

## General Provisions for Public Access Channels

### I. PREAMBLE

- 1.1 The rules and regulations set forth herein are adopted to govern the availability and use of the public access channels on franchised cable television systems in the City of Lincoln, Nebraska and any other communities in which the Lincoln public access channels are exhibited ("the public access communities").
- 1.2 The public access channels shall be made available to any member of the public residing in the public access communities on a non-discriminatory basis with priority to programming produced in the public access communities at no charge for channel use. Such use of public access channel time shall be made available consistent with the goal of affording users a low-cost means of television access.
- 1.3 Definitions: The following definitions shall be applicable to all access rules:
  - a. Lottery shall mean a gambling scheme in which (1) participants pay or agree to pay something of value for an opportunity to win, (2) winning opportunities are represented by tickets differentiated by sequential enumeration, and (3) winners are determined by a random drawing of the tickets.
  - b. Prime time shall mean the hours between 6:00 p.m. and 10:00 p.m.
  - c. Public access producer shall mean any person authorized per these rules to use public access channel time, equipment or facilities.
  - d. Government/Education (G/E) producer shall mean any person authorized per these rules to use government or educational access channel time equipment or facilities.
  - e. Franchise agreement shall mean any agreement currently in effect made and entered into between the City of Lincoln and a franchised cable operator authorizing the operator to provide cable service.
  - f. Government/Education (G/E) Access Coordinator shall mean the person responsible for coordinating production activities relating to the government access channel and facility.
  - g. Public Access Coordinator shall mean the designee of the City of Lincoln who is responsible for coordinating all activities relating to the public access channel.
  - h. Imported program shall mean a program which is produced outside the public access communities or by nonresidents.
  - i. Commercial shall mean as of, or pertaining to commerce; having financial profit as a primary gain. "Commercial" shall not include activities or organizations which are not-for-profit.
  - j. Adult shall mean any person 19 years of age or older.

### II. PUBLIC INSPECTION OF RECORDS

- 2.1 Public Access Coordinator shall maintain a complete record of the names, street addresses, and phone numbers of all persons requesting public access channel time or the use of the public access equipment or facilities. This record shall be made available to the public during the regular business hours. All records of requests for access time shall be kept for a minimum of two years.
- 2.2 Use of cablecasting equipment and channel time shall not be made available to any person who refuses to have his/her or its identity, street address and phone number maintained in the record and available for public inspection as required by this section.

- 2.3 Public Access Coordinator shall retain the following records for a period of two years from the time they are received or completed:
  - (a) Producer liability agreements; and
  - (b) Program schedule.

### **III. REPORTS TO ADVISORY BOARD**

- 3.1 The Public Access Coordinator shall quarterly submit to the Cable Television Advisory Board the following statistics:
  - a. Access channel cablecasting.
    - (1) Total hours scheduled.
      - (i) Hours of new programming.
    - (2) Number of separate and distinct groups or individuals.
      - (i) Number of first time users.
  - b. Use of studio.
    - (1) Total time blocks scheduled/number of separate and distinct groups or individuals.
  - c. Total time blocks scheduled/number of groups or individuals using remote production equipment.
  - d. Use of editing facilities.
    - (1) Total time blocks scheduled/number of separate and distinct groups or individuals.
      - (i) Non-linear editing.
      - (ii) linear editing.
  - e. Workshops conducted.
    - (1) Number of workshops.
    - (2) Number of persons trained.

### **IV. AUDIO BACKGROUND ON ACCESS CHANNELS**

- 4.1 Public Access Coordinator may elect to use radio broadcasts as audio background providers for any of the access channels.
- 4.2 Audio background providers shall be limited to non-profit or educational broadcast stations with 501(c) (3) status which are licensed by the FCC.
- 4.3 Audio background providers shall be required to deliver a signal of good quality to a location designated by the Public Access Coordinator.

### **V. TRAINING AND CERTIFICATION OF PUBLIC ACCESS USERS**

- 5.1 All producers and persons desiring to have programming carried on the public access channels must complete the proper application forms, present proof of a street address in the

public access communities and proof of rights required for cablecast of the programming on the public access channel permissions, such as copyrights, etc.

- 5.2 Users under the age of 19 years of age must:
  - (a) if using the studio or editing equipment, have at least one adult present at all times
  - (b) have a release form co-signed by a parent or guardian or other financially responsible adult stating that he or she will accept responsibility for any damage to the equipment or facilities.

5.3 All individuals desiring to produce programming for public access should be familiar with and agree to abide by the guidelines for production, procedure, scheduling.

(a) A public access orientation class designed to make new producers familiar with policies and procedures will be presented monthly at the access studio for all new producers. All new producers must complete this class before they are allowed to exhibit programming on public access channel.

(b) Additional specialized training and testing for certain equipment including, without limitation, remote cameras, linear editing, non-linear editing, and studio production equipment may be arranged upon request.

- Anyone operating public access equipment must take and pass the specialized public access training and testing for each piece of equipment before they can use that equipment.
- The purpose of this specialized training is to make the producer familiar with the proper operation of that equipment and to make them aware of public access guidelines, procedures, and regulations for that equipment.
- A certified user is an individual who has completed the public access training and the appropriate testing for that equipment.
- Certification is valid for one year from the date of approval and may be renewed annually if the individual produces at least one show that appears on the public access channel during the previous year.
- If certification lapses the person must retake appropriate training class and the testing for that equipment.

(c) Cable Television Advisory Board shall oversee and approve the process used for all public access training and testing.

- 5.4 The Public Access Coordinator is responsible for providing all users with guidelines for use of current studio and remote equipment, including a checklist of procedural steps, a general checklist for use of the studio, and a checklist for each specific piece of equipment.
  - (a) Complete operating instructions shall be made available for all equipment at all access sites for reference or checkout.

## **VI. GENERAL REQUIREMENTS FOR SHOW PRESENTATION**

- 6.1 All applications for public access channel time from users who have not scheduled a show in the last year must be delivered to the Public Access Coordinator at least 30 days in advance of the requested showing date. Other applications shall be reviewed on a first come-first served basis. All applications shall include a brief description of the show for promotional purposes and viewer information.

- 6.2 Each program must be delivered in a format deemed acceptable by the public access coordinator.
- 6.3 The final copy of each program must be delivered to the Public Access Coordinator for previewing at least two business days in advance of the scheduled showing.
  - (a) All programs shall record video black from the beginning of the tape to the beginning of the program and for 5 minutes after the end of the program.
  - (b) All programs shall begin not sooner than 15 seconds and not later than 60 seconds from the start of the tape.
  - (c) All videotapes must be rewound to the beginning when delivered to the Public Access Coordinator for cablecast.
  - (d) All programs submitted for cablecast shall accurately indicate the length of the program on the label.

## **VII. RESERVATIONS FOR CABLECASTING BY TYPES OF PUBLIC ACCESS PRODUCERS**

- 7.1 At the time reservations for cablecasting are made, programs shall be determined by the Public Access Coordinator to be one of the following types: either a series or a special; and either a local or imported program.
  - (a) Series - Programs scheduled on a weekly, bi-weekly or monthly basis. To qualify as a series, a new episode of similar length must be produced at least once a month.
  - (b) Specials - Programs produced or scheduled on a one-time or occasional basis.
  - (c) Local Programs - 50% or more of the material in the production must be material produced in Lincoln.
  - (d) Imported Programs - Over 50% of material in the production has been produced outside the City of Lincoln.
- 7.2 Series may be scheduled if they comply with the following:
  - (a) When making application for channel time, a series producer shall attach a presentation schedule to his/her application. The presentation schedule will indicate the frequency of show production, be it weekly, bi-weekly, or monthly.
  - (b) Local series may be scheduled at regular intervals for a maximum of six (6) months at one time and may be guaranteed time slots if done in accordance with Section 7.3
  - (c) Imported series may be scheduled for a maximum of three (3) months at one time. The same time slot can be renewed unless a previous request for the time slot has been made.
  - (d) A new episode in a series will be produced at a minimum once per month. Failure to produce a new episode in the series for a scheduled time shall result in loss of the remainder of scheduled time.

- 7.3 Each local producer is guaranteed up to one hour of channel time per week provided time is available. Public Access Coordinator may limit time available to any one producer in order to maximize the number of producers presenting programming. Additional requests for channel time shall be allocated by the following priorities:

First	New local producers
Second	Local specials
Third	New Local programming scheduled for its first play
Fourth	Repeats of local programming
Fifth	Imported

- 7.4 Imported programs must have a sponsor resident in the City of Lincoln, or they will not be scheduled for cablecast.

## VIII. ALLOCATION OF CHANNEL TIME

- 8.1 The hours of cablecasting over the public access channels shall be 7:00 a.m. to 1:00 a.m. daily. On cable holidays observed by franchised cable operations, cablecasting hours are subject to availability of cable operator personnel.
- 8.2 Except as provided in Article VII., allocations of channel time shall be made on a first-come, first-serve, nondiscriminatory basis.

8.3 After the same program has aired six (6) times, no further requests for channel time will be honored. A program will be defined as being the same if 50% or more the program is identical. The Public Access Coordinator may reduce the number of times from six in order to maximize the number of producer presenting programming.

- 8.4 The Public Access Coordinator shall maintain a continuing three-month access channel use schedule for public viewing.
- 8.5 The City will interrupt access programming to cablecast an audio and/or video message on all channels simultaneously in the event of a disaster or public emergency.
- 8.6 If a significant portion of a program cannot be played for any reason, the user shall be notified and offered an alternative date and time for cablecasting his/her program.

## IX. PUBLIC ACCESS PRODUCTION FACILITIES AND EQUIPMENT

- 9.1 At no time should a public access user present themselves as an employee of any franchised cable operator.
- 9.2 Each franchised cable operator shall make available the facilities and equipment for use in the production of programming to be carried on the public access channels. If the production facilities and equipment are not reserved, the operator may use the studio and equipment during those times for its own purposes.
- 9.3 The production facilities and equipment may be used by public access producers only for the purpose of producing a program to be carried on the access channels. Programming material and copies thereof which are produced using such facilities and equipment shall not subsequently be

distributed for profit without the express written permission of the cable operator whose facilities were used for production and presentation of the programming for production or restoration of programming which is subject to change Time Warner Cable. In addition, a public access producer may not receive consideration or remuneration of any type and equipment.

- 9.4 Hours of Operation
- Producers must reserve public access equipment or facilities at least one week in advance. In the event that there are no scheduled appointments for use of equipment or facilities. Public Access Coordinator reserves the right to modify hours of operation.

(a) Studio and editing facilities shall be available according to the following schedule which is subject to change.

ACCESS STUDIO	
<b>Studio / Linear Editing Time Blocks</b>	
Monday Through Friday	9:00 a.m. to 12:00 noon 1:00 p.m. to 5:00 p.m. 6:00 p.m. to 10:00 p.m.
Saturday and Sunday	9:00 a.m. to 12:00 noon 1:00 p.m. to 5:00 p.m.
<b>Non- Linear Editing Time Blocks</b>	
Monday through Friday	9:00 a.m. to 12:00 noon 1:00 p.m. to 5:00 p.m. 6:00 p.m. to 10:00 p.m.
Saturday and Sunday	9:00 a.m. to 12:00 noon 1:00 p.m. to 5:00 p.m.

(b) Studio production shall conclude one half hour prior to the end of the scheduled time block. The final half hour will be used for striking the set and wrap-up.

(c) Studio time blocks shall be reserved for access users. If studio time blocks are not reserved a week in advance, the company may use the studio and equipment during those time blocks.

- 9.5 Studio Reservations, Renewals, Cancellations

(a) Studio facilities may be reserved on a first-come, first-serve basis either in person, by telephone or by email.

(b) All reservations for the studio shall be maintained by the Public Access Coordinator for public viewing during business hours.

(c) At the time reservations are made, persons reserving studio time must notify the Public Access Coordinator of the approximate number of people who will be in the production facilities at any one time. Reservations for studio time require a crew of two (2) people minimum, including on camera talent.

(d) Prior to using the studio, producers will submit a plan listing production needs, show outline, crew members, and talent.

(e) Due to space limitations, no sets or props may be stored at production facilities.

(f) Failure to schedule editing time or submit a program for cablecasting within four (4) weeks following the use of remote/studio equipment shall result in the denial of future requests to use remote/studio equipment until editing has begun or a program has been submitted for showing.

- 9.6 Remote Equipment Reservation, Renewals, Cancellations.
  - (a) Remote equipment may be checked out for one 24-hour period at a time, except weekends when equipment may be scheduled for a maximum of 48 hours.
  - (b) All reservations for the remote equipment shall be maintained by the Public Access Coordinator for public viewing during business hours.
  - (c) If the remote equipment has not been reserved by another user one hour before it is scheduled to be returned, the prior user may renew the reservation for an additional 24 hours.
  - (d) The remote equipment shall be used within the franchise area or within a reasonable distance thereof as determined by the Cable Television Advisory Board or its designee.
  - (e) The remote equipment for public access may only be picked up or checked out during the following hours: Monday through Friday, 9:00 a.m. to noon; and 1:00 p.m. to 5:00 p.m.; and Saturday and Sunday, 1:00 p.m. to 5:00 p.m. if scheduled by noon Wednesday. Hours are subject to change.
- 9.7 Editing Equipment Reservation, Renewals, Cancellations
  - (a) All requests for editing time must be made 3 days in advance.
  - (b) All reservations for editing equipment shall be maintained by the Public Access Coordinator for public viewing during business hours.
  - (c) A user may not schedule in advance more than two (2) editing time blocks per week.
- 9.8 If a Public Access Producer fails to appear within 30 minutes after the reservation time specified, the equipment may then be assigned to someone else.
- 9.9 Cancellation of reserved equipment and facility time must be made at least 24 hours in advance. Failure to do so will result in a penalty for the producer as outlined in Section 13.
- 9.10 Repairs, Damages, and Complaints
  - (a) The user assumes full responsibility for any damage to equipment or production facilities. User shall agree as a condition of use of equipment or production facilities, to indemnify and reimburse cable operator for all damage to equipment and facilities during the period of possession and/or use of the user.
  - (b) An exception is made for ordinary wear and tear on equipment. Equipment failure that is a result of ordinary wear and tear shall be the responsibility of cable operator.
  - (c) If a piece of equipment malfunctions, the Public Access producer shall notify a member of the studio staff as soon as possible. Under no circumstances shall the Public Access producer attempt to repair or continue to use the equipment.
  - (d) Users of remote equipment shall be asked to set up equipment and tape a small segment before checkout. Equipment shall again be set up and operated by users when returned.
  - (e) It is the responsibility of the individual who borrows equipment to verify its operational condition at the time of checkout.
  - (f) An equipment/facility complaint form, in a multiple part format shall be provided to all public access equipment and facilities users for each scheduled time period. In the event of a complaint, one part shall be sent to the cable operator. The second part shall be sent to the Cable Television Advisory Board in care of the Citizen Information Center.

#### 9.11. CONDUCT ON PREMISES

(a) No food, beverages, or smoking shall be allowed within the production areas.

(b) All users shall be prohibited from using the access channels and facilities if under the influence of alcohol or drugs, or otherwise not under full control of his or her senses, or if exhibiting disruptive or abusive behavior.

(c) Users are responsible for providing all props or materials for a given program production. No flammable, caustic, toxic or explosive substances, alcoholic beverages or firearms are allowed in the studio. All uses of special effects must be approved in advance by the Public access Coordinator. Live animals, weapons, and other potentially dangerous items must be approved in advance by the Access Coordinators.

## **X. TAPES / DVD'S**

- 10.1 Producers are responsible for providing their own tapes or DVD's.
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- 10.2 A user may make one additional copy of his/her master tape or dvd using public access equipment as long as the master tape has been scheduled to be cablecast at least once on the access channel.
- 10.3 All tapes and dvd's submitted for cablecasting must be labeled with the following information:
  - (a) First airing date;
  - (b) Title and/or series number;
  - (c) Running time; and
  - (d) Producer's name, address and phone number.
- 10.4 A Public Access producer's program may not be duplicated for anyone other than the producer without his/her written permission, except that the Public access Coordinator and/or City may copy and review programs to determine compliance with these rules.
- 10.5 Video and audio on the public access channel may not, at times, be up to the standards acceptable for broadcast and other cable services. If, after viewing a program with all available electronic enhancements, the Public access Coordinator judges the tape to be of such poor technical quality that it appears to be a scrambled signal or that the cable operator is experiencing technical problems, the producer of the program will be called in for a consultation on whether the tape should play. If such a tape is then cablecast, a disclaimer will accompany the program.

## **XI. PROGRAM CONTENT**

- 11.1 The cable operator shall not censor or exercise any control over program content on the access channel with the exception of material contained in 11.2.
- 11.2 Prohibited Content
  - (a) The public access channel shall not be used to advertise or promote the commercial sale of products or services. Description or praise of a product, service, business, or person which encourages purchase, trade, or business is not permitted. Intentionally showing business or product names, logos and other symbols specifically for commercial promotion is prohibited.

Presentations by or on behalf of candidates for public office shall be allowed consistent with applicable law.

(b) Obscene material is prohibited.

(i) Materials shall be obscene when:

(a) the average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest, or a shameful or morbid interest in nudity, sex, or excretion;

(b) the work, material, conduct, or live performance depicts or describes in a patently offensive way, sexual conduct specifically set out in State law; and

(c) the work, conduct, material, or live performance taken as a whole, lacks serious literary, artistic, political, or scientific value.

(ii) If the Cable Television Advisory Board determines a program is obscene, it may request that the City pursue criminal penalties and/or injunctive relief against the producer.

(c) Indecent material may only be cablecast from Midnight to 1:00 a.m.

(i) Materials shall be indecent when they depict or describe, in terms patently offensive as measured by contemporary community standards, sexual or excretory activities or organs.

(d) Any advertisement of or information concerning any lottery, gift enterprise, or similar scheme is prohibited.

(e) The public access channel shall not be used for solicitation or fund raising of any kind.

### 11.3 Use of copyrighted material

- (a) Programs containing copyrighted materials will not be cablecast without proper copyright authorization at the time of application. Producers submitting programs for cablecast are responsible for obtaining all necessary copyright clearance or talent releases and shall hold the cable operator and the City of Lincoln harmless in any case of any infringement.
- (b) Producers who become involved in copyright disputes which ultimately cause damages to either the cable operator or the City of Lincoln shall be denied the use of access facilities and equipment until reimbursement for such damages is made.
- 11.4 Users of public access equipment or facilities retain ownership rights to programs they produce. Users may register and establish a copyright at their discretion.
- 11.5 Copyright for creative properties (original scripts or plays, music, art work, etc.) shall accrue to the owner/creator of the property.
- 11.6 Violations

(a) If the Public Access Coordinator believes a tape may be in violation of the access rules, the tape may be submitted to the Cable Television Advisory Board for review.

(b) If the possible violation can be corrected by editing or review is made unnecessary by rescheduling, the producer may elect to edit or reschedule the tape so it can be aired without delay.

(c) The Public Access Coordinator shall submit the tape with a list of possible violations for review by the Cable Television Advisory Board at its next regularly scheduled meeting.

(d) The affected producer shall be invited to attend the Cable Television Advisory Board meeting at which his/her tape is being reviewed to make whatever presentation or argument he or she desires.

(e) Such tape shall not be cablecast until the Board has reviewed it.

- 11.7 The cable operator is permitted to use a legal disclaimer in connection with the airing of any program.
- 11.8 Public Access Coordinator may place the name of the program producer and an address or phone number within the franchise area at which the person can be contacted before and after each program.

## **XII. MISCELLANEOUS**

- 12.1 The schedules for the production facility and channel use shall be maintained for public viewing during business hours.
- 12.2 Any public access user who is dissatisfied with the administration, enforcement, or company decisions regarding these rules may submit such matter to the Cable Television Advisory Board. The Cable Television Advisory Board shall consider such complaints at their next regularly scheduled meeting.
- 12.3 Failure to comply with these rules may result in the denial or cancellation of further access. An outline of the Public Access Coordinator's penalties or penalty policy shall be attached to these rules. Whenever a penalty is imposed, the Public Access Coordinator shall report the violation and penalty to the Cable Television Advisory Board at their next scheduled meeting.
- 12.4 The rules governing the public access channel shall be reviewed annually by the Cable Television Advisory Board and the cable operators.

### XIII. VIOLATIONS AND SANCTIONS

13.1 Violations of the the rules will result in a written warning, or an immediate suspension of public access privileges.

Possible violations may include, but are not limited to:

1. Violation of any of the above rules.
2. Failure to arrive for an equipment reservation.
3. Cancellation of an equipment reservation less than 24 hours in advance, with the exception of unforeseeable disaster or accident.
4. Tardiness, defined as being more than 30 minutes late for a reservation or in returning equipment, except in emergency situations.
5. Refusal to surrender use of equipment and/or facilities after being notified by access staff.
6. Failure to submit a program, or a new program in a series, by the scheduled play date.
7. Failure to schedule editing time or submitting a program for cablecasting within four (4) weeks following the use of remote/studio equipment.

#### 13.2 **Penalty Procedure**

All warning, penalties or loss privileges will be in writing to the public access user. Appeals may be made in writing to the Cable TV Advisory Board, % Citizen Information Center, 129 No. 10th Street, Room 11, Lincoln, NE 68508.

1. **First Violation: Warning Issued.**  
The producer shall be notified in writing and made aware of the violation.
2. **Second Violation: First Penalty Issued.**  
Should a second violation of the same or any other rule occur, the producer will receive a written penalty
3. **Third Violation: Second Penalty Issued - One Year Loss of Privileges.**  
Should a third violation occur, the public access producer shall be notified in writing of his/her suspension from access involvement of any kind for a period of one (1) year from the date of the third violation.

#### 13.3 **Immediate Suspension (Privileges Revoked)**

Some violations are more serious in nature. They may endanger the equipment, or present a hazard to public access users and/or other persons.

The preceding penalty procedures may be superseded depending on the seriousness of the violation/s. The following causes will result in immediate suspension of any or all public access privileges.

1. Under the influence of alcohol or drugs, or otherwise not under full control of his/her senses, or if exhibiting disrupting or abusive behavior.
2. Unreimbursed damage to the equipment and/or facilities caused by neglect, abuse, theft, or other calamity; or self-repair or continued use of equipment that has malfunctioned.
3. Use of cable operator equipment or facilities not designated for public access use.
4. Theft, an act of violence and/or destruction of property, or other actions which would be criminal in nature.
5. Violation of the program content limitations of Chapter 2, Article VIII.
6. Use of public access equipment for other uses than producing an access program.
7. Violation of copyright law.

## **COMMUNITY ACCESS CODE OF CONDUCT**

The Community Access Department of Time Warner Cable in Lincoln NE has adopted the following rules in order to set a standard of acceptable behavior conducive to maintaining an appropriate atmosphere in the community access facility located at Time Warner Cable premises.

- 1) Community access producers and their assistants shall respect the rights of other persons and shall not behave in any manner which can reasonably be expected to disturb other persons.
  
- 2) Community access producers and their assistants shall not interfere with the use of the community access facility by other community access producers or Time Warner Cable customers. Further, they shall not interfere with Time Warner Cable staff's performance of their duties.
  - Examples of prohibited behavior include but are not limited to:
    - i. noisy or boisterous activities
    - ii. staring at another person
    - iii. following another person about the building
    - iv. making unwelcome, suggestive or inappropriate comments to others or in monologues
    - v. unwelcome or inappropriate physical contact with others
    - vi. singing/talking loudly to others or in monologues
    - vii. entering areas not designated for public access use
    - viii. loitering in Time Warner Cable buildings, entrances and parking lots
    - ix. Remaining on Time Warner Cable's premises during times not designated for public access use. The times currently designated for public access use are 9am to noon, 1pm to 5pm, and 6pm to 10pm Monday through Friday, and 9am to noon and 1pm to 5pm on Saturdays and Sundays. These times are subject to change.
  
- 3) Only community access producers and their trained assistants are allowed access to Time Warner Cable's community access facility. No other persons are allowed in Time Warner Cable's building without the prior consent of the Manager of Community Programming or his / her designated representative.
  - Producers using the community access studio must notify the Manager of Community Programming of all people involved in the production crew, any interview guest, and any potential substitutes for crew members or interview guests prior to arrival for show taping and during regular business hours of 9am to noon, and 1pm to 5pm, Monday through Friday.
  - No unscheduled crew members or guests will be allowed in the building.
  - Community access producers and their assistants shall not invite guests to accompany them when using Time Warner Cable's community access editing facilities without the prior approval of the Manager of Community Programming or his / her designated representative. Producers must request said permission only between the hours of 9am to noon, 1pm to 5pm Monday through Friday.
  - Persons wishing to view or tour the public access facility may do so only between the hours of 9am to noon, and 1pm to 5pm Monday through Friday, and may do so only with prior approval of the Manager of Community Programming or his / her designated representative.

- All visitors to Time Warner Cable must sign in and be assigned a visitors badge. This badge must be worn in plain sight at all times while on the Time Warner Cable property and must be returned before leaving the property. Any person leaving the facility and planning on returning after any period of time must sign out and return their visitors pass upon departure and be re-assigned a pass upon their return. The visitors pass does not allow a person access to areas not designated for community access use.
  - Access to the building shall only be granted by employees of Time Warner Cable. No community access producer or their assistants or guests shall allow anyone access into the building at Time Warner Cable for any reason.
- 4) All persons shall be prohibited from using the community access channels and facilities if in possession of or under the influence of alcohol or drugs, or otherwise not under full control of his or her senses, or if exhibiting disruptive or abusive behavior.
  - 5) Noise levels shall be kept to normal conversational levels. Audio equipment shall not be audible to other persons.
  - 6) Individuals under the age of 19 must be supervised by a person age 19 or older while in Time Warner Cable's community access facility.
  - 7) Sleeping is prohibited in premises.
  - 8) No food or beverages shall be allowed within the production areas. On air talent involved in a studio production may have water if needed. You must have prior approval from the Manager of Community Programming in order to bring food or beverages into the studio if you plan to record a cooking segment for your show.
  - 9) Smoking is prohibited in all buildings at Time Warner Cable.
  - 10) Weapons of any kind are prohibited in all buildings at Time Warner Cable.
  - 11) Community access producers are responsible for providing all props or materials for their programs production.
    - The following items are prohibited as props:
      - i. flammable, caustic, toxic or explosive substances
      - ii. illegal drugs
      - iii. alcoholic beverages
    - All uses of special effects must be approved in advance by the Public access Coordinator. Prop weapons, and other potentially dangerous items must be approved in advance by the Access Coordinators.
  - 12) Animals are prohibited in Time Warner Cable buildings except service animals. Specific exceptions may be made with prior approval of the Manager of Community Programming or his / her designated representative.

- 13) Persons must wear shirts and shoes in all Time Warner Cable buildings.
  
- 14) Persons whose bodily hygiene or odor is so offensive as to constitute a nuisance to other persons and/or Time Warner staff shall be required to leave the building.
  
- 15) The following are deemed unacceptable uses of computers and Internet access:
  - Usage of the computer and/or Internet for purposes not directly related to the production of Public Access programming.
  - Usage of the computer and/or Internet so as to violate the law.
  - Usage of the computer and/or Internet for viewing, transmitting or downloading obscenity, including child pornography, or materials that encourage others to violate the law.
  - Usage of the computer and/or Internet so as to cause harm to others or damage the property of others.
  - Usage of the computer and/or Internet so as to jeopardize the security of access of the computer network or other networks on the Internet or elsewhere.
  - Usage of the computer and/or Internet so as to compromise the safety and security of others.
  - Usage of the computer and/or Internet so as to provide access by a minor to material that is inappropriate for a minor.
  
- 16) Selling, solicitation, signature gathering and leafleting are prohibited in Time Warner Cable buildings or any exterior areas that would in any way obstruct, interfere, and/or prevent access to entrances and/or exits of a Time Warner Cable building.