



8103 Sandy Spring Road, Laurel, MD 20707 301-725-5300 x 2208

LAUREL TV
CITY OF LAUREL COMMUNITY TELEVISION

POLICIES AND PROCEDURES

August 2018



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LAUREL TV MISSION STATEMENT

Laurel TV (LTV) is a Public, Education, and Government (PEG) access television station offering community members, non-profit organizations, educational institutions and City agencies the tools and training to produce their own programs for airing on local cable access television in the City of Laurel, Maryland. We support the First Amendment of the United States Constitution, without bias or prejudice.

(LTV) has these Policies and Procedures to ensure the safety and security of our volunteers, equipment and studio. LTV wishes to ensure that the Station and all of its contents will be properly handled and cared for before, during, and after a shoot. Every volunteer shall abide by these Policies and Procedures so that all may have a safe and pleasant experience, as well as a professional space within which to work.

Our mission is to:

Promote lifelong learning through the creation, production and cable casting of programs that are aimed at the preservation, development and enhancement of the diversity of thought, culture and heritage of Laurel.

Facilitate communication through electronic media technology for community empowerment.

Increase civic participation in the democratic process by promoting an understanding of the use of electronic media.

To this end Laurel TV shall:

Maintain those cable channels dedicated to PEG use in a manner that is free of censorship except as necessary to comply with State or Federal law.

Provide a range of resources for program production for the users of these channels.

Develop and enforce such rules and policies that will ensure equitable access to these channels and production with applicable State or Federal laws.

In support of this mission, Laurel TV is committed to the following goals:

Establishing a broad base of community understanding, support, and involvement in PEG access television.



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Providing information, instruction, and resources to ensure the effective use of the access channel(s).

Assessing community response to programming on the channel(s), to ascertain areas of need and aid in the implementation of additional programming.

Providing sound management and financial strategies to ensure continued community access to, and use of the access channel(s) in the years to come.

Participating in the development of further community uses of telecommunication technology throughout Laurel.

Working cooperatively with other similar organizations locally, regionally and nationally to promote and develop meaningful community uses of the cable access channel.



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WHAT IS PEG ACCESS TELEVISION?

PEG television, often referred to as Community Access or Public Access television, exists in many communities around the country as a way of allowing the residents of a community the ability to use the local cable television system to reach out and communicate with their fellow citizens on subjects of local interest.

Depending on resources, PEG media centers often provide equipment, technical training and cable time to members of the local community. And although Federal law does not require the local cable operators to provide PEG access channels, franchising authorities such as cities and counties, may legally require PEG access as a part of the cable franchise, the local cable operator provides one or more dedicated PEG channels as a condition to receiving the cable television franchise.

Essentially, a cable TV company secures the right to do business in a community and to use the public rights-of-way to place cables and equipment, and in exchange compensates the community with franchise fees paid to the local government. Some of these fees may go directly or indirectly to the PEG access television facilities. The City franchise agreement requires that the cable operator provide more PEG access channel, Laurel TV.

PEG Access television differs from commercial television in many ways. In PEG access television there is no editorial control of content, no ratings, and no advertising. In commercial broadcast television, programming decisions are based on the desire to generate as much paid advertising as possible by reaching the largest number of TV viewers. In contrast, PEG access television is often referred to as “narrowcasting.” That is, the programs seen on a PEG channel are often likely to appeal to a very limited audience. Providing a voice to the under-served is one of the many things that makes PEG access such a unique community resource. Instead of being broadcast over the airwaves, PEG channels are usually seen only on cable systems. The programming is therefore referred to as being “cablecast”.

While Laurel TV also serves the educational and governmental institutions of Laurel, it does not provide separate and specific channels to serve those interests. All resources are dedicated to one channel known as Laurel TV.

In an era of media consolidation where fewer individual companies control more media outlets such as TV, local newspaper and radio, PEG television is a unique and special entity. PEG TV has frequently been referred to as the last remaining voice of the independent viewpoint remaining on television. It is special; use it, enjoy it, take care of it. It is truly a community resource.



USER REQUIREMENTS

1. STATEMENT OF COMPLIANCE

Before using the facilities of Laurel TV, the scheduling of channel time or operation of any equipment, all persons (producers and volunteers including minors and their parents) are required to fill out a volunteer application, attend an orientation session, read the Laurel TV Policies and Procedures and sign a Statement of Compliance. Failure to sign and adhere to the terms of the Statement of Compliance will result in the forfeiture of privileges to use Laurel TV. The Statement of Compliance is at the end of this guide.

2. MEMBERSHIP

Any individual may become a member of Laurel TV. Members in good standing may enroll in training classes, use Laurel TV facilities and equipment and schedule programs to air on Laurel TV.

All members are required to pay an annual membership fee and agree to abide by Laurel TV's policies and procedures which are outlined on the Laurel TV website-LaurelTV. or. That is also where you will find the membership options for those producing Laurel TV content and the commercial equipment and studio rental rates for non-Laurel TV productions. (Click on the Membership tab)

3. VOLUNTEER

Volunteers must complete an application and they will be notified if the application is approved.

To be eligible, volunteers must be:

- Residents of the City of Laurel, or represent an organization or service with specific interests or benefits for Laurel residents.
- Any legal non-profit organization, governmental entity, or institution with an office located in the City of Laurel.
- Any person who is an employee or member of such non-profit organization or institution and who is in agreement with the objectives of LAUREL TV and is involved in a production on behalf of the non-profit organization or institution;
- Students, employees, and faculty of any accredited learning institution.

4. PARENTAL PERMISSION

Parental permission is required for youths under the age of 18 to work at Laurel TV.



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Minors using Laurel TV must have on file a signed Parental Consent form. The parent or guardian who signs the form assumes all responsibility for any liability arising from the minor's involvement in Laurel TV.

Minors may work in the studio but portable equipment may only be checked out with the express written permission of a parent or guardian, and also only with the consent of Laurel TV staff.

Staff may, at its discretion, refuse to permit a minor to use Laurel TV equipment, based on failure to demonstrate sufficient knowledge to safely and properly handle equipment.

5. PRODUCER'S RESPONSIBILITIES FOR GUESTS

Producers must inform their guest(s) regarding arrival time, parking, and entry to the studio and other information from the Laurel TV Policies and Procedures pertinent to the guest(s) appearance. Producers shall meet their guest in the green room prior to show time and brief them on the Laurel TV commercialism policies as covered in these Policies and Procedures and in the pre-production meeting with Laurel TV staff.



LAUREL TV PROGRAMMING

1. PROGRAMMING PRIORITIES

LAUREL TV specifically wishes to encourage programming designed to meet the general and specific needs the City of Laurel and to reflect the values, wishes, and activities of Laurel and nearby communities. Accordingly, LAUREL TV encourages programming of the following nature:

- Programs produced locally involving subjects, events, or people unique to the area.
- Programs for and about communities or groups that are underserved by traditional commercial broadcasting.
- Programs tailored to the needs of the entire area.
- Programs, which are innovative and free from traditional restrictions on length, format or subject.
- Quality programs on subject matter demonstrating educational, artistic or technical excellence or extraordinary effort in the planning, production or editing of the program.

2. CHANNEL ACCESS

Programming from community producers, non-profit organizations or community groups may be broadcast on Laurel TV. The channel may also air appropriate domain and copyright free programs, videos, and public service announcements.

3. PROGRAM PROPOSALS

Public access producers shall be required to meet with LAUREL TV staff to review the proposed program and anticipated utilization of LAUREL TV equipment and facilities, and shall complete a program proposal prior to use of media center equipment or facilities. LAUREL TV staff shall provide limited guidance and assistance, upon request, in developing program proposals and planning a production. Members using LAUREL TV facilities, equipment, and playback services do so with the intent of submitting non-commercial programming on LAUREL TV and not for private commercial gain.

4. ASSISTED PRODUCTION

Laurel TV will provide a professional crew for eligible members in good standing and assist with the production of a quality program.

Volunteers, producers and non-profit organizations are also encouraged to present fully produced or completed programming to Laurel TV.



5. CONTENT

LAUREL TV's concern with program content is limited to ensuring that program material does not violate Federal, State, or local law; that all appropriate rights have been obtained; that adult material not suitable for children be scheduled in "safe harbor" hours between Midnight and 5 AM and that LAUREL TV policies and procedures are not violated, including the restriction of content intended for personal commercial gain.

Violations of the above program content guidelines may result in a 3-month suspension of all privileges for the first violation, a six-month suspension for the second and a one-year suspension for the third violation.

6. PRIVACY AND RIGHTS

Producers of public access programs retain all rights to the content of their program. Producers must secure all releases of copyrights, talents, etc. and any other necessary permissions or legal clearances to use materials included in the program prior to its airing. The producer's signature upon a request for playback certifies that the producer assumes full responsibilities for program content, and releases LAUREL TV, the City of Laurel, and its staff from any liability or legal fees and expenses or legal challenge that may be incurred as a result of the cablecasting of the program.

Programming and scheduling of programs will be the responsibility of the designated LAUREL TV staff. Members wishing to submit a program for scheduling will obtain a request for playback and meet with the LAUREL TV staff to determine available dates and times for airing the program.

7. PROGRAMMING STANDARDS

It is the responsibility of LAUREL TV producers to warrant on their requests for playback that the community access channel is not used for the presentation of:

- any material that is illegal, i.e., content that is not protected by the First Amendment to the United States Constitution, e.g., obscenity, slander, defamation, libel, etc.;
- Any material which constitutes an invasion of the privacy rights of an individual.
- Any material which is a violation of any local, state or federal law;
- Any material presented in violation of copyright, royalty, trademark, literary or motion picture rights, or other ownership rights, or any material submitted without all necessary releases, licenses, or other required permission;
- Any material presented for personal commercial gain.



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LAUREL TV assumes no liability for programming cablecast on LAUREL TV channels unless specifically authorized. Public Access programming must include a disclaimer in which the Programmer accepts full responsibility for their speech and that the expressed viewpoints of the show are not the viewpoints of LAUREL TV, its staff or the City of Laurel and the program shall hold harmless LAUREL TV, its staff, the City of Laurel, the cable provider(s) on which LAUREL TV programming appears and each franchising authority contracting with LAUREL TV. LAUREL TV staff, upon receiving proper notification, will not cause to be cablecast or re-cablecast programming that is illegal or the subject of legal proceedings until such proceedings are resolved in favor of the producer.

Programs containing material that may be unsuitable for younger audiences will air only in the "safe harbor" hours between Midnight and 5:00 a.m. and must contain a warning and disclaimer prior to first video and all subsequent broadcasts.

8. COMMERCIAL CONTENT RESTRICTIONS

LAUREL TV shall not cablecast nor permit to be cablecast, programs which have commercial content. Commercial content includes, but is not limited to, product placement, advertisement and service designations provided in exchange for value of any kind or nature. This shall not exclude corporate sponsorship recognition for business/professional supporters of LAUREL TV, but such recognition shall be limited to 15 seconds, must not contain calls to action, superlatives, voiceover audio, and must be placed at the end of the program, just prior to the mandatory end-disclaimer.

Logos, addresses, phone numbers, exterior photos, or websites of sponsors/underwriters are acceptable, provided they conform to the above guidelines.

Local non-profit organizations producing their own programs or appearing as guests on other programs may mention services and provide contact information. Any fundraising in support of their organizations must be restricted to the final thirty seconds of their programs, prior to the mandatory disclaimer and contact information. In addition, they may promote special fund-raising events and may mention prices for those events in programs, short subjects and on the channel bulletin board. Documentation of their status as a federally tax-exempt organization (501-C-3 status) may be required at LAUREL TV's discretion.

Program content cannot promote a for-profit business, a commercial service, or a product offered for sale.

Producers may not charge a fee for personal appearances on LAUREL TV.

5. POLITICAL STANDARDS

Requirements for broadcast licensees and cable operators under the Communications Act and Federal Communications Commission (FCC) rules related to political broadcasting aimed at ensuring fair and reasonable access by political candidates are not directly applicable to public, educational and governmental (PEG) access channels. Therefore, Laurel TV shall treat political programming no differently than any other programming that appears on the channel with several important exceptions.

These exceptions include:



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1. LTV shall not make any special scheduling changes on its channel, including the cancellation or preemption of regularly-scheduled programming in order to accommodate programming that favors or opposes any candidate for public office.
2. LTV only provides political programming as candidate forums prior to an election. All candidates are invited to participate.
3. LTV is not responsible for any political statements made in programs produced by independent volunteers or producers.
4. LTV shall not air programming that favors or opposes any candidate for public office on the day of an election for that office.
5. Political programming must carry the following or a similar advisory notice on video and audio tracks: “The content and opinions presented in this program are not those of Laurel TV and this television channel.”
6. LTV staff may not directly or indirectly participate in or intervene in, any political campaign on behalf of (or in opposition to) any candidate for elective office at a local, state or federal level. This prohibition is not intended to restrict free expression on political matters by individual staff members who are clearly speaking for themselves as individuals. To avoid potential attribution of their comments outside of organization functions, these persons who speak or write in their individual capacity shall clearly indicate that their comments are personal and not intended to represent the view of Laurel TV.

Currently Laurel TV does not produce or program political ads. If approached, a decision would be made by the governing body of the City of Laurel and Laurel TV as to whether to produce or program such an ad. If approved, all candidates would be allowed the same access and time allocation.

6. TECHNICAL STANDARDS

LAUREL TV reserves the right to reject a program not meeting minimum technical standards; however, media which do not carry a stable signal over the cable system or might damage LAUREL TV equipment shall not be used. Only one program may be submitted per medium, except for public service announcements (PSA's). Programs submitted for airing shall have at least 3 seconds of black at the beginning and end of the program to allow for proper processing. All programs need to be properly labeled and timed, and shall include all required disclaimers.

11. FORMAT

LAUREL TV is able to air programming in mpeg.4 format for HD quality.

12. PROMOTION AND SCHEDULING

Producers are encouraged to promote their programs to build community awareness and support for their local access channel(s).



All requests for channel time shall be processed on the appropriate channel on a non-discriminatory basis, depending upon the availability of cablecasting equipment and channel time. Programs produced locally and which address local interests may be given scheduling priority over programs that are produced outside of the City of Laurel.

13. PLAYBACK SCHEDULING PROCEDURES

Programs will be scheduled by staff given time, place and manner criteria applied consistently to all programming. Certain thematic blocks may be established to group programming. Other criteria for grouping may be technical (e.g., live vs. taped), programming source (public, educational, governmental), or age appropriateness.

LAUREL TV staff will assign programs for playback with the goal of presenting a coherent schedule that maximizes fairness and diversity of expression, and which helps fulfill our mission. LAUREL TV serves both producers and viewers and will work to develop schedules that are interesting, timely, logical and beneficial to the community based on the availability of time slots and the need to avoid monopolization or relative over-utilization of the channel. LAUREL TV will reserve ample space for the individual voice, single-issue programs, and other non-series programming.

Producers may request specific time and day scheduling, subject to availability and in accordance with the above principles.

Series producers will commit to providing programming on a regular basis in order to maintain their time slot. Time slot assignments to series producers may be redistributed according to demand in order to maintain fairness in allocating shared access resources.

14. HIGH-DEMAND PLAYBACK HOURS

7 PM to 11 PM are high-demand playback hours. Community producers residing in the City of Laurel can request to have their programs air during this period. Time slots are assigned at the discretion of Laurel TV staff, based on relevance, timeliness, and the overall flow of programming.

15. DISCLAIMERS

All programming received from public access producers must contain a 10 second or longer disclaimer at the beginning and end of each program submitted and it should include a legible disclaimer similar to



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the example below appearing for ten to fifteen seconds at the beginning (immediately prior to first video) and at the end of each and every program:

PROGRAMMING DISCLAIMER:

The following (or preceding) program is (or was) presented by _____ who is wholly responsible for the content. The producer acknowledges that this program does not express the views of the City of Laurel or Laurel TV, your cable television service provider. For more information on this program, contact _____ at _____.

(Optional: Copyright 20__)

16. SATELLITE DOWNLINKING

Due to capacity issues, satellite downlinking of programs by client request is not practical at this time.

17. STAFF LIMITATIONS

To avoid the appearance of a conflict of interest, LAUREL TV staff members are not allowed to accept a fee for working on client programs. Similarly, to conform to state and local labor laws, LAUREL TV staff are not allowed to volunteer their time on content produced by outside contractors, producers or volunteers content produced except during training sessions or while acting in a production advisor capacity.

Staff members may participate in productions for a fee if the following conditions are met:

1. The production is on behalf of a nonprofit organization.
2. The production will result in a program that will be cablecast on one of the LAUREL TV channels.
3. All fees collected will be directed to the LAUREL TV annual budget.
4. There will be a written agreement between LAUREL TV and the participating nonprofit that will delineate the responsibilities of both parties and the fee to be charged.
5. The City Administrator's Office signs off on the staff member's appearance in the production.



18. EQUIPMENT USAGE RESTRICTIONS

Equipment, facilities and resources of LAUREL TV are primarily intended to be in support of programs that will appear on one of LAUREL TV's cable channels. However, the facilities and equipment are available to rent for non-Laurel TV programs. (See the Become a Member section of the laurel.tv website).

EQUIPMENT AND FACILITIES

1. CONDITIONS FOR USE

LAUREL TV studio equipment and facilities are available members, volunteers, and individual producers who:

- have completed the necessary one-on-one training sessions or can demonstrate prior training and have familiarity with the equipment and its uses
- have read this Policies and Procedures guide and have signed the Statement of Compliance;
- Have a picture ID to establish identity.

Parties using LAUREL TV studio equipment shall be held financially responsible for the replacement costs of any damaged, lost, or broken studio equipment that occurs during their use.

Only LAUREL TV staff is authorized to use City of Laurel telephones and computers without permission...

2. STUDIO RESERVATIONS

The LAUREL TV studio is available to members to tape or air live productions on a pre-scheduled basis. Reservations for use of the studio are made on a non-discriminatory basis. New members shall meet with a staff person to reserve the facility and go over the proposed program. An additional appointment may be scheduled, if necessary, to assure full understanding and familiarity with studio equipment.

Changes in studio reservations should be made in advance and with approval of LAUREL TV staff.

The producer and crew shall report to the studio at the scheduled production time and complete the wrap-up and clean-up of the studio within thirty minutes following the production. Producers are responsible for ensuring that crewmembers secure all production equipment, clean up and return the studio to condition it was in when they arrived as directed by LAUREL TV staff after completion of their production time. Failure to abide by these rules and timetables may result in a delay of production.



The LAUREL TV producer/host making the reservation shall be responsible for assuring that any persons participating in the use of LAUREL TV facilities/equipment are qualified LAUREL TV members and that all rules regarding facility usage are followed. Failure to do so shall result in a suspension of privileges.

The studio is to be used “as is.” Use of additional technical components or arrangements requiring rewiring or reconfiguring must be cleared in advance by a Laurel TV staff member. The program producer must provide all props and set pieces beyond those furnished by LAUREL TV.

3. CANCELLATIONS/LATE RETURN SANCTIONS

LAUREL TV producers are required to provide prior notice of cancellation for reserved studio, editing time or remote equipment. Repeated failure to provide prior notice may result in a suspension or loss of LAUREL TV privileges.

4. EQUIPMENT CHECKOUT

A copy of the Equipment Checkout Form for gear that will be used outside the studio will be provided to volunteers who have completed a Laurel TV application and had their training verified by a Staff member. The form must list the name of each piece of equipment. Any malfunction or surface damage to the equipment, at the time of checkout will be noted on the agreement and initialed by the borrower and LTV staff.

By signing the completed form, you are accepting financial responsibility for any equipment that is damaged or lost while in your possession.

If a member fails to pick up equipment at the assigned hour or fails to notify the studio of a possible delay, that equipment or studio time may be assigned to another member after 30 minutes.

I. CHECKOUT TIMES

Portable equipment may be picked up during regular business hours. Contact the LAUREL TV staff to schedule checkout.

II. LIMITATIONS

- a. All checkout equipment is available for a maximum of 24 hours, or the next business day. Extended checkouts must receive prior approval from LAUREL TV staff.



- b. Portable equipment may not be available for checkout while training is in session or during the maintenance of such equipment.

5. EQUIPMENT CHECK-IN

Volunteers must return video field production equipment undamaged and on time to LAUREL TV staff. The user will have ten days to work out an agreement with the Communications Director to reimburse LAUREL TV for expenditures required to repair or replace damaged or lost equipment. The right to use equipment and facilities is suspended during this period.

6. EDITING EQUIPMENT

Editing equipment may be available during LAUREL TV business hours, but edit sessions must be scheduled in advance.

7. COMMUNITY BULLETIN BOARD

Legal non-profit organizations in the City of Laurel may submit flyers and pdf's for cablecast on the LAUREL TV Community Bulletin Board. Staff must approve other messages. Messages may include information regarding services or events presented by non-profit groups and/or approved cultural or educational organizations.

LAUREL TV FACILITY RULES OF CONDUCT

The following rules of conduct are in place to help provide a safe, healthy and comfortable environment for all LAUREL TV staff, users, and volunteers while in the facility. Individuals who violate the rules shall not be allowed to remain on the premises and may be subject to further sanctions, the minimal of which shall be a suspension of facility privileges for 30 days.

- Put studio props and station equipment back where you found it. Tidy up common areas used during your production time, including the Green Room, edit suites, and control room.
- Phones, fax machine, copier, and office computers are for the use of staff only. If you need to receive or make a phone call, please inform and obtain permission from an available staff member.
- No smoking is allowed in the building or within 20 feet of the entrance of the building at any time. Food and drink are allowed only in designated areas and never in the editing suites or control room.
- Only authorized personnel are allowed in the Equipment Room and Master Control Area.



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- Under no circumstances are members allowed to re-engineer equipment configurations.
- Producers and guests shall abide by all pertinent fire and safety codes and other rules and regulations as may be posted at LAUREL TV facilities.
- With the exception of sealed alcoholic beverage used as props or for fundraising purposes, alcoholic beverages are not allowed in the facility.
- Hair and fur from animals can damage sensitive video editing equipment. Pets and animals used in member productions are not allowed in the editing suites or control room.
- Use of LAUREL TV's name and logo is prohibited except as authorized by LAUREL TV.
- LAUREL TV equipment and facilities are to be used for making programs that will be shown on LAUREL TV channels and in other non-commercial contexts.

SANCTIONS

Minor Violations

- Not adhering to any of the above rules of conduct could result in action ranging from a warning to suspension of privileges to use Laurel TV equipment or facilities.

Major Violations

- Use, possession, or distribution of weapons, illegal drugs or controlled substances on the premises is prohibited, except by Public Safety Officers with prior approval.
- LAUREL TV does not tolerate threatening, harassing, or verbal abuse of any kind by any person, employee, access user or third party. No person shall have the authority, whether expressed, actual, apparent or implied, to commit any harassment, including, but not limited to sexual or verbal harassment to staff, members, users, community members, or other persons at LAUREL TV facilities. Harassment of a verbal, physical, visual or sexual nature will not be tolerated at LAUREL TV. Nudity is strictly prohibited at LAUREL TV facilities, even during productions.

Not adhering to the above will be considered a major violation and will result in automatic suspension of LAUREL TV privileges.



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APPEAL OF SANCTIONS

Volunteers or Independent producers who feel they have been unfairly denied access to Laurel TV facilities have ten days after the action in question to file a written appeal to the City Administrator.

The CA will meet with all involved parties, including LTV staff, and render a decision within 30 days after the appeal is filed.



STATEMENT OF COMPLIANCE

- A. I have received, read, and am thoroughly familiar with the contents of the LAUREL TV Policies and Procedures and I agree to completely comply with these provisions. I understand that LAUREL TV staff reserves the right to suspend or revoke the privilege of any user to utilize LAUREL TV if that user is in violation of any of these rules.
- B. I will thoroughly familiarize myself with the content of program material to be taped and/or cablecast and agree that it will not contain:
 - 1. Any material which is obscene or an invasion of privacy;
 - 2. Any material which is slanderous, libelous, defamatory, or which is a violation of any local, state or federal law;
 - 3. Any material or information concerning a lottery, gift enterprise, or scheme offering prizes dependent on lot or chance.
 - 4. Any material presented in violation of copyright, royalty, trademark, literary or motion picture rights, or other ownership rights, or any material submitted without all necessary releases, licenses, or other required permission;
 - 5. Nudity, or
 - 6. Any material presented for personal commercial gain.
- C. I assume full responsibility for the content of all program material cablecast and will ensure that such program material will not violate any right of any third party.
- D. I assume full responsibility for the program content and releases LAUREL TV, the City of Laurel, and their staff from any liability of legal fees and expenses or legal challenge that may be incurred as a result of the cablecasting of a program that I produce.
- E. I understand that false or misleading statements made in this statement are grounds for forfeiture of the right to use LAUREL TV channel space, facilities, and equipment.
- F. All master tapes and DVDs submitted will be available for pickup at LTV for 90 days after first playback, after which they may be recycled or discarded.

Print name: _____ **Date:** _____

Signature: _____ **Address:** _____