Open Signal

Community Producer Handbook

Policies

May 26, 2016

TABLE OF CONTENTS:

WELCOME TO OPEN SIGNAL!

Open Signal Community Media Center works with Portland-area government agencies, educational institutions, nonprofits, community groups, artists, and individuals to facilitate the creation and sharing of media that represents and includes all members of our community. We educate, create, facilitate, and engage.

Open Signal Mission:

We empower our community to make effective use of media for civic participation, cultural exchange and creative expression.

Open Signal Core Values:

- **Community Building, Creativity and Collaboration**. We appreciate the diverse needs, interests and gifts in our community and the creative energy that arises from working together.

- **Diversity, Equity and Inclusion**: We recognize that systemic racism and oppression have created barriers for many and that authentic democracy requires the inclusion of all.

- **Place-Making.** We support people in sharing stories that deepen our understanding of place—from our immediate neighborhoods to our larger Portland community and our shared world.

- **Media Literacy and Digital Literacy**. We provide training, tools and support that enable people to access, analyze, create and share content—foundational skills for participating in the civic, cultural and economic life of our community.

- **Freedom of Expression and Public Discourse**. We strengthen our community by providing a First Amendment forum for free speech and by catalyzing diverse stories and perspectives.

- **Open Access and Media Democracy.** We work to ensure open access to diverse information sources, communications technologies, and distribution systems as required for a democratic society.

- **Transparency and Stewardship**. We operate with openness, integrity and accountability, ensuring sound stewardship of the resources entrusted to us to benefit our community.

LOCATION, CONTACT AND HOURS OF OPERATION

Location:
Open Signal
2766 NE MLK Jr. Blvd
Portland, OR 97212
(Corner of MLK and Graham St)

Public Hours:
Tuesday-Friday, 10am-10pm *AND* Saturday-Sunday, 12-8pm

Contact:
Open Signal Front Desk: 503-288-1515   opensignalpdx.org
info@opensignalpdx.org

Media Services Manager: 503-342-7549
Playback Coordinator: 503-288-1515 ext. 131

Trimet Bus Route:
Take Line 6: Martin Luther King Jr. Blvd (Knott St. bus stop near the Nike store).
For details, visit Trimet: http://ride.trimet.org/?tool=routes&find=6#/

INCLUSIVENESS AND ACCESSIBILITY

Open Signal embraces and encourages diversity within our facility, and via our cable channels and online programming.

Everyone is welcome, without regard to race, color, national origin or ethnicity, citizenship, immigrant or refugee status, religion, gender, gender identity or gender expression, age, marital or familial status, sexual orientation, mental or physical ability, mental health status, economic status, political ideology or affiliation, veteran status, language, housing status*, public assistance or shelter usage, homelessness [houselessness] condition or the nature of their programming interest.

Open Signal is fully wheelchair-accessible. Reasonable accommodations may be made upon request. Please call 503-288-1515 during public hours and at least one week in advance to request an accommodation.

*Open Signal requires community producers to provide a mailing address for insurance and correspondence purposes.

HOW YOU CAN GIVE BACK

Open Signal provides the community with unique, low-cost access to media creation tools, video technology classes and cable access platforms. We are fortunate to receive some funding from the City of Portland; however, the funding we receive does not cover all of the services we provide to the community. Your donations can help Open Signal reach more people with these services.

By donating to the **Bob Hedlund Scholarship Fund** you can help your low or no-income neighbor attend workshops and gain access to the tools that will help them share their stories, build their self-confidence and have an impact within the local community.

Producers who choose to allow Open Signal to **charge for downloads of their program** (when online downloads are available) can help generate funds that will keep Open Signal services available to the community.

By donating to **Open Signal's Youth Program,** you can help us provide more free education opportunities to at-risk youth, giving them a positive means to share their experiences with their peers and the community.

Help promote Open Signal by using, **wearing and sharing Open Signal promotional items** such as mugs, t-shirts, pins and stickers. You can also help distribute Open Signal workshop brochures and other materials.

Your contributions ensure Open Signal's impact in the community continues into the future.

GENERAL RESPONSIBILITIES

Guests   A.1
Guests of community producers are welcome at Open Signal. Guests may include show hosts, show participants, audience members, family and friends.

You are responsible for the behavior of your guests while they are on Open Signal premises. Guests are expected to follow Open Signal policies.

Personal Belongings   A.2
Your personal belongings are your responsibility. Please be sure to keep an eye on your personal belongings while on Open Signal premises. Open Signal is not responsible for theft or loss of your personal belongings. Please see policy F.10 for more information.

Vehicles and Parking Lot   A.3

Open Signal strongly encourages you to lock your vehicles. Open Signal is not responsible for theft or damage caused to your vehicle while it is parked in our parking lot. Vehicles left in the Open Signal parking lot after public hours of operation may be towed at the owner's expense.

Service, Therapy and Other Animals   A.4

Service animals, as defined by Title II and III of the ADA, are always welcome at Open Signal. Support and therapy animals are also welcome at Open Signal. Larger animals may participate on shows being produced in the studios with prior consent from the Media Services Manager.

Small dogs (under 25 pounds) that are not service, support or therapy animals are welcome at Open Signal.

All animals must be well-behaved, vaccinated in accordance with state and local laws, and housebroken. Animals may not sit or climb on Open Signal furniture.

Handlers are responsible for the care and supervision of their animals. If an animal behaves in an unacceptable way (examples: uncontrolled noise such as barking, jumping on other people running away from handler) and the handler does not control the animal, Open Signal has the right to deny access to that animal. Any animal whose behavior poses a direct threat to the health or safety of others (such as growling or aggressive behaviors) will be denied access to Open Signal.

Animal handlers are encouraged to bathe and/or brush their pets prior to their visit, to reduce the potential allergens that may be introduced in Open Signal's environment. Participants with allergies are encouraged to talk with staff to discuss methods for reducing their exposure to potential allergens while visiting Open Signal.

Use of Props in Open Signal Studios   A.5

Open Signal provides basic items for set decoration, including a news desk and risers. You are welcome to bring your own special props for your show. Props cannot be stored at Open Signal, due to space constraints. If you bring props, be sure to remove them at the end of your studio session. If you have questions about props, or if you are planning to bring a substantial prop into the studio (complete set, choral risers, etc.), please contact the Media Services Manager prior to your studio reservation.

Food and Drink in the Facility   A.6

You may bring in food to support your crew during production. Food and drink must be set out and consumed in designated areas. <u>Food and drink are not allowed in the studio</u>

<u>control rooms or edit suites at any time</u>. Kitchen services, such as refrigeration, are not available. Community producers are expected to clean up after themselves.

POLICIES AND PROCEDURES
Open Signal maintains policies and procedures for the management of Public Access equipment, facilities and channels.

Policies
Policies identify the general rules that govern the use of Open Signal's Public Access equipment and facilities. The purpose of our policies is to ensure the most efficient and effective management of resources; to encourage wide participation in media creation; to minimize or eliminate barriers to participation; and to promote equity and inclusiveness in media.

Procedures
Procedures explain in detail how we implement the policies. Procedures provide you with guidance to help you get from pre-production to distribution of your content.

Questions About Policies or Procedures?
If you have questions about policies or procedures, get in touch with the Media Services Manager or the Playback Coordinator. We're here to help you!

Please Read Policies and Procedures Thoroughly
You are encouraged to read through all of the policies and procedures regarding use of Open Signal equipment, studios and programming services. If you have any questions, or have a request that is not covered within this document, please consult the Media Services Manager or the Playback Coordinator.

EDUCATION, EXPERIENCE AND VOLUNTEERING
Open Signal provides a variety of media education workshops for youth and adults. Workshops are designed to support, encourage and build self-confidence with the technology and techniques of media creation.

Fees and Scholarships
B.1

Open Signal may charges fees for workshops and tests. On occasion, Open Signal will offer basic or advanced knowledge workshops for free.

Scholarship funds are available for qualifying participants to offset or completely cover the cost of workshops and tests.

Open Signal Open House
You are not required to attend our quarterly Open House before registering for a class; however, it's a great opportunity to check out our facilities.

Workshop Registration
Registration for workshops is required, and is first-come, first-serve. You may register online through the Open Signal website at any time. You may also register by phone, or in person during public hours of operation.

A list of available workshops can be found at the Open Signal website, or in the media
education catalog, which can be obtained at the front desk during public hours.

Certification
Complete attendance of the requisite workshop is necessary prior to obtaining access to items such as field cameras, the studios and edit systems.

Certification on equipment remains valid unless a community producer has not used the equipment for a period of 13-months or more, or when the equipment is upgraded.

Personal Information Records
Open Signal requires some personal information from you for internal use and insurance liability purposes. Your information is not sold or shared. Open Signal maintains records containing: copies of photo IDs, names, addresses, telephone numbers, email addresses, certifications and tracking use of facilities.

New Producer Orientation
Every new producer must complete a New Producer Orientation (NPO) prior to their first equipment reservation. This orientation, which consists of a short video, provides you with information on navigating Open Signal processes, submitting content for distribution, and gives you an opportunity to ask questions. NPOs are included at the end of most Open Signal classes, or you can schedule one with the front desk.

Upgrade Workshops
Upgrade workshops are offered when new technology is acquired by Open Signal. Upgrade workshops are free to those community producers who are certified on the old technology being replaced. Upgrade workshops are only offered for a short time. If missed, the community producer must take the low-cost regularly scheduled workshop to obtain certification on the new equipment.

General Media Education
General Media Education workshops are available to community members ages 16 and older. These workshops are usually offered evenings and weekends to accommodate participant work schedules.

Youth Media Education

Open Signal also provides education opportunities tailored for youth. This program offers regular workshops, spring and summer camps, and a free youth media-makers club where youth collaborate on projects for submission to festivals and events.

Open Signal Youth Media workshops and camps are available for youth ages 8-17.

Parents or guardians are welcome to observe during their child's workshop, camp, or other youth activity.

A parent or guardian may participate in a youth workshop with their child and obtain certification. Workshop fees are applicable.

Hands-on Experience and Volunteering

Volunteering on Public Access productions is an important step to gaining experience and connecting with others who share your interests.

Open Signal maintains a directory for volunteers and producers to build these connections. Open Signal also hosts a regular networking meeting for volunteers and producers to collaborate and share information about projects and events, and for Open Signal staff to share information with producers and volunteers, called "The Producers' Circle."

In general, volunteers on Public Access productions must be a minimum of 16 years of age. Youth volunteers may participate on Public Access productions, but must be accompanied by their parent/guardian at all times.

MEETING SPACES AND EQUIPMENT RESERVATIONS

Public Access production equipment and studios are intended for public use.

There is no charge for the use of these resources by certified community producers during public hours of operation. Reservation of these resources is first-come, first-serve. Use of meeting spaces is based on availability.

Meeting Spaces for Nonprofits and Groups

Open Signal meeting spaces can be made available for use by not-for-profit groups during times when they are not being used by staff or community producers. Open Signal may charge a small fee for use of the space. Criteria for use of meeting spaces applies. Contact the Media Services Manager for details.

Soundstage Rental

Open Signal studio spaces (not including production equipment) are available for rent during times when they are not open to the public. Rental of the soundstage does not require certification. Criteria for rent of the soundstage applies. Contact the Public Access coordinator for details.

Creating Your Project C.4

When you have successfully completed the requisite workshop and New Producer Orientation, you are ready to create your first Project. A project is required before reserving resources for your production.

If you do not yet have a Open Signal account, you will create one during your New Producer Orientation. Once logged into your account you will have the option to create a new project.

The project helps you and Open Signal keep track of your reservations and content submissions. This is useful for keeping both of us organized, and helps Open Signal track and report statistics of facility and resource usage.

Reservations C.5

Equipment, studios and meeting spaces must be reserved prior to use. Reservations can be made by phone or in person during public hours of operation. Reservation and use of production equipment requires certification on that equipment.

Open Signal requires advanced notice when cancelling a reservation. This allows staff time to get the resource into the hands of another community producer.

Reservations for pick-up and return of equipment are made by appointment. Community C.6
Producers who are running late must call the front desk to avoid a late cancellation warning. Community Producers will receive up to 3 late cancellation warnings before temporary suspension from use of Open Signal production equipment, studios or computers.

Late return of field equipment may result in a late fee, and may result in immediate C.7
suspension from use of Open Signal equipment.

To avoid warnings, late fees, or suspension be sure to call the front desk when you know you will be late!

Resource Availability C.8

Open Signal public access services are limited by resource availability and staff availability to manage and support those resources. These limitations mean we must set time limits on the use of resources to ensure the maximum number of participants can gain access without compromising the quality of their productions. Resource availability may change with organizational funding.

Responsibility for Equipment
When you check out Open Signal equipment, you are taking responsibility for the equipment. This means you are responsible financially for any damages (other than normal wear and tear), loss or theft of the equipment.

Youth producers may check out equipment with the written approval of their parent or guardian. The parent or guardian takes responsibility for equipment checked out to their child.

<u>Use of items or materials (such as glitter) that result in the need for specialized cleaning of the studio or meeting spaces requires pre-approval</u> and may require a cleaning deposit or repayment of cleaning costs. Contact the Front Desk for information.

Open Signal Staff Use of Public Access Resources
Open Signal Staff will reserve Public Access resources to support workshops, special meetings, organizational special events and facility closures.

Open Signal officers, directors and staff using Public Access resources for personal projects will follow and be subject to the Policies and Procedures identified in these documents.

DISTRIBUTION

Distribution on Open Signal cable access channels is, first and foremost, intended for the sharing of locally-produced content.

Available Open Signal distribution platforms include three Public Access channels on cable television systems serving Portland, and online viewing through the Open Signal website.

Video content created with Open Signal Public Access equipment must air on Open Signal cable television channels.

Non-Commercial

Video content created with Open Signal Public Access equipment must be non-commercial, which means:
- it may not include or consist of advertising of for-profit businesses, services or products;
- it may not include pricing information;
- it may not include commercial calls-to-action or statements of value.

Commercial calls-to-action consist of language that encourages the viewer to go to a particular business. *Statements of value* consist of language that elevates a specific product, service or business over all others.

D.3

Underwriting, Grants and Other Funding
Public Access productions may be underwritten by a for-profit business or an individual, as well as crowd-funded or grant-funded. Community Producers using Open Signal Public Access equipment or studios may not assess a cost for the use of Public Access equipment or studios.

Recognition should consist of a value-neutral statement thanking your funder at the beginning or end of the show. This statement may include the business or grantor name, address, phone number, website address, and name, phone and email of a specific contact person at the business. Shows may not include breaks within the program to thank funders.

D.4

If you are interested in funding your program, please talk with the Media Services Manager to obtain advice and ensure Open Signal requirements are being met.

D.5

Cable Television Channels
Open Signal distributes community-produced shows on three Public Access cable channels. Open Signal cable television channels can be viewed in standard definition or high definition, and reach approximately 180,000 to 350,000 households in the Portland metropolitan area. Viewers must have cable television services to view these channels.

D.6

Online Viewing at Open Signal Website
Open Signal may ask community producers to choose if they want their content to be available for viewing through the Open Signal website. This distribution is in addition to scheduled plays on the cable television channels.

D.7

Community Access Network
The Community Access Network (CAN) channel reaches the largest number of viewers in the Metropolitan area. CAN reaches viewers in Clackamas, Multnomah and Washington counties in Oregon, and Clark county in Washington. CAN time is shared by area community media facilities, and is dedicated to locally-produced content.

D.8

Shows created in the Portland metro area (using Open Signal equipment, or equipment owned or rented by the community producer) are eligible to air on CAN.

Series and Individual Projects
Series projects are for community producers who want to produce multiple shows on the same topic to air at regular intervals (weekly, bi-weekly, or monthly). Series are scheduled

D.9

into "seasons" (scheduling windows). Series time slots and studio reservations are pre-scheduled.

Individual projects are for community producers who don't want the obligation of committing to a full series. Individual projects may be started at any time. In general, individual distribution time slots are scheduled after completion of the show.

Sponsoring a Project   D.10
Any community member may "sponsor" a project for distribution on Open Signal channels. The sponsor is the local contact that Open Signal staff interact with regarding the project. Sponsors are required to complete the New Producer Orientation before scheduling a new project, and are responsible for submitting show files.

Scheduling Your Show   D.11
Community producers must produce and **submit 2 individual pilot episodes** of similar length and format prior to applying for a series. This ensures that the new producer understands the time commitment involved in series production.

Open Signal will accept your completed show through your Open Signal account.

When completing the show form, you will have the option to choose your channel scheduling preference, whether or not you would like your show to be used as filler in addition to your regular scheduled plays, and if you'd like your show to be available for viewing online at the Open Signal website.

There are maximum limitations on Open Signal's storage and channel capacity. These   D.12
limitations may change based on resources available and the overall number of community producers submitting shows.

Series projects produced in the Portland metro area will receive a total of 3 scheduled   D.13
plays per show: 1 scheduled play on each of Open Signal's Public Access channels and the Community Access Network.

Series projects produced outside of the Portland metro area will receive a total of 2   D.14
scheduled plays per show: 1 scheduled play on each of Open Signal's Public Access channels.

Individual projects produced in the Portland metro area will receive a total of 5   D.15
scheduled plays per show: 1 scheduled play on the Community Access Network, and 2 scheduled plays on each of Open Signal's Public Access channels.

Individual projects produced outside of the Portland metro area will receive a total of   D.16
4 scheduled plays per show: 2 scheduled plays on each of Open Signal's Public Access channels.

Filler   D.17
Additional replays may be obtained by choosing to designate your show as filler. This can
be done when submitting your show for scheduling. Filler shows are used to fill gaps in
daily channel schedules.

Series Seasons and Priority   D.18
Open Signal maintains a documented series scheduling process and structure to support
community producers in reaching their intended audiences.

Open Signal prioritizes new series to ensure the community producer has an opportunity
to build an audience. Series are scheduled on a first-come first-serve basis.

Series Submissions   D.19
Except for live shows, all show files are required to be submitted in advance of the
scheduled air time. Open Signal staff will establish a standard deadline for show
submission. This deadline will be applied to all community producers except those who
have extremely timely content. Open Signal staff will work with those producers who are
creating extremely timely content to establish a consistent submission deadline that meets
staff and community producer needs.

If a show is not received by the deadline, the time slot will be filled with the most recent   D.20
episode of the series.

Missing a submission deadline will result in a written warning. <u>Missing too many</u>   D.21
<u>submission deadlines in a single season will result in cancellation of your series, and may</u>
<u>result in suspension from pre-scheduling air time on Open Signal channels</u>.

Resubmission of Content   D.22
Shows may be resubmitted for scheduled cablecast plays 6 months from the last
cablecast date. Resubmitted individual shows will not receive a scheduled CAN play.
An alternative to resubmission is to identify your show as filler when submitting it (see
policy D.17). Filler will not receive scheduled replays, but will receive additional, random
replays on all Public Access channels.

Minimum Technical Quality   D.23
Minimum technical quality standards ensure the video will play in our system, help
community producers connect with their intended audiences and ensure that the Public
Access channels are being used effectively.

Open Signal staff will check that the following minimum technical criteria are true: D.24
  ● The file will play through the automated system,
  ● The majority of the video is clear enough for the viewer to understand what images
    are being shown (unless this is an artistic choice),

- The audio is clear enough for the viewer to understand what is being said (unless this is an artistic choice).

Program Promotion   D.25
Generally, series and individual shows are listed in the cable provider channel guides, and on the Open Signal website. Filler programs will not air appear in the channel guide. Community producers are encouraged to create and submit short promotional videos for their content for air on Open Signal channels.

The Community Bulletin Board is a text and image-based system that is used to fill   D.26
gaps in between shows on Open Signal's Public Access channels. The Community Bulletin Board is available for non-commercial promotion of shows, public meetings and events supporting nonprofits.

Special Feed Requests   D.27
A community producer or show sponsor may request a special play of content from a satellite feed, streaming feed or cable drop. Scheduling of special feeds is subject to criteria and availability of technical resources and channel time. Any costs associated with the special feed request are the responsibility of the community producer or show sponsor. Please contact the Playback Coordinator directly to make a request.

Programming Agreement   D.28
Responsibility for your content belongs to you. Open Signal does not preview shows prior to programming for any purpose except to ensure minimum technical quality of the show. Acknowledgement of the Programming Agreement is required prior to submission of content for cable or online distribution through Open Signal.

When creating a project or submitting a show, you will be asked to agree that the following   D.29
statements are true:

- You have fulfilled copyright clearance requirements as necessary for the content of your program.
- Your program does not contain obscene material, copyright infringement, invasions of privacy or defamation.
- You have noted in your show submission form if the show contains potentially objectionable content and should be aired between 10pm-6am.
- Your show does not contain commercial content, does not constitute or promote gambling, and is not in violation of local, state or federal laws.
- You take total responsibility for your content, and agree to defend, indemnify and hold harmless Open Signal and its staff and agents, from all loss, liability and damage arising out of or caused by the distribution of your project.

CONTENT

Free Speech Platform
Public Access channels are a platform for free speech and expression. Open Signal does not pre-screen content. Community producers are responsible for the content of their shows.

Political Speech and Civic Engagement
Political speech and civic engagement are encouraged on Public Access channels. During election and voting periods, Open Signal supports submission of all content promoting voter participation regardless of producer or sponsor status. The channels are available to all perspectives and opinions.

Potentially Objectionable Content
Potentially objectionable content is any content that includes gratuitous or vulgar: language, nudity, violence or degradation.

In order to provide parents and viewers with the tools to decide whether certain programs are appropriate for viewing in their household, Open Signal follows "safe harbor" scheduling standards similar to those adopted by the FCC.

Community producers are required to notify Open Signal of potentially objectionable content when applying for a series project, and when submitting a show.

If you are uncertain whether your program contains potentially objectionable content, please contact the Playback Coordinator.

Community producers may choose to include a text warning at the beginning of the show to notify viewers of the potentially objectionable nature of the content.

Use of Copyrighted Material
Copyrighted material includes video, images, audio, screen or stage plays and performances used in your program that you did not create or produce.

When submitting your show, you agree that you have fulfilled clearance requirements as necessary for use of the copyrighted material.

If Open Signal is contacted by the copyright owner or his/her representative, we will suspend distribution of the program until the community producer can provide documentation of his/her appropriate use of the material.

Repeated suspensions based on inappropriate use of copyrighted material will result in indefinite suspension from Open Signal equipment, studios, programming services and facilities.

If you are not sure whether your use of copyrighted material is appropriate, or if you would like more information on fair use of copyrighted material, please contact the Playback Coordinator for help.

E.12

Your Show Belongs to You

E.13

You own the copyright of anything you produce at Open Signal. After submission of your video file for air on Open Signal channels, you may use your content in any way you choose. You are encouraged to apply copyright identification in your program credits.

Open Signal may use clips from projects produced at Open Signal and/or aired on Open Signal channels for Open Signal promotional purposes.

COMPLAINTS, VIOLATIONS, PROHIBITED ACTS AND APPEALS

F.1

Complaints

Complaints should be shared with the Media Services Manager or the Director of Operations. The staff member will attempt to resolve the matter informally and promptly. Open Signal strives to resolve all disputes in a manner that is fair, reasonable and equitable.

If the complaint concerns Open Signal staff or another producer, it will be resolved internally based on Open Signal Public Access policies and/or Open Signal personnel policies. If the complaint concerns Public Access Policies or Procedures, a review of the policies or procedures may be initiated. If the complaint concerns a suspension imposed on you by Open Signal staff, please use the appeal process.

Policy Violations

F.2

In an effort to ensure Public Access resources are being managed effectively for all community producers, Open Signal tracks violations and issues warnings. Violations have a ripple effect through Public Access, and can negatively impact other producers who are expecting to use the resources. Repeated violations may result in a temporary or indefinite suspension from use of Open Signal equipment, studios, programming services and/or facilities.

A violation of Open Signal equipment, studio or programming policy will result in a written warning.

Equipment and studio violations:

F.3

- Late for equipment pick up/studio check-in appointment without notifying Open Signal.
- Late or no notice of an equipment or studio cancellation.
- Failure to follow proper check-in/out procedure.

After 3 warnings within any 3 month period, you may be temporarily suspended from use of Open Signal equipment, studios, programming services and/or facilities.

F.4

Following a temporary suspension, you will be on probation for a period of up to 3 months. Additional violations during this period may result in indefinite suspension from Open Signal equipment, studios, programming and facilities.

F.5

Series distribution violations:
- Late or complete failure to submit episodes of your series will result in cancellation of your remaining scheduled channel time and production resources.

F.6

Multiple series cancellations will result in suspension from pre-scheduling channel and production resources at Open Signal.

Prohibited Acts
Prohibited acts will result in immediate suspension from use of Open Signal equipment, studios, programming services and facilities. There are no written warnings for these violations.

F.7

Project Prohibited Acts
Intentionally submitting any of the following content types that jeopardize Open Signal's ability to operate as a 501(c)3 non-profit community media facility:
- Any project constituting or promoting gambling that is in violation of local, state or federal laws.
- Any project that contains commercial content as identified in these policies.
- Any project that contains copyright infringement, invasion of privacy or defamation.
- Any project that is obscene (an average person, applying contemporary community standards, must find the material, as a whole, appeals to the prurient interest. The material must depict or describe, in a patently offensive way, sexual conduct specifically defined by applicable law. The material, taken as a whole, must lack serious literary, artistic, political or scientific value.).

F.8

Equipment Prohibited Acts
- No call, no show: failure to return equipment at the end of the scheduled appointment time and failure to notify staff that you will be late.
- Intentionally refusing to leave the studio at the end of the scheduled appointment time.
- Failure to pay for equipment damage caused while in your possession (other than normal wear and tear).
- Using Public Access video production equipment for purposes not related to to the production of shows for cablecast on Open Signal channels.
- Attempted equipment or computer maintenance or disassembly.

F.9

- Installation or removal of software on Open Signal computers without specific authorization from Open Signal Public Access staff.
- Changing the wiring/cabling of the studio, editing room or duplication rack without specific authorization from Open Signal Public Access staff.
- Removal of equipment from the equipment storage area without proper checkout procedures and/or without signing an equipment contract.
- Checking out equipment for use by a non-certified or suspended producer.
- Covering equipment labels or identifying information on equipment without prior approval from Open Signal Public Access staff.

Facility Prohibited Acts   F.10

Includes acts on Open Signal premises or at Open Signal-sponsored events and activities:
- **False Information:** Intentionally providing false information to Open Signal for the purpose of obtaining services.
- **Misrepresentation:** Identifying yourself as an employee or designated representative of Open Signal.
- **Property Damage:** Intentionally or recklessly destroying or damaging Open Signal property or the property of others.
- **Drugs/Alcohol:** Use, possession, or distribution of any controlled substances, illegal drugs or alcoholic beverages on Open Signal premises or at Open Signal events. Operating Open Signal equipment or studios while under the influence of drugs or alcohol. Alcohol may be permitted at certain organizational events with prior approval from the Executive Director.
- **Weapons, firearms, explosives and dangerous substances:** Use or possession of these or other weapons, as defined by state law, which may be used to inflict bodily harm on another individual or damage upon Open Signal premises. Exceptions may be made for displays or demonstrations that are part of an existing project. Prior written approval from the Executive Director is required.
- **Harassment, Threats and Physical Harm:** Threatening, intimidating or harassing another with intent to cause physical or mental harm. Verbal or written threats of violence will be taken seriously. Individuals making threats or harassing any Open Signal staff or individual will be escorted from the premises and banned from the facility.
- **Smoking or Vaping:** Smoking/vaping products may not be used inside the Open Signal facilities. Smoking/vaping is not allowed within 10 feet of Open Signal doors or windows.
- **Theft:** Appropriation of another person's property, including Open Signal property or services, without authorization.
- **Use of Open Signal name/logo:** Unauthorized use of the Open Signal name, logo, indicia, motto, mission statement, symbols or other materials generated by Open Signal without prior consent by Open Signal's Executive Director, except as promotional materials created by Open Signal and bearing the Open Signal name/logo.

- **Inappropriate Behavior:** Engaging in or displaying obscene, lewd, indecent or erotic behavior on Open Signal premises or at Open Signal events. Recording or editing potentially objectionable content in a Open Signal studio or edit room without taking precautions to limit exposure of the objectionable content.
- **Trespassing:** Unauthorized entry to restricted areas.
- **Felonious acts:** Engaging in any felonious acts while on Open Signal premises or while participating in Open Signal activities.
- **Willful Interference**: Willfully interfering with staff or community producers in the performance of their activities.

In the event an individual is intentionally interfering with Open Signal staff or community producers in the performance of their activities, or is placing people, equipment or facilities in danger, that person may be required to return any Open Signal property in their possession, and may be removed from Open Signal premises. Any Open Signal staff taking such action shall make a written report to the Director of Operations and the Executive Director.

F.11

Appeal of Suspension
Open Signal maintains an appeal process for community producers who believe that a decision to impose a temporary or indefinite suspension on them is in error. An appeal may only be made by the community producer who is the subject of the suspension.

F.12

The request for appeal must be made in writing to the President of the Open Signal Board of Directors and the Executive Director.

F.13

The request for appeal will be added to the next Open Signal Executive Committee meeting or Board meeting agenda, and will be given priority over other items on the agenda. The appeal will be open and recorded within the Executive Committee or Board meeting minutes. This item may be recorded on video or audio by a community member and/or Open Signal.

F.14

The Executive Committee or Board of Directors will determine whether there is sufficient basis to justify the imposed suspension.

F.15

Any decision by the Executive Committee or Board of Directors will be final and conclusive.

Policy and Procedure Review
Open Signal Public Access policies will be reviewed on an "as needed" basis (or every 3 years) by the full Board of Directors. Open Signal staff will notify community producers and other stakeholders of the review schedule. Open Signal will maintain a process through which all Public Access stakeholders have an opportunity to participate in assessment and revision of the Public Access policies.

F.16

Open Signal Public Access procedures will be reviewed annually. Open Signal staff will convene a community producer advisory group to participate in the annual review.