

# pen ignal

Community Policy Handbook

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<b>Policies and Procedures</b>	<b>3</b>
Policies	3
Procedures	4
Read Policies and Procedures Thoroughly	4
<b>A. General Responsibilities</b>	<b>4</b>
Guests A.1	4
Personal Belongings A.2	4
Vehicles and Parking Lot A.3	4
Service, Therapy and Other Animals A.4	5
Use of Props in Open Signal Studios A.5	5
Food and Drink in the Facility A.6	5
Dressing Room & Green Room A.7	6
<b>B. Education &amp; Volunteering</b>	<b>6</b>
Workshop and Event Fees B.1	6
Workshop and Event Registration B.2	6
Cohort Applications B.3	6
Certification B.4	6
Personal Information Records B.5	7
New Producer Orientation B.6	7
Upgrade Workshops B.7	7
Workshop Age Requirements B.8	7
Youth Media Education B.9	7
Hands-On Experience and Volunteering B.10	8
<b>C. Facility &amp; Equipment Reservations</b>	<b>8</b>
Facility Rentals C.1	8
Creating Your Project C.2	8
Reservations C.3	9
Resource Availability C.4	9
Responsibility for Equipment C.5	9
Open Signal Staff Use of Public Resources C.6	10
<b>D. Distribution</b>	<b>10</b>
Intent of Use D.1	10
Non-Commercial D.2	10
Commercial Calls-to-Action	10
Statements of Value	11
Underwriting, Grants & Other Funding D.3	11
Cable Television Channels D.4	11
Online Viewing D.5	11
Community Access Network D.6	11

Series & Individual Projects D.7	12
Sponsoring a Project D.8	12
Scheduling Your Show D.9	12
Filler D.10	13
Series Seasons and Priority D.11	13
Series Submissions D.12	13
Resubmission of Content D.13	14
Minimum Technical Quality D.14	14
Program Promotion D.15	14
The Community Bulletin Board D.16	14
Special Feed Requests D.17	14
Programming Agreement D.18	15
<b>E. Content</b>	<b>15</b>
Free Speech Platform E.1	15
Programming Agreement E.2	15
Political Speech and Civic Engagement E.3	16
Potentially Objectionable Content E.4	16
Use of Copyrighted Material E.5	16
Your Show Belongs to You E.6	17
<b>F. Complaints, Violations and Appeals</b>	<b>17</b>
Complaints F.1	17
Policy Violations F.2	17
Prohibited Acts F.3	18
Project Prohibited Acts F.4	18
Equipment Prohibited Acts F.5	19
Facility Prohibited Acts F.6	19
Appeal of Suspension F.7	20
Policy Review F.8	20

## 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.

## 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 front desk staff.

## A. General Responsibilities

### Guests A.1

Guests of community producers are welcome to 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 sign in at the front desk and follow all 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.

### 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 locked in or towed at the owner's expense. Bikes cannot be held in the building for safety and liability reasons. Bike racks are maintained outdoors for producer and community use. Open Signal is not able to support charging of electric vehicles for community members at this time.

## 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.

Small pets (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, per the discretion of staff, and the handler does not control the animal, Open Signal has the right to deny access to that animal (Examples include: uncontrolled noise such as barking, jumping on other people, running away from handler, etc). Any animal whose behavior poses a direct threat to the health or safety of others will be denied access to Open Signal (Examples include: growling, aggressive behavior).

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 of 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 carpeted 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 would like to bring a substantial prop into the studio, please contact the front desk staff 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. **Food and drink are not allowed in the studio control rooms or edit suites at any time.** The cafeteria is available for use by the community producers, with a microwave, sink, hot and cold water dispensers, and limited fridge space. Community producers are expected to clean up after themselves and their guests.

## Dressing Room & Green Room A.7

Open Signal has retrofitted office space to provide a Green Room complete with makeup mirrors, garment steamer, directors chair, dressing rooms and coffee maker for talent who are participating in Open Signal productions. If you have questions about the Green Room or would like to use the Green Room, please contact the front desk staff prior to your studio reservation.

## B. Education & Volunteering

### Workshop and Event Fees B.1

Open Signal may charge fees for workshops and events. On occasion, Open Signal will offer workshops or events for free.

### Workshop and Event Registration B.2

Registration for workshops and events 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.

### Cohort Applications B.3

Cohorts are small group programs focused on servicing specific communities identified in our grant agreement with the City of Portland. Each cohort has its own application and selection process. Application links are made available on the Open Signal website during the open application period. You may also get assistance over the phone and in person with filling out an application from.

### Certification B.4

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 equipment is upgraded and the learned knowledge no longer translates.

## Personal Information Records

B.5

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 and equipment.

## New Producer Orientation

B.6

Every new producer must complete a New Producer Orientation (NPO) prior to their first equipment reservation. This orientation provides you with information on navigating Open Signal processes and submitting content for distribution. NPOs can be scheduled with the front desk or new producers can register for and attend group NPO offerings.

## Upgrade Workshops

B.7

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 regularly scheduled workshops to obtain certification on the new equipment.

## Workshop Age Requirements

B.8

General media education workshops are available to community members ages 16 and older. In some cases youth under the age of 16 may register and attend workshops with a parent or guardian. Parents or guardians are also required to register and attend the workshop as well as be present for any gear or facilities check outs. If you have questions about workshop registration for youth under 16, please contact the front desk staff at least one week prior to the workshop.

## Youth Media Education

B.9

Open Signal may provide separate workshops or camps specifically tailored for youth. Parents or guardians are welcome to observe during their child's workshop, camp or other youth activity. A parent or guardian may participate in youth workshops with their minor and obtain certification.

## Hands-On Experience and Volunteering

B.10

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

Open Signal maintains an online community forum, in collaboration with Metro East for volunteers and producers from both organizations to build these connections:

<https://opensignalpdx.switchboardhq.com/>

Open Signal also hosts monthly Signal Share events for volunteers and producers to create, connect and share together.

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

## C. Facility & Equipment Reservations

### Facility Rentals

C.1

Open Signal studio spaces (not including production equipment) and meeting spaces are available to rent for a fee during times when they are not open to the public. Rental of the studio as a soundstage does not require certification as a Studio tech is included with the rental fee. Criteria for rent of the soundstage applies. Contact the front desk for details.

### Creating Your Project

C.2

When you have successfully completed the requisite workshop and New Producer Orientation, you will have created your first project. A project is required before reserving resources for your production.

Once logged into your account, created during your NPO, 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 parties organized and helps Open Signal track and report statistics of facility and resource usage.



## Reservations

C.3

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. Reservations and use of production equipment requires certification on that equipment.

**Open Signal requires 48 hours advanced notice when canceling a reservation.** These resources are extremely valuable to the community and advanced notices allow staff time to get the resource into the hands of another community producer.

**Open Signal requires 24 hours advanced notice when canceling a facilitation or advisory meeting.** Staff time and resources are extremely beneficial to the community and advanced notices allow staff time to schedule appointments with another community member.

Reservations for pick-up and return of equipment are made by appointment. **Community Producers who are running late must speak to the front desk** 15 minutes prior to reservation to avoid a late cancellation warning. Community producers will receive up to 3 late cancellation warnings before temporary suspension for up to 30 days, from use of Open Signal production equipment and facilities.

**To avoid suspension, be sure to speak to the front desk when you know you will be late!**

## Resource Availability

C.4

Open Signal services are limited by resource availability and staff availability to manage and support those resources. These limitations mean we must set time limits for 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

C.5

When you check out Open Signal public 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. Parents must be present at the time of check out and drop off. The parent or guardian takes responsibility for equipment checked out to their child.

**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** and may require a cleaning deposit or repayment of cleaning costs. Contact the front desk for information.

Equipment may not leave the greater Portland Metro Area without advanced written permission from Open Signal leadership. In these cases insurance must be provided by individual producers to meet Open Signal requirements.

## Open Signal Staff Use of Public Resources C.6

Open Signal Staff will reserve public resources to support cohorts, workshops, partnerships, special meetings, organizational special events and facility closures.

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

## D. Distribution

### Intent of Use D.1

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

**Media content created with Open Signal equipment MUST air on Open Signal cable television channels.**

### Non-Commercial D.2

Media content created with Open Signal public equipment must be non-commercial, which means:

- It may not include or consist of advertising or soliciting for funds for individuals, **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

Language and/or visuals that encourages the viewer to go to a particular business or purchase something.

## Statements of Value

Language that elevates a specific product, service, or business over all others.

### \*Nonprofits

- Nonprofits may solicit for funds/donations with permission from the Broadcast Distribution Manager.

## Underwriting, Grants & Other Funding D.3

Community 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 equipment or studios may not assess a cost for the use of public 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 contact information for a specific person at the business. Shows may not include breaks within the program to thank funders.

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

## Cable Television Channels D.4

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 400,000 households in the Portland metropolitan area. Viewers must have cable television services to view these channels.

## Online Viewing D.5

Media content submitted for broadcast on Open Signal's cable television channels will be streamed live online on Open Signal's website unless a community producer chooses to opt out of internet streaming options.

## Community Access Network

D.6

The Community Access Network (CAN) channel reaches the largest number of viewers in the Portland 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.

Shows created in the Portland Metropolitan area are eligible to air on CAN.

## Series & Individual Projects

D.7

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). Community producers are not allowed to have multiple series centered around the same topic. Series are scheduled into six month long seasons, subject to shift to rolling application in the near future. Studio reservations will be set aside for series producers based on availability of staff and resource availability.

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 the completion of the show.

## Sponsoring a Project

D.8

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 have an orientation before they create an account. Sponsors are responsible for submitting the show files. Sponsors must have the right to distribute the content they are sponsoring.

## Scheduling Your Show

D.9

New Community Series 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 and whether or not you would like your show to be used as filler in addition to your regular scheduled plays.

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

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

**Series projects produced (majority of the content is from) outside of the Portland Metropolitan area** will receive a total of 2 scheduled plays per show: 1 scheduled play on each of Open Signal's Public access channels.

**Individual projects produced in the Portland Metropolitan area** will receive a total of 5 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 Metropolitan area** will receive a total of 4 scheduled plays per show: 2 scheduled plays on each of Open Signal's Public Access channels.

## Filler

D.10

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.11

Open Signal maintains a series scheduling process and structure to support community producers in reaching their intended audiences.

**Open Signal strives to ensure that community producers have an opportunity to build an audience.**

## Series Submissions

D.12

Except for live shows, all show files and show forms 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 episode of the series.

Missing a submission deadline may result in a written warning. **Missing too many submission deadlines in a three month period may result in the cancellation of your series and may result in the suspension from pre-scheduling air time on Open Signal channels.**

## Resubmission of Content D.13

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 (see policy D.10). Filler will not receive scheduled replays but will receive additional random replays on Public Access channels.

## Minimum Technical Quality D.14

Minimum technical quality standards ensure the video and audio will play in our system, help Community Producers connect with their intended audiences and ensure that the Public Access channels are being used effectively.

Minimum technical criteria will be provided to you during your New Producer Orientation and are posted on the Open Signal website.

## Program Promotion D.15

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

## The Community Bulletin Board D.16

The Community Bulletin Board is a text-based system that is used to fill 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.17

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 Community Media Distribution Manager to make a request.

## Programming Agreement

D.18

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 the 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 statements are true:

- You have fulfilled copyright clearance requirements 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 10:00pm and 6:00am.
- 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 content.

## E. Content

### Free Speech Platform

E.1

Public Access channels are a platform for free speech and expression. Open Signal does not censor content. Community Producers are responsible for the content of their shows.

### Programming Agreement

E.2

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 the content for cable or online distribution through Open Signal.

When creating a project or submitting a show, you are agreeing that the following statements are true:

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- 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 content.

## Political Speech and Civic Engagement E.3

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. However, candidates or causes are not allowed to solicit for donations. The channels are available to all perspectives and opinions.

## Potentially Objectionable Content E.4

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 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 Community Media Distribution Manager.

On Public Access cable channels, 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. For the online streaming platform, [www.watchopensignalspdx.org](http://www.watchopensignalspdx.org), this text warning is required.



## Use of Copyrighted Material

E.5

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 the use of the copyrighted material.

If Open Signal is contacted by the copyright owner or their representative, we will suspend distribution of the program until the Community Producer can provide documentation of their 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 front desk staff.

## Your Show Belongs to You

E.6

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. We do however encourage you to add a graphic saying that the video was "produced through the facilities of Open Signal" with the year it was produced if you used our equipment for facilities to produce the video.

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

## F. Complaints, Violations and Appeals

### Complaints

F.1

Complaints should be shared with the front desk. 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. A complaint/suggestion form and a safety concern form that go directly to HR are also available via the Community Producer online portal.

If the complaint concerns Open Signal staff or another producer, it will be resolved internally based on Open Signal Community Policies and/or Open Signal personnel policies. If the

complaint concerns Community Policies, a review of the policies 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 community resources are being managed effectively for all Community Producers, Open Signal tracks violations and issues warnings. **Violations have a ripple effect through the community 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.

### **Equipment and Studio Violations:**

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

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

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/or facilities.

### **Series Distribution Violations:**

- Late or complete failure to submit episodes of your series may result in cancellation of your remaining scheduled channel time and production resources

Multiple series cancellations may result in suspension from pre-scheduling air time on Open Signal channels.

## Prohibited Acts

F.3

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

## Project Prohibited Acts

F.4

Intentionally submitting any of the following content type 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 is obscene (for content to be ruled obscene, it must meet a three-pronged test established by the Supreme Court: It must appeal to an average person's prurient interest; depict or describe sexual conduct in a "patently offensive" way; and, taken as a whole, lack serious literary, artistic, political or scientific value. See FCC website for more information).

## Equipment Prohibited Acts

F.5

- 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 Open Signal's equipment for purposes not related to the production of shows for cablecast on Open Signal's channels
- Attempted equipment or computer maintenance or disassembly
- Installation or removal of software on Open Signal computers without specific authorization from Open Signal staff
- Changing the wiring/cabling of the studio, editing room or duplication rack without specific authorization from Open Signal staff
- Removal of equipment from the equipment storage area without proper checkout and/or without signing an equipment contract
- Checking out equipment for use by non-certified or suspended producer
- Covering equipment labels or identifying information on equipment without prior approval from Open Signal staff

## Facility Prohibited Acts

F.6

- **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 Singal 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 Leadership Team). Cannabis consumption is prohibited on Open Signal property including parking lots and entry ways.

- **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 Leadership team is required.
- **Harassment, Threats and Physical Harm:** Threatening, intimidating or harassment, with intent to cause physical, or sexual harassment. 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 or 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 Leadership team, 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 an 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.

## Appeal of Suspension

F.7

Open Signal maintains an appeals 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.

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

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

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

## Policy Review

F.8

Open Signal Community Policies Handbook 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 community stakeholders have an opportunity to participate in assessment and revision of the policies. Open Signal reserves the right to change policies in the event of an emergency.