



PUBLIC ACCESS TV
POLICY

POLICIES APPLICABLE TO THE USE
OF FACILITIES AND EQUIPMENT

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REVISED JULY 2011

Access Objectives

Full Channel has as its primary concern in its Access Policy for Community service Programming the view that the major goal for the company is to provide the necessary training and resources which will insure production of meaningful programs by community residents. Full Channel understands that with a well-planned procedure of equitable control and distribution of its resources, coupled with a program which utilizes wisely the expertise available in the community and at Full Channel that the community and Full Channel, working together, will provide greater and extensive use of access facilities, develop interesting, and entertaining educational programs that will be both attractive and meaningful to subscribers.

Access Principles

The following access principles are designed to serve as guidelines, and they reflect Full Channel's primary concerns in relation to access programming.

Full Channel shall:

- **Promote the reasonable use of access channels and encourage as many people as possible to utilize these services.**
- **Promote and encourage wide-ranging and diverse programming.**
- **Not censor any material except to maintain non-violation of Federal and State laws and regulations as they apply to Full Channel's system procedures and operations.**
- **Provide technical assistance and expertise, that will help to protect against and avoid misuse of or damage to the equipment, and protect against injuries to the access user.**

Full Channel Conditions for use of Access Channels

An access user is any resident of the service area; i.e., Barrington, Warren, and Bristol; member or employee of the municipal government and Public Services of the service area; employees of schools, libraries, and hospitals; member of religious congregations within the service area. Being a cable TV subscriber is not a requirement.

Applicant is aware and recognizes the restrictions imposed on such use of Access channels by Chapter 14, Sections 4-8 inclusive of the Rhode Island Division of Public Utilities & Carriers rules governing cable television, and agrees to abide by them. Further, the applicant agrees to abide by Full Channel policies regarding access channel use, namely the following:

- * 1. An access user can borrow camera equipment and use the teleproduction facilities without charge for the purpose of producing or preparing programming to air on the public access channel within the service area. The access user is required to fill out the proper form for air time, camera use, editing time, and studio time.
- * 2. Access user shall not broadcast material of a commercial nature, including materials designed to promote or further sales of commercial products or materials designed to promote sales or services which include advertising by, and/or on behalf of candidates for public office.
- * 3. Access user shall not engage in any type of membership drives or fundraising activities without the express approval of Full Channel.
- * 4. Access user shall not engage in any activities affiliated with a lottery; access user shall not cablecast a lottery nor advertise information concerning lotteries.
- * 5. Access user shall not cablecast any obscene material.
- * 6. Access user shall provide any and all disclaimers necessary and will obtain all necessary clearances and releases from all persons, networks, sponsors and broadcast stations, as well as music licensing organizations, representatives and like representatives as may be necessary to transmit its licensed or other material on Full Channel's cable system. User must provide proof of clearances and releases to the satisfaction of Full Channel at its request.
- * 7. Recognizing the fact that the company has no control over the content of access user's public access cablecasts, user agrees to indemnify and hold the company free and harmless from any and all liability or other injury (including reasonable costs of defending claims or litigation) which may arise from or in connection with claims for failure to comply with any applicable laws, rule, regulations, or other requirements of local, state, or Federal authorities; for claims of libel, slander, invasion of privacy, the infringement of common law or statutory copyright; for unauthorized use of any trade name, or service mark; for breach of contractual or other obligations owing to third parties by the company; and for any other injury or damage in law or equity which claims from the user's use of the Public Access channel.
- * 8. Access users are hereby informed and aware that the Federal Communications Commission and the R.I. Division of Public Utilities & Carriers require the company to maintain and have available for public inspection a record of all persons applying for use of equipment or a public access channel at Full Channel and agree that this application is used for a record.
- * 9. Access user shall be at least 18 years of age. If user is under 18, applications may be accepted for use of studio, equipment, or access channel when a parent, guardian, or authorized individual signs the application, thus assuming full responsibility.
- * 10. All programs produced by Full Channel become the property of Full Channel. Copies of taped programs will be available at published rates. No access program produced at Full Channel may be used for profit without express written approval of Full Channel.

- * 11. Access users shall be allocated studio time on a first-come-first-served basis. There shall be no charge for studio time or services rendered by Full Channel production personnel. If there are many requests for studio, equipment, or editing facilities, specific time allocations shall be restricted to any three consecutive hours as allowed by Full Channel's schedule. If additional time is required for production, additional time will be allocated, at request, for a future date. Normally there are two hours studio time per one hour production.
- * 12. Access equipment and studio use will be available on a first-come-first served basis.
- * 13. Studio time, and equipment should be reserved at least two weeks in advance to guarantee, as fully as possible, equal access to reservations. Access programming is not available to applicant for studio reservations on a continuous basis, meaning same time, same day each week throughout the year.
- * 14. Following approval by Full Channel, users may check out equipment on a daily basis for one-day use (the same day equipment is checked out) from 9:00am-4:30pm.
- * 15. A deposit of \$75.00 will be required when camera equipment is borrowed by user. Deposit will be returned to the user. Deposit will be returned to the user following inspection of equipment by the Public Access department.
- * 16. Late return of equipment borrowed shall be billed to the individual user or organization at the rate of \$10.00 per hour, such fees being deducted from the original deposit. Late charges exceeding the \$75.00 deposit will be billed to the organization or individual borrower. Failure on the part of the user to cancel, within 24 hours of scheduled studio taping session, will cost billing to users for charges on a one hour basis. Future use of the studio, access channel equipment, or personnel may be suspended until billing is paid in full.
- * 17. Full Channel Access channels are available at all times, subject to published policies review when necessary to allow equal time to groups or individuals wishing to cablecast differing, contrary or other point of view to those expressed in any user/organization program cablecast on Full Channel.
- * 18. Scheduled airing of programs is on a first-come, first-served basis and will be reserved according to the availability of air time. Excessive requests for air time by one user will be dealt with in accordance with how much time is available. Playback times should be requested at least two weeks in advance of the first date of desired clearance in order to allow for promotion of the program. Full Channel will accommodate playback requests as much as possible.
- * 19. Organizations, associations, corporations, and individuals are subject to all the preceding rules or access policies.

Access Channels and Purposes

PUBLIC ACCESS

Full Channel public access is designed primarily for use by individual residents, citizens groups, community groups, fraternal organizations, clubs, social service groups and all other certified organizations and associations.

EDUCATIONAL ACCESS

Full Channel educational access is designated primarily for use by local public school departments, private and parochial schools, colleges, universities and educational associations, and individuals and groups who will present educational programs. Programs may take the form of courses, educational training or seminars formats and will hopefully affect in a positive manner the target audiences including the educational communities.

GOVERNMENT ACCESS

Full Channel government access is primarily designated for local, state and Federal governmental official and agencies for presentation of informational, educational and public meeting programs both for government departments and for the public at large. On this channel all candidates seeking political office will have equal time as requested.

LEASED ACCESS

Full Channel leased access is primarily designated for businesses, associations, groups, institutions, organizations or individuals as a commercial channel for those wishing to present programs for financial gain. Users shall be charged published rates for channel and studio time, production and technical assistance and use of equipment in accordance with current tariffs which are on file with the Department of Public Utilities & Carriers. Credit references and/or advance payments shall be required of all leased access users who shall comply with all policies and procedures which have been stated in this access policy document.

FULL CHANNEL THANKS THE AREA 5 ADVISORY COMMITTEE FOR
HEPLING FORMULATE THESE ACCESS CHANNEL POLICIES.

FULL CHANNEL

Guidelines for dealing with Public Access Requests

Public Access

TO BORROW EQUIPMENT

- Pre-qualify a user for each group.
- Train, screen, qualify, and regulate the Access users.
- A local resident must come in for instruction prior to borrowing equipment. Users completing instruction will be eligible to use and borrow equipment.
- Equipment must be requested a week in advance on a first come first served basis.
- Pick-up and drop-off times will be determined in advance.
- When an individual or organization calls, ask them “Who do you have on our Public Access List?” The person on our list is the only one who can pick-up and use the equipment. “Do you want it on the air?” Inform them that the program must be of community interest and be shown on the Public Access Channel.

Educational Access

- A representative from the School Department, School Committee, or a community volunteer is responsible for taping meetings.
- Barrington School Committee and Bristol/Warren School Committee are Educational Access programs.

Government Access

- Town Council meetings of Bristol, Barrington, and Warren are Government Access.
- Town meetings are recorded by a member of the particular town’s board or a member of the community.
- Programs concerning the Police Department are Government Access.
- A crawl or message about a water ban or snow emergency is Government Access.
- Financial Town Meetings are Government Access.