shall have the right to sell at a reasonable price to be determined by the General Manager, DVDs of programming produced by community users to viewers who request them, as long as all funds are paid into GMATV's operating fund. GMATV will seek producer permission for use of any community use or public access program or material: for extended repeat playbacks beyond the initial cablecast and those requested by the producer; for bicycling to other cable systems; for entry in local, regional, or national awards competition. GMATV will have the right to include excerpts of any community use or public access program or material without payment in GMATV sampler tapes, training materials or promotional materials.

4.2.3 Distribution Rights

All programs produced with the facilities and equipment of GMATV must be presented first on the public access channel managed by GMATV. Any other uses of

such programs must be specified in an approved Non Cablecast Usage Request form to be completed and signed by the General Manager prior to the commencement of production.

4.2.4 User Supplied Material

In some cases it is anticipated that access groups and individuals will bring their own pre-recorded, fully produced video programs to GMATV for presentation over GMATV. Consequently, all persons or groups wishing to cablecast pre-produced material over GMATV must make formal application on forms available at the GMATV's office. GMATV will cablecast pre-recorded programs over GMATV under the following conditions:

*That the programs meet minimum established technical standards described in this manual.

*That GMATV's General Manager be permitted to preview the entire presentation to verify compliance with minimum technical standards.

*That the applicant(s) agrees to perform or allow the General Manager to perform, if necessary, in the opinion of the General Manager, a video to video transfer in order to correct any substandard video signal characteristics.

*That the presentation in question in no way involves the presentation of lotteries or games of chance, any advertising material designed to promote the sale of commercial products or services, including advertising by or on behalf of candidates for public office to solicit funds of any nature, or to give political advantage to an incumbent in office.

‡ That the applicant(s) can demonstrate that all necessary rights and permissions have been granted for the production and the presentation of the production, including but not limited to, voice, picture and performance releases on forms acceptable to GMATV, and can further demonstrate that presentation of the program will not violate any copyright or performance right or any other right of any person or entity.

No presentation over GMATVs will be permitted if, in the opinion of the General Manager, one or more of the five conditions outlined have not been met. GMATV will maintain records of those programs not meeting these conditions. If the conditions above have been satisfactorily fulfilled by a bona fide applicant, the pre-recorded material will be cablecast over GMATVs in accordance with established scheduling procedures. When a local group or individual requests cablecasting time for a non-locally produced program, the group or individual must help produce an introduction and tag to the program. The information contained in these introductions and tags must contain the name and contact information of the local sponsor. A video program will be judged as meeting the minimum technical standards, provided it produces a comprehensible re-transmittable composite audio and video signal. Ó GMATV has available written definitive technical standards. Any videotape not meeting these standards may be deemed unacceptable for cablecasting by GMATV.

In general, community users may schedule their public access programs on a first-come, first-served basis for presentation on public access channels. Consideration will be given to playback requests by first-time users. Except as provided for above in Section 6.0, Programming Content Restrictions; and Section 10.0, Acknowledgments and Disclaimers; GMATV will not exercise any editorial control over the programming to be presented on public access channels.

The following procedures must be followed by community users to present their program on public access channels:

¥ Public access channel space for a tape recorded or live program is encouraged to be requested from the GMATV Programming Coordinator at least six (6) weeks before the actual cablecast date, to enable the program to be included in a variety of published schedules. Programs must be scheduled at least forty-eight (48) hours before the actual cablecast date.

¥ Each channel space request shall include a first-choice time and date, a second-choice time and date, and a third-choice time and date.

In general, the General Manager or his/her designee will honor channel space requests on a first-come, first-served basis. When a first, second, or third choice of channel space is not available, the program producer/provider will be consulted to seek alternatives. When a program producer/provider does not request specific times or dates, the General Manager or his/her designee may schedule his or her program in an available time slot.

GMATV may request the permission of the program producer/provider for extended repeat playbacks of the program to fill gaps in the public access channel schedule. Tape recorded programs which have been scheduled for cablecast must be delivered to the Programming Coordinator no later than 10 business days prior to its scheduled cablecast date. Rare exceptions may be made for good cause with prior notice. If a program is not delivered on time, the Programming Coordinator may substitute another program in its place. Each playback request will be timed and dated by the General Manager or his/her designee

at the time of submission to provide reference in cases of reservation disputes. Tape recorded programs submitted for cablecast must comply with GMATV's technical requirements specified below.

4.2.5 Repeat Programming

After the initial cablecast of a program on any GMATV channel, further scheduling of the program is at the sole discretion of the General Manager or his/her designee with the permission of the submitting producer or program provider. The General Manager, in exercising his/her discretion, shall base his/her determination upon the following factors: the availability of time slots; and the need to avoid the monopolization or relative over-utilization of time slots by any particular programmer or program.

4.2.6 Series Programming

To allow for regularly scheduled programming cablecast at a consistent time on a given day of the week, GMATV will enter into an agreement with program producers/providers for series programming for presentation on the community use or public access channels managed by GMATV, within the constraints of the following guidelines: to be eligible to enter into an agreement with GMATV for a series, a producer/ provider of programming must have demonstrated the ability to produce/provide programming of a consistent quality in a timely manner. A series programming producer must have previously produced at least three single programs with GMATV facilities. Determinations regarding eligibility will be made by the General Manager or his/her designee.

GMATV is not responsible for any tapes that are not shown, or are delayed, interrupted, interfered with or destroyed due to circumstances that are beyond our control.

4.3 Live Programming

4.3.1 Qualification

To be eligible for live program scheduling on community use or public access channels managed by GMATV, the program producer and crew must have been certified for use of the GMATV television studio facilities. To be eligible to schedule live programming a producer and crew must have demonstrated the ability to coordinate and produce programs in a consistent and timely fashion. Determinations will be made by the General Manager or his/her designee member. All live programming will be supervised by a GMATV staff member.

4.3.2 Forfeiture

Producers of live programming on community use or public access channels managed by GMATV will forfeit their live programming privileges, may have playback reservations cancelled, and/or may be restricted from live programming completely for any of the following reasons:

- *Having inadequate crew to successfully fulfill the obligation to produce the scheduled programming.

- *Lateness

- *Demonstrating a consistent inability to begin and end programming at scheduled and/or required times.

- *Poor performance and resultant poor quality of programming.

- *Program content violations occurring during live programming.

4.3.3: Length of Programs

Programs submitted for cablecasting on a community use or public access channel managed by GMATV should conform to the time frames of 15 minutes, 30 minutes,

60 minutes, etc., if possible. The actual program should be 2 - 4 minutes short of the given time frame (e.g., a 30-minute program should actually run 28 minutes and a 60 minute program should run 56 minutes) in order to leave room on the tape for technical and identification information, as well as provide time between programs for station identification, promotional announcements, PSAs, etc. Programs of any length may be submitted. Programs over 60 minutes in length will be allowed for special events, coverage of lengthy meetings, etc. Programs shorter than 15 minutes in length may be grouped together in a video or audio shorts format.

4.3.4: Technical Requirements

The following tape formats will be accepted for playback on the community use and public access video channels managed by GMATV:

- *VHS (Standard play only: 1-hour length when using a T-60 videocassette)
- *S-VHS (Standard play only)
- *Mini-DV (Standard play only)
- *DVD Video

Tape recorded programs must have technical standards high enough to deliver a clear and unbroken picture to cable subscribers. Audio must be clearly understandable and at audible levels without distortion. Technical information which must be recorded on the submitted tape:

- *30 seconds of color bars and zero-level tone at the head of the tape.
- *Color bars should be followed by five (5) seconds of black.
- *The black section should be followed by a 10-second slate with program title, exact length, name of producer, and production date.
- *The slate should be followed by a 10-second countdown, which includes two seconds of black before the program begins.
- *The program title should be shown near the beginning and at the end of the program.
- *Program credits must appear at the end of the program and include the name of each crew member (unless any of them requests anonymity), allowable credit to underwriters of the program, and the acknowledgment "this program was made possible by the use of facilities and services of GMATV. The producer is responsible for program material".
- *Any required disclaimers must be included at the beginning and end of the program material to be cablecast.
- *At least 60 seconds of black must be recorded after the end of the program.

The following minimum information must be included on labels affixed to the videocassette and the videocassette box:

- *Producer's/provider's name and phone number
- *Program title
- *Exact length of program
- *Production date
- *Episode number and program description (series programs only)

4.3.5 Political Elections

GMATV desires to provide candidates for public office a reasonable opportunity to prepare and present a response in a timely fashion to any program cablecast which deals with political information affecting his or her candidacy for public office. Therefore, GMATV shall not cablecast any program involving or dealing with candidates for public office, or commentary or editorials concerning issues or candidates in an upcoming election, during the forty-eight (48) hour period immediately preceding the opening of the polls in any election. The only exception will be candidate forums in which all candidates for an office have been invited to participate.

4.3.6 Violations

Violations of GMATV's programming policies and rules may subject the user to immediate forfeiture of the privilege of using the community use or public access channels managed by GMATV, or its facilities and services, as well as other possible sanctions against users pursuant to Part 5.0 of the GMATV Operating Rules and Procedures. If a violation of the programming content restrictions set forth above results in the imposition of a sanction against a user, or if GMATV refuses to cablecast a user's programming solely because such programming is found to be in violation of any section in Part 4.0: Programming, the user shall have the right to exercise the appeals procedures described in Part 5.0 of these GMATV Operating Rules and Procedures.

5.0 SUSPENSION OF USER PRIVILEGES

5.1 General Statement

To ensure that GMATV equipment and facilities remain in good working order, are available to the broadest range of producers, and that equipment and facilities are used in such a manner as to fulfill GMATV's contractual obligations with the Hyde Park, Johnson, and Morristown and Comcast. GMATV reserves the right to refuse services on a temporary or permanent basis or otherwise initiate suspensions of services, disciplinary actions, probationary sanctions, or other legal action against individuals or organizations interfering with or jeopardizing GMATV's operations or otherwise violating the GMATV Operating Rules and Procedures under which GMATV provides training, equipment, facilities, channel space, and other services.

5.2 Request to Leave GMATV Facilities

The General Manager or his/her designee may request that an individual leave the GMATV facilities immediately as follows: if an individual consumes, sells or dispenses alcohol or illegal substances in the GMATV facilities; or if an individual behaves in a threatening manner, interferes with the orderly conduct of GMATV activities, facilities or programs, or demonstrates an inability to properly operate production equipment.

5.3 Major/Minor Offenses

The following Major Offenses against the GMATV Operating Rules and Procedures may result in the immediate permanent suspension of user privileges with GMATV:

- *theft
- *vandalism
- *willful damage of the GMATV facilities or equipment
- *willful injury to or theft of the personal property of any the General Manager or his/her designee person, user or visitor
- *false representation by user of himself or herself as an GMATV employee, representative, or agent
- *use of facilities or equipment for private, commercial or any purpose other than for the production of programming for cablecast on a video or cable FM radio channel managed by GMATV
- *chronic and willful disregard for GMATV's Operating Rules and Procedures.
- *failure to return checked-out equipment through intent, negligence, loss or theft
- *failure to comply with the check-in procedures
- *making false or misleading statements on any GMATV user form
- *removal of equipment from an GMATV facility without proper check-out and supervision by the General Manager or his/her designee
- *use of equipment by non-certified users or use of equipment checked out to a certified user by a certified user on probation
- * use of equipment by certified users in a manner, which is not in accordance with a restricted eligibility status (e.g., Hyde Park, Johnson, and Morristown nonresidency, under 18 years old, etc.)
- *submission of programming for playback which violates the content instructions
- *other activities determined to be major offenses by the General Manager.

5.4 Sanctions and Suspensions

The first sanction may be up to a 90-day suspension of user privileges with GMATV. The second sanction may be up to a 1-year suspension of user privileges with GMATV.

The third sanction may be a permanent suspension of user privileges with GMATV.

Other sanctions may include the following:

- *requirement of re-attendance at an orientation session.
- *requirement of demonstrated proficiencies or understanding.
- *short-term probationary periods.

The General Manager shall notify in writing a user who commits an offense of the nature of the offense and any suspension or probationary sanction resulting from the offense within ten (10) days of being informed of the occurrence. Notification shall also indicate any conditions for reinstatement of user privileges.

5.5 Minor Offenses

Potential users of the GMATV facilities and equipment are completely dependent upon the timely and proper operation of these items by previous users. Therefore, GMATV is very concerned that relatively minor violations by users should not occur. Accordingly, the following minor offenses against the GMATV Operating Rules and Procedures will result in disciplinary actions.

- *failure to return equipment on time or to cancel a reservation with sufficient notice
- *late return of equipment without an authorized extension
- *return of functional but dirty equipment
- *unsafe or improper use of GMATV equipment
- *improper packing of GMATV equipment for transport
- *attempted disassembly or repair of any GMATV equipment
- *making reservations on behalf of others
- *smoking, drinking or eating while in GMATV production facilities or while operating GMATV equipment
- *any other violation of the GMATV Operating Rules and Procedures

5.6 GMATV Disciplinary Discretion

The sanctions and penalties outlined above may, in individual cases, be adjusted by the GMATV Board of Directors (Board) or a designated committee of the GMATV Board of Directors. The Board or its designated Committee may impose greater or lesser sanctions and penalties than those specified above if the Board or its designee determines that there is good cause to do so. A decision by the Board or its designated committee to impose a greater or lesser sanction or penalty than those prescribed in Part 5 of the GMATV Operating Rules and Procedures shall be made at a public hearing in which the user shall have an opportunity to fully participate (variance hearing). A variance hearing of the committee may be instigated by the General Manager or the committee. A variance hearing of the Board may be instigated by the Committee or the Board. A user against whom the General Manager has imposed a suspension or probationary sanction may request a variance hearing of the Committee by filing a written request for a variance hearing with the GMATV office within ten (10) days of notification of the suspension or Probationary Sanction. A request for a variance hearing may be filed separately or as part of a notice of appeal under Part 5 of the GMATV Operating Rules and Procedures.

5.7 Appeals Procedures

Any user against whom the General Manager has imposed a suspension or probationary sanction may appeal the decision to a designated committee of the GMATV Board of Directors within ten (10) days of notification of the suspension or probationary sanction by filing a written notice of appeal at the GMATV office. The committee may choose to hear an appeal of a suspension or probationary sanction after investigating the circumstances of the violation. In public hearing with the committee, the General Manager or staff person shall make a presentation on the

circumstances of the violation(s) and the suspension or probationary sanction imposed, and the user will make a presentation of the appeal. The committee may decide:

- *to sustain the sanctions imposed by the General Manager
- *to make alternative determinations
- *to refer the appeal to the full GMATV Board of Directors

Determinations of the GMATV Board of Directors or its designated committee in matters of suspensions or probationary sanctions or other actions are final.

Should the General Manager decline to cablecast programming submitted to GMATV for cablecast, the party submitting the material may appeal the decision to a designated Committee of the GMATV Board of Directors within 10 (ten) days of notification of the General Manager's declination by filing a written notice of appeal at the GMATV office. The procedure for the committee's review of the matter shall be identical to the procedure set forth in relating to appeals of a suspension or probationary sanction. Determinations of the committee shall be final.

5.8 Penalties

Access users who break the rules may be subject to disciplinary actions. These actions may range from loss of access privileges and loss of channel time to fee assessments for certain infractions and may include legal action.