

TV Santa Barbara
Rules & Procedures Handbook

Effective August 12, 2013

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BUSINESS INFORMATION

Our Location:

The TVSB Community Media Center is located in Santa Barbara at
329 South Salinas St
Santa Barbara, CA 93103

Office Phone: 805-571-1721

Email: info@tvsb.tv

Hours of Operation

Available online at www.tvsb.tv

Hours of operation are subject to change without notice. Notice will only be provided if the change in hours affects a reservation for use of the facility.

Holiday Closings

The TVSB Community Media Center will be closed on the following dates for all services:

New Years Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following, and Christmas Day.

When a holiday falls on a Saturday, it is usually observed on the preceding Friday; a holiday that falls on a Sunday is usually observed on the following Monday. The facility may be closed on other dates as determined by management.

Welcome to TV Santa Barbara (South Coast Community Media Access Center)

TV Santa Barbara is a place for the community to come together to connect, collaborate and create media. It is a center for content creators, providing access to media technologies to tell stories, share ideas, and create television shows, independent films, and documentaries. All are welcome at TV Santa Barbara regardless of your level of experience. We provide extensive hands-on training in media technology and communication. TV Santa Barbara's community media center is your hub for learning and using media to connect and communicate.

Our Mission & Vision

TV Santa Barbara's mission is to empower people to make media that matters. We do this by providing community members with knowledge, resources and tools to create and distribute their own original programming content.

TV Santa Barbara's vision is for a community where every voice is heard.

History

The South Coast Community Media Access Center (dba TV Santa Barbara) is a 501(c)3 non-profit corporation that came into existence on January 1, 2003 to manage two local community media channels in the cable franchise areas served by Cox Communication. Our two channels, TVSB Voice and TVSB Culture, are available in the area homes along the south coast of Santa Barbara County, extending from Carpinteria, through Santa Barbara and Goleta.

These channels have existed in our community for more than three decades. Public Access was managed by Cox; the education channel was housed at UCSB and programmed by a consortium of local educators. The two channels were spun off to a nonprofit with the goal to expand the focus and improve the content of each of these valuable community resources.

This Handbook, and our operating rules and policies, are a living document, one that will also change. The intent is to provide rules that are reasonable, clear, and fair and which can be fairly enforced. The rules apply to all producers. Due to the unique nature of TVSB Culture, different procedures may apply to programming for TVSB Culture.

TVSB Voice

Voice is a channel dedicated to independent, non-commercial community programming. The programming provides a voice to the Santa Barbara community and increases civic discourse and engagement in the community. Our goal for TVSB is to assist local independent producers to create more and better programming.

TVSB is committed to looking for ways, through technology, staffing, training, and services to expand the use and breadth of media to reach the entire community. Our intent is to make Voice a community channel that reflects the diversity of viewpoints and interests in the area.

The rules included in this document are important. The equipment, facilities, and use of channel airtime are a shared community resource, administered by TVSB. The purpose of the rules is to treat people fairly and equitably, to maintain safety, and to preserve these shared resources. The guidelines are based upon the principles of the First Amendment whose only limitations are that programming be non-commercial and not obscene, as defined by applicable laws. The First Amendment right of free speech applies to program content only. The use of TVSB's equipment, facilities, and resources is a privilege, not a right.

TVSB Voice is carried on COX Channel 17 or Digital Channel 103.17.

TVSB Culture – Culture, Arts & Education

TVSB Culture is a channel that focuses on the arts, culture, life and a broad definition of education to capture community life in the area. Culture is to be a mecca for local culture, arts and educational programs, to serve organizations providing such content, and viewers wanting to enjoy this content, and to educate our community while serving the larger community on the South Coast. Programming comes from local educational institutions, features productions by TVSB staff and select programs that TVSB management believes fit the purpose of this channel.

Culture is carried by Cox Cable on channel 71 or digital channel 104.21.

The Board of Directors

TVSB has an approved set of bylaws that determine how the organization operates and governs itself. The bylaws authorize a specific number of board members, including designated slots for active producers and for cable company and government representation.

Board meetings are generally held on the fourth Thursday of a month. The meeting schedule may change. All Board meetings and all committee meetings are open to the public. A list of current Board members is available on the website at www.tvsb.tv

Membership

TVSB is not a membership based organization. The term “member” is only used to describe any person who has paid the organization a designated annual fee to have that status and whose privileges, rights and responsibilities are described in this handbook. Annual memberships are available to individuals, businesses, and non-profit organizations that pay the annual fee established by the Board of Directors. Annual membership benefits include access to training workshops and our community production facilities and equipment.

Those requesting memberships who are under the age of 18 must obtain written parental consent or that of a guardian. The parent or guardian must assume, in writing, all legal and financial responsibilities for the actions of the minor.

Current membership levels and rates are available on our website – www.tvsb.tv.

Individual members are available to any individual residing within Santa Barbara, County and Ventura County, California.

Individuals may use the following services:

- Discounts for production classes
- Discounted Access to production equipment
- Cablecast of programming produced locally *or* outside of the South Coast area
- Complete creative control of program content, and production rights
- Eligibility to apply for TVSB Service Alternatives

Organizational memberships are available for nonprofit corporations, educational institutions, businesses and other local organizations at an annual rate as determined by the Board of Directors. This fee is applicable to those groups that intend to utilize the facility for any production related activity. Organizational members may use the following services:

- Discounts for production classes
- Discounted Access to production equipment
- Cablecast of programming they produce or sponsor, in accordance with Handbook
- Complete creative control of program content, and production rights

Volunteering

TV Santa Barbara welcomes volunteers to the Community Media Center. To offer volunteer support, please contact us at 805-571-1721.

If a member would like to become a **TVSB Studio Volunteer**, TVSB will provide free studio training with a written agreement that the member will volunteer at least five hours per month. After the first 25 hours volunteered, the member will receive his/her certification(s) for TV Studio. For every 25 hours volunteered thereafter, any class of choice may be taken FREE. If a volunteer works less than five hours per month for two consecutive months, without reasonable leave of absence or notification, that volunteer may be taken off the roster and will not be eligible for volunteer credit for at least one year.

A member will only be considered to for volunteer credit when volunteering for TV Santa Barbara or on a program for which they are **not** listed as a producer or alternate producer.

Volunteer Service Alternatives are available to members in lieu of paying fees for any TVSB activity that requires a fee.

Volunteer assignments may include crewing a studio or remote program for which the member is not listed as a producer and receives no monetary compensation from the producer, assisting at the front desk to welcome and escort guests, or other appropriate duties depending upon TVSB's needs and the member's skills.

Volunteer Service Alternatives do not apply to any already discounted rates or fees or to membership fees.

Active Volunteer Producer's List

Any certified member may choose to have his/her name added to the Active Volunteer Producer's List. Doing so means that one's contact information may be made available to other TVSB members and they may be contacted to produce or crew for other members' productions.

Internships

University, college, and high school students may apply for internships at our community media center. Interns will receive hands-on experience in a professional media production environment and be trained to operate studio cameras, audio board, teleprompter, character graphics and more. Interns will be assigned events and stories to cover in the community and work on studio and field productions for airing on TVSB Voice or Culture. Assignments range from mini-documentaries, to coverage of performances or forums, to a local neighborhood news program. Field camera, Final Cut Pro or Adobe Premiere experience is helpful but not required. During the course of the internship, interns will be able to attend any classes free of

charge. TVSB interns will receive a one-year membership and retain all acquired certifications upon completion of the internship.

TVSB interns are required to work a minimum of 12-15 hours per week for 3-6 months for a total minimum of 360 hours including 10 hours of intense training as necessary.

How to Become a Member

It is easy to become a member of TV Santa Barbara. Attend an Introduction to TV Santa Barbara session and then sign up at the media center. Dates, times and forms are available on our website.

Non-Members' Rights

Non-members may attend some classes, may participate in TVSB events open to the public, and may appear as occasional guests on programs, whether produced at TVSB facilities or elsewhere

Code of Conduct

All members and users are responsible for treating the equipment and facilities with respect and care, and for respecting the rights of others who use the community access resources. TV Santa Barbara's collaborative community is diverse, creative, and spans many points of view. One thing the TVSB community must hold in common, however, is a set of common standards that we can count on to do our work in this environment.

Please abide by these standards at all times while in the TVSB community media center.

Individuals found in violation of these rules will not be allowed to remain on the premises and may be subject to further disciplinary action. The following rules of conduct are in place to help provide a safe, healthy courteous and comfortable environment for all TVSB members while in this facility.

While in the TVSB community media center, people must:

- Abide by TVSB Sexual and Unlawful Harassment Policy
- Avoid language that disparages others because of race, religion, origin, gender age, lifestyle, or sexual orientation
- Avoid loud, abusive, or disruptive behavior
- Not exhibit threatening or violent behavior
- Not violate public laws – any such violations will be reported to the proper authorities
- Follow staff direction at all times
- Not bring weapons into the facility (authorized law enforcement personnel excepted)
- Not smoke in the facility
- Not consume alcohol nor any illegal substances on the premises
- Persons inhibited by the influence of drugs, alcohol or other substances will not be allowed in the facility
- Maintain non-offensive personal hygiene
- Represent him or herself solely as an independent producer or as a crew member of an independent producer; a member or user cannot represent him or herself as a TVSB staff member or as acting on behalf of TVSB unless expressly authorized in writing by the Executive Director
- Be fully clothed
- Wear closed toe shoes when using TVSB studio and field equipment
- Avoid running in the facility
- Take special care not to expose others to contagious health conditions

- Not bring animals on the premises except for program content purposes or if trained for personal assistance
- Not loiter, stay onsite without a purpose, or interfere with activities and operations
- Not consume food and drink on the premises except in designated areas
- Not use another's property, time or workspace without expressed permission
- Contact staff to address equipment problems – do not attempt to re-patch any equipment
- Notify staff if you are unable to attend classes you have signed up for
- Make certain that children under the age of 12 remain in the company of their parent or guardian and are the responsibility of that person.

There are also important rules to ensure that the equipment is available for other members. Failure to cancel a studio or equipment reservation, mishandling of equipment, late return of equipment, and return of equipment in dirty or mis-packed condition are also considered conduct offenses that may result in future equipment and studio reservations being cancelled.

Unlawful Harassment and Discrimination Policy

TVSB is committed to providing a workplace free of sexual harassment or discrimination (which includes harassment or discrimination based on gender, pregnancy, childbirth, or related medical conditions) as well as unlawful harassment or discrimination based on such factors as race, color, religion, national origin, ancestry, age, physical disability, medical condition, marital status, sexual orientation or veteran status. TVSB strongly disapproves and will not tolerate unlawful harassment or discrimination against employees or community members utilizing TVSB's services by managers, supervisors, or co-workers, as well as by members or any others in our workplace.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive or hostile working environment or interferes with work performance. Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or cartoons regarding an employee's sex, race, color, national origin, religion, age, physical disability, medical condition, ancestry, marital status, sexual orientation or veteran status. Sexually harassing conduct in particular includes all of these prohibited actions as well as other unwelcome conduct such as requests for sexual favors, unwelcome sexual advances, or verbal or physical conduct of a sexual nature (like name calling, suggestive comments, or lewd talk).

If you believe you or a community member utilizing TVSB's services has been subjected to any form of unlawful discrimination or harassment, including sexual harassment, you should immediately contact the Executive Director. If you believe that the person perpetuating the

unlawful discrimination or harassment is the Executive Director, then you should contact one of the officers on TVSB's Board of Directors. TVSB will immediately undertake an effective, thorough and objective investigation, preserving confidentiality to the extent possible, and attempt to resolve the situation. If TVSB determines that unlawful discrimination has occurred, the employee involved in the improper conduct will be disciplined, up to and including termination. Appropriate action will also be taken to deter any future discrimination. Retaliation against TVSB employees or any other person for the good faith reporting of possible acts or incidents of discrimination or harassment will not be tolerated. TVSB employees shown to have engaged in such retaliation will be disciplined, up to and including discharge.

Workplace Violence Policy

TVSB is committed to providing a safe, violence-free workplace and strictly prohibits employees, customers, visitors, or anyone else on TVSB premises or engaging in a TVSB-related activity from behaving in a violent or threatening manner. As part of this policy, TVSB seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity toward violence even prior to any violent behavior occurring. TVSB believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs, and prompt reporting of any workplace violence related concerns.

Workplace violence includes:

- threats of any kind
- threats, physically aggressive or violent behavior, such as intimidation of or attempts to instill fear in others
- other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of TVSB property, or a demonstrated pattern of refusal to follow TVSB policies and procedures
- defacing TVSB property or causing physical damage to the facility
- bringing weapons or firearms of any kind onto TVSB premises, in TVSB parking lots, in TVSB vehicles, or while conducting TVSB business

If any member or employee observes or becomes aware of any of the above-listed actions or behaviors by an employee, member, visitor, or anyone else in connection with TVSB, he or she should immediately notify the Executive Director or his/her designee. If you believe that the Executive Director may be in violation of this policy, then you should contact one of the officers of the TVSB Board of Directors. Members and employees should notify the Executive Director

or his/her designee if any restraining order is in effect, or if a potentially violent non-work related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, TVSB will inform the reporting individual of the results of the investigation. To the extent possible, TVSB will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances, for example, in order to protect the individual's safety. TVSB will not tolerate retaliation against anyone who reports workplace violence in good faith.

If TVSB determines that workplace violence has occurred, TVSB will take appropriate action and may impose discipline on offending members or employees. The appropriate discipline will depend on the particular facts of each case. If violent behavior is that of a nonemployee, TVSB will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

PROGRAMMING – Access to the Channel

Community media programming is a great opportunity, but it comes with responsibility. It's important to understand, at the outset, what is permitted and what is prohibited, to understand and follow all TVSB policies and procedures.

ELIGIBILITY

Any resident of Santa Barbara or Ventura County, or an individual who is involved with a business or non-profit organization in Santa Barbara or Ventura County, who is a member in good standing may submit *non-commercial*, protected speech for playback on the community access channel. *Proof of residency may be required.* Santa Barbara County residents may also sponsor a program produced elsewhere by a non-resident by signing and submitting *Compliance* and *Playback Request* forms agreeing to assume liability for the program's content.

TVSB requires that **all** specials and series producers or a playback sponsor be members in good standing of TV Santa Barbara prior to submitting any programming for air.

PROGRAM CATEGORIES

- **Access Productions** are ones produced using TVSB equipment and/or facilities. Access Productions include single time studio programs, a series, and individual field productions. Access Productions must have a designated *Program Producer*, a current member who assumes responsibility for initiating a program idea, finding certified crew, completing all applicable TVSB forms, supervising crew, talent and guests, and complying with TVSB rules and responsibilities. Series programs (see next section) may have an assistant producer, but all other Access Productions must have a single designated Program Producer.
- **Local Productions** are programs submitted and produced by members of the TVSB region that *did not utilize TVSB facilities or equipment.* Local Productions might include student work, documentaries made by a local resident, animation, community events, or short video projects. These programs may have been made at school, home, at another access center, or in a professional setting. Each Local Production must also have a member who completes the *Request for Playback* form and assumes responsibility for the program.

TVSB encourages community video producers to submit their work in order to find a venue for their programs. TVSB wants to expand its programming breadth, scope, and quality by actively soliciting videos produced by community members.

Local Productions will be scheduled and aired with the same priority as Access Productions. Local productions must be submitted according to TVSB guidelines or the submitter must pay TVSB to convert the program to the appropriate format.

- **TVSB Productions** are programs produced by TVSB staff and/or interns. TVSB is also responsible for producing or obtaining programming, including acquisition of curated programming, covering local events, and creating local programming which may air on either channel. TVSB staff may produce some programs of community interest for free, as time and funds allow. In addition, TVSB will offer discounted fee-based production services to our governmental, nonprofit, business and educational member organizations.
- **Import Productions** are those programs produced by a person or organization not residing in the TVSB area. Every Import Production must have a local resident who initiates and signs the *Request for Playback Form*, and who assumes complete liability and responsibility for the program content. This information will be a public record, and, upon requests from viewers, TVSB will provide the information to callers.

Import productions may air less frequently than Access, Local Productions, or TVSB Productions. They will be scheduled according to available airtime at the discretion of channel management. Imports that qualify as a series will also be scheduled according to available airtime. Import Productions must be submitted according to TVSB guidelines or the submitter must pay TVSB to convert the program to our playback standard.

PROGRAM DEFINITIONS

- **Special:** A program that is not a part of a regular series, such as a documentary, entertainment program, event coverage, or one-time talk show.
- **Series:** A collection of weekly, bi-weekly or monthly programs with the same title, common theme, length and general format.
- **Filler:** Any content that is less than 15 minutes in length that may be scheduled in-between regularly scheduled programs at the discretion of TVSB's programming department.

SPECIALS POLICIES

A special will air at least one time, with additional airings at the discretion of the TVSB Programming Coordinator.

Producers may request initial airtimes and the Programming Coordinator will try to accommodate the requests based upon availability in the schedule.

Specials can be up to three hours in length.

SERIES POLICIES

To qualify as a series, a producer must sign a *Series Program Contract* with TVSB. The producer agrees to submit a premiere episode in the series a minimum of 75% of the time for the frequency and number of seasons requested. In order to qualify as a premiere episode, 75% of the content must be new.

Producers can keep their assigned time-slot for up to one-year if all TVSB policies and procedures are followed.

Series Programming Slots are the following length:

- Half-hour time slot (22:00 – 28:30 minutes)
- Hour time slot (54:00 – 58:30 minutes)

If an individual episode is outside of these lengths, the producer must edit the program to fit, or the program will be returned to the producer by the programming department.

APPLYING FOR A SERIES TIMESLOT

Once you have completed, submitted, and successfully cablecast three individual programs, you are ready to request a series timeslot.

TVSB will accept requests for series timeslots three times a year, generally in the fall, spring and summer for our 15 week seasons starting in January, May, and September. Producers may request for a series timeslot for any or all seasons within a calendar year. Requests for series timeslots will not be taken outside of these times.

For each season, series producers may request a preferred time slot. Scheduling of programming is entirely at the discretion of staff. Priority will be given to locally produced programming. Series programming will be provided a stable time slot for the requested seasons in order to establish a viewership. No program producer will be guaranteed a

permanent time slot on any access channel beyond one year after submitting their first program. Series time slots will be lost if a producer does not meet the minimum requirements for the current season. TVSB understands the benefits of keeping series producers' time slots, but will also take into consideration other programming priorities as described at the outset of this chapter. Maintaining a consistent series time slot from year to year is not guaranteed.

Each series may have a designated Assistant Program Producer, who can act in place of the Program Producer, up to three times in a series run. The purpose of allowing an Assistant Program Producer is to provide continuity for program series during long runs. The Program Producer is not absolved from responsibility by delegating authority to an Assistant Program Producer. An Assistant Program Producer is in charge only if his/her name and contact information is designated in the *Program Proposal*, if the Producer is unavailable, and if TVSB staff is notified at least 24 hours in advance.

Producers are responsible for renewing their series request at least once a year by submitting an updated series timeslot request during the open series period prior to the start of the next season following the expiration of their series. TV Santa Barbara is not responsible for reminding producers of their expiring series.

In order to share channel space, a producer may have only one series in rotation during a season, but may submit specials for playback that are clearly different than their series in content, length, talent, theme, title and length.

SERIES TIMESLOT CANCELLATION

In order to maintain a regular series timeslot, a producer must submit episodes as scheduled. Failure to submit two programs within a season or failure to meet the original programming requirements may result in loss of the regular scheduled time slot and cancellation of the series.

A producer may cancel a program series in writing at any time with written notice to TVSB. A producer who is unable to deliver a program or produce a live program must inform TVSB of the problem at least two (2) business days prior to the scheduled airdate for a live program or five (5) business days for a taped program. Two (2) cancellations or no shows within a season may result in loss of the regular scheduled timeslot.

PROGRAM SUBMISSION FOR PLAYBACK

Required Paperwork: All current producers must have a *Statement of Compliance* form on file with TVSB. A separate *Playback Request* form is also required for each program and episode within a series.

Submitting Your Show for Playback:

Producers need to turn in new episodes seven (7) business days in advance of the scheduled air-date, with a *Programming Contract* form. For a program series that airs live, producers should record a copy during the production and turn it in on the same day as the live telecast for future replays. Replays of live episodes will not occur within three (3) business days of the live episode. Programs not delivered within these timeframes will be delayed for playback. TVSB reserves the right to change delivery requirements.

If a new series episode is not received as scheduled, TVSB will air the current program for one additional week. If a new episode is not received by the end of the one-week grace-period, the series time slot may be discontinued and other programming will be scheduled in that slot.

Producers should pick up their old shows after they have finished airing. TVSB staff will place the programs in the designated pick-up area when the program has finished airing. TVSB will only hold programs in this area for 1 month. If the program is not picked up within that period of time, TVSB reserves the right to dispose of the media. Programs can be turned in with a staff member at our Front Desk during normal business hours, through the mail or in our 24/7 slot on the front door.

Programs must be submitted in the proper format required by TVSB for playback that is compatible with existing and installed playback devices in TVSB's master control. TVSB will charge a transfer/encode fee for any programming that is not submitted in the manner outlined.

Producers seeking to have programming telecast by TV Santa Barbara will grant TVSB an irrevocable worldwide license to utilize that programming in any noncommercial manner for educational, informational or promotional purposes on any media platform.

Timeline for Playback Schedule Requests:

Playback scheduling requests must be submitted at least four weeks in advance of the desired cablecast date. TVSB requires a brief written program content description with all playback

schedule requests to allow for information to be provided to various channel listing locations. At the discretion of the TVSB programming staff, if the desired time slot is available, the four-week submission rule may be waived to allow the timely cable casting of time-sensitive or newsworthy events.

With the exception of live and series programs, channel time may not be scheduled until a program is completed and all information pertaining to the program is submitted to TVSB in writing.

Frequency

TVSB will air each Access, Local or Import Production at least one scheduled time. TVSB may provide three scheduled times, preferably once at night, once in the morning, and once in the afternoon if channel space and capacity allows.

PROGRAMMING POLICIES

Prescreening: TVSB does not pre-screen programs for content, but may view portions of a program to ensure technical standards are met. TVSB reserves the right to request proof of permission of any copyright material. The producer or playback sponsor assumes all legal liability for the content that is produced on their show. The producer's signature on a producer agreement and compliance form verifies the producer's acceptance of full responsibility for program content and releases the TVSB Staff and Board of Directors from liability or legal fees and expenses incurred as a result of cablecasting the program.

Transferring Time Slots

Time-slots may not be transferred to another program or producer. Producers may not substitute other programs in their allocated time-slots.

Non-Protected Speech/Content

A program must not contain commercial, slanderous, libelous or obscene content. Limited restrictions apply to copyrighted, adult, controversial, and political programming.

Programs that contain, or are determined to contain, commercial messages or which are challenged as slanderous, libelous or obscene will be pulled and not re-aired pending a determination of their status. Sanctions against the producer may include suspension from TVSB privileges and facility.

Commercial Content

Commercial content is prohibited on TVSB's community media channels. TVSB defines commercial content as information that is designed for the purpose of personal financial gain. Commercial content includes, but is not limited to, product placement, advertisement and service descriptions provided for value of any kind or nature.

Commercial content also includes promotion of any individual business, partnership or corporation by direct or indirect reference or testimonial for the significant purpose of commercial exploitation. If the primary intent or impact of a segment or program is to advertise a service or product, that constitutes prohibited commercial content. When the prime motivation for a segment or program is to make a commercial pitch or to advertise a service or product for sale, the noncommercial use regulation is violated.

TVSB realizes that there are situations when a small amount of commercial content may be appropriate. When commercial content is incidental to a wider permissible purpose, and helpful as a matter of context, then the noncommercial use regulation is not violated, because the commercial content is meant to be illustrative. An author may discuss and show her book; a host may mention where it is available. Viewers may be informed of a person's occupation or where he or she is employed, when that information is germane to the topic. A nonprofit can inform viewers about an upcoming fundraiser, including where to buy tickets and the cost to attend. In these cases, while commercial or economic interests are advanced, TVSB understands that it would be difficult to disseminate ideas or content without providing practical information with some relationship to the world of commerce.

The following **are allowed** in a limited manner if related to program content and noncommercial in intent:

1. Web addresses and phone numbers may appear and be announced three times per half hour within a program and may appear in the closing credits when using the same style, font, color and background as other production credits;
2. Visuals of books, CDs, and other products that are part of the noncommercial content of a particular program may be shown on camera three times per half hour within a program.

The following **are prohibited**:

1. Calls to action (e.g., "Shop at Joe's")
2. Business hours may not mentioned or displayed

3. Price information or dates of sales for goods, services or events of for-profit businesses.
4. Endorsements or promotions of a specific product or service are not permitted. Superlative descriptions, qualitative claims, or stated preferences for one product or service over another are prohibited. Statements about who has used a product or service are not permitted.
5. Telethons, auctions, or fundraising events of any kind are expressly prohibited, except that TVSB is authorized to conduct fundraising events on the air.

TVSB will apply a good faith, reasonable interpretation to questions of commercial content, and will expect producers to respond with a commensurate degree of caution and care. In situations where the commercial content of a program is questioned, TVSB will evaluate the program as a whole and weigh the following factors:

1. The extent to which the speaker stands to personally profit for the content message;
2. Whether the program promotes a commercial service provider, product manufacturer or distributor over other equivalent commercial competitors;
3. Whether the promotion is on behalf of a not for profit, civic, charitable or religious cause.

Slanderous and Libelous Content

Slander is a false and knowingly malicious oral statement that damages somebody's reputation. The legal definition is a bit more precise and is refined by case law. Libel is essentially the same act, but in written form. Libel and slander are not criminal offenses but give rise to civil actions, lawsuits for damages. If a viewer believes that an access program contains libelous or slanderous material, the viewer has the option to contact a private attorney to seek action against the producer.

TVSB does not preview programming to screen for prohibited content. Members are expressly made responsible for the content of their own programs.

Obscene Content

Obscenity is not considered protected speech under the First Amendment to the United States Constitution. The public access producer/submitter should be aware that under the Federal Cable Communications Policy Act of 1984 as amended, whoever transmits over any cable system any material that is obscene or otherwise unprotected by the Constitution of the United States is liable for substantial criminal penalties. It's difficult to determine in advance if something is legally obscene. It usually requires a judicial determination. The U. S. Supreme Court has a three-pronged test for obscenity. A program will be deemed obscene if it meets all three of the following criteria:

1. The average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest, and
2. The work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law, and
3. The work, taken as a whole, lacks serious literary, artistic, political or scientific value.

Copyrighted Material

U.S. copyright law prohibits the use of any copyrighted material without permission from the copyright owner. TVSB producers shall not include unauthorized, copyrighted materials in their programs and are responsible for obtaining all necessary permissions.

Adult Programming- Safe Harbor Hours

Adult content such as programs that contain sexually explicit content, nudity, offensive language, or excessively violent material will only air between 11:00 pm and 4:00 am.

The producer must inform TVSB staff that their program contains adult content when filling out the *Request for Playback* form. Any programming containing adult content must have the following viewer advisory displayed as a graphic with a voice-over announcement prior to the beginning of the program:

Warning: The following program contains adult material that may be considered offensive to some viewers or inappropriate for children. Viewer discretion is advised.

It is the Producer's responsibility to monitor the content of their programs, to correctly complete the *Request for Playback form*, and to provide the required warning. Failure to comply with the Adult Programming policy may result in the program being pulled and the Producer's TVSB privileges being suspended.

If the Producer needs TVSB staff to add the viewer advisory to the program, they must submit the program ten (10) business days in advance of the scheduled air date and pay a fee set by TVSB management.

Controversial Programming

TVSB believes there is much more harm in stifling speech than in exposing people to ideas and opinions with which they are uncomfortable. Controversial programming encourages expression of free speech. TVSB reserves the right to inform the public of controversial

programming and to solicit responses from the community in the form of additional programming.

Political Programming

Candidates for local office may produce programs or appear on other programs, in the same manner as any other member of the community. No paid advertising will be accepted on behalf of any candidate for public office or political parties, including promoting and or opposing ballot issues by supporting groups or lobbying organizations.

Political candidates and advocates for ballot issues are welcome to utilize the services on the same terms as other TVSB members. TVSB maintains the right to limit the length and frequency of political programming in the same manner that it imposes these limits on other programs.

In fulfilling its role as a vehicle for community and communication, TVSB shall make an effort to sponsor or encourage balanced, unbiased political programming events. TVSB also reserves the right to pre-empt other programming in order to provide timely local election-related programming. TVSB may also reserve a sufficient block of airtime during each political season to enable a wide selection of political programs to be cablecast.

Programming Involving Non-Profit Organizations

One of TVSB's goals is to offer programming important to our community. Local non-profit organizations producing their own programs or appearing as guests on other programs may mention services and provide contact information. In addition, they may promote special fund-raising events and may mention prices for those events. However, during the course of their program, they may not engage in general fund-raising nor may they sell or promote products, including copies of their videotape. Documentation of their status as a federally tax-exempt organization (501c3 status,) may be required at TVSB's discretion. TVSB reserves the right to produce, for free or for a fee, programming for local nonprofits.

Pre-emptions

TV Santa Barbara reserves the right to preempt any show in the event that time-sensitive content needs to air on occasion. If a show fails to air as scheduled due to technical or human error, the TVSB programming department will arrange to have one additional airing at a time designated by TVSB.

Program Promotion

Each producer of a program series will receive one bulletin board slide to promote the program for air on TVSB Voice. It is the responsibility of the producer to provide promotional information to the TVSB programming department for the promotional slide.

Each producer of a program or special may turn in a *Bulletin Board* slide using a TVSB template as a jpeg. The slide must be submitted five (5) business days in advance of the desired start date for the promotion. The bulletin board airs throughout the day and may not contain any Adult content. TVSB reserves the right to refuse any bulletin board slide.

Each producer is responsible for submitting any promotional information for digital program listings four (4) weeks prior to the program air date.

Each producer of a program series or program may submit a 15 or 30 second promotional spot for their program to air on TVSB. The promotional spot must comply with TVSB technical guidelines. TVSB does not guarantee any timeslots or airtimes for show promotional spots and reserves the right to refuse any program promotion spots. Program promotion spots may not contain any adult content. TVSB will produce promotional spots for series producers for a fee established by our creative services department.

You are responsible for any other form of program promotion and publicity.

TVSB logo

TV Santa Barbara's logo is not available for use on your show or in promotional materials. Members cannot represent themselves as employees or agents of TV Santa Barbara.

Contact Information

Producers must have current public contact information on file with TV Santa Barbara. This may be an address, email or phone number that the producer allows to be given out to viewers who would like to contact them about their program.

Funding Community Access Programs - Sponsorships

Producers are encouraged to seek funding for the production of community media programs. Any individual, business or institution that helps defray production costs may be given sponsorship credit.

Funded programs include situations in which a TVSB member is paid to produce a program for air on one of our channels or when an underwriter provides financial assistance or services that

support a program. For any funded project, prior to utilizing any TVSB equipment or facilities, the producer must submit a Third Party Agreement approved by TVSB. In addition, the rules for Underwriting Credits must be followed.

Disclosure of TVSB Support

Members must accurately identify themselves as independent producers to potential funding sources. TVSB must be accurately described as a non-commercial, non-profit organization that provides low-cost services, production resources and free channel time to members. Under no circumstance may an independent producer charge for anything he or she is receiving at no cost from TVSB – whether use of production resources, channel time or any other service provided to members.

Financial Disclosure

In each instance that program funding is planned or received for any program using TVSB production resources, the producer must fully disclose arrangements before use of TVSB facilities will be authorized. In the event funding is re-arranged or subsequently arranged (during production or after completion and cablecast of programming) the member must disclose the new information immediately.

TVSB's Right to Share in Compensation

In the event a member using TVSB production resources is compensated by a third party for any production or for any resulting programming, TVSB shall have the right to be reimbursed at a reasonable market rate for use of production resources. These provisions will be waived if the amount of funding covers no more than actual documented expenses such as for tapes, DVD, TVSB DIY rental costs, transportation and crew meals. If the funding provides for payments to individuals such as the producer, crew, or talent, an equitable arrangement for sharing of proceeds to support TVSB costs will need to be approved by TVSB management.

Conditions for funded projects

TVSB members may be paid by a third party to produce a noncommercial program, utilizing TVSB equipment and facilities, only if certain conditions are met:

- The program is appropriate for air on one of TVSB channels;
- The program first airs on a TVSB channel;
- A Third Party Agreement is signed, approved and filed;
- TVSB may air the final program as often as it wishes.

Should any production created through the facilities of TV Santa Barbara develop commercial value, or should the producer of any program, after the program is cablecast on TVSB, receive

monetary compensation for the program including, but not limited to, donations, underwriting, program sale or lease, or on-air solicitation (telethon), in excess of the out-of-pocket expenses incurred in producing the program for its cablecast on TVSB Voice or Culture; TVSB may consider the program to have been commercial in nature and charge the producer market rates for use of facility, access channel time, and staff time. TVSB may also agree to a revenue-sharing agreement that would require a percentage of revenue to be donated back to support TVSB. This section does not apply to programs produced by non-profit organizations to raise funds specifically to support community programming.

Producers using TVSB equipment and facilities in whole or in part to produce programs are not able to sell the program or copies without providing to TVSB payment of 50% of all revenue.

Underwriting Credits

Underwriting is the process through which a business or individual donates a specific product, service, or funding to cover the costs of production in return for non-commercial acknowledgment on that program. Any producer acquiring underwriting must file a Third Party Agreement form.

In exchange for their support, businesses or individuals may receive a 15-second underwriting spot once per every half-hour of content. Underwriting credits may not exceed two minutes per every half hour of the program length, regardless of the number of underwriters. No single underwriting credit may exceed fifteen (15) seconds. All underwriting credits must appear at either the beginning or end of the program. Underwriting credits may not appear in the middle of a program. Underwriters may also be acknowledged verbally by a host at the beginning or end of a program under these same terms and conditions.

The following may be included in an underwriting spot:

1. Contact information
2. Logo / Photo
3. Music
4. Voice-over acknowledging sponsor

A credit may not contain:

1. Calls to action (“come on down and take a test drive”)
2. Comparative language (“we’re better than Jill’s pizza”)
3. Visually display a product of service (showing someone eating food from the restaurant that donated to the show)
4. A price
5. Any inducement to buy, sell, rent or lease

Examples of acceptable underwriting/support credit:

SUPPORT FOR THIS PROGRAM PROVIDED IN PART BY

(Business name and/or logo, city, telephone, email or web address)

--or--

THANKS TO THE FOLLOWING FOR THEIR SUPPORT

(Business name and/or logo, city, telephone, email or web address)

For example:

ABC Business Solutions

Santa Barbara, CA (805) XXX-XXXX

www.abcbusinessolutions.com

Production Partnerships with TV Santa Barbara

TVSB management may choose to be a co-applicant for a grant or use its nonprofit 501c3 status to co-produce a program for TVSB Culture. In all situations, TVSB will administer an administrative fee for all monies received. TVSB will not co-produce with access members for TVSB Voice productions and will not use its non-profit status to serve as a conduit for other organizations to apply for grants, unless it is specifically related to a TVSB staff production.

TVSB Production/Creative Services

TVSB may be hired to produce programs for outside organizations and individuals for a negotiated fee and may also choose to produce programs at no charge, at the discretion of TVSB management. TVSB may rent its facility out to supplement revenue but shall not do so when such use impinges on member usage. A rate sheet for TVSB staff services is available and may be adjusted as determined by TVSB management.

Closing Graphic Identification

Programs produced that used TVSB facilities or equipment must have the following wording in their closing credits:

Produced at TV Santa Barbara– The South Coast Community Media Access Center

TVSB encourages, but does not require, producers to include a legible slate allowing viewers to identify the local person or organization presenting the program. This slate would provide viewers with contact information in case of questions or concerns; it must contain the presenter's name and address. Phone numbers and e-mail contacts are optional. For a fee, TVSB staff will provide editing and production support for this requirement.

Producers' Rights

Producers may maintain ownership and distribution rights to programs by using equipment not provided by TV Santa Barbara.

TVSB retains all rights to air any program in perpetuity that used TVSB equipment or resources in production of the program. TVSB retains the right to replay any program submitted for playback at the discretion of the TVSB programming department.

Producers are not obligated to show any viewpoint other than their own. Community residents with different and opposing viewpoints are encouraged to use TVSB Voice to express their own ideas.

Technical Requirements

TVSB reserves the right to reject or pull from the schedule programs which fail to meet minimum audio and video technical standards. Audio must be audible. Programs that do not meet published standards for technical requirements, or which lack the proper disclaimers will be returned for correction.

TVSB may not cablecast:

- degraded multi-generational copies (dubs) or programming
- programming containing an intermittent or missing control track
- programming containing video above 100 IRE or below 7.5 IRE

- programming containing severe audio problems consisting of, but not limited to, low audio levels, high audio levels, no audio levels, or audio “hums”

General Quality Guidelines

TVSB strives to maintain a minimum technical standard to better serve its viewers. The standards developed by TVSB will not only help TVSB maintain credibility, but will help attract more viewers to your program.

- Producers must provide TVSB with high quality copies of original programming
- TVSB may at its discretion preview programming to assure it meets technical quality standards.

Program Archive

TVSB may choose to retain a copy of your program for a historical archive of community programming in Santa Barbara. 30 days following the first scheduled cablecast of a program on any community access channel, any materials may be erased from TVSB hard drives and servers at the discretion of TVSB staff.

Program Copies

TVSB reserves the right to sell DVD copies of any programming submitted to air on TVSB as a means to support this community resource.

“LIVE” PROGRAMMING

Producing *live* studio productions requires extraordinary efforts from the producer and his/her crew because there can be no room for error. *Advance planning and organization are critical prerequisites.*

In order to produce a *live* program in the TVSB Community Media Center with TVSB Creative Services staff for your production, the following pre-requisites must be met prior to the scheduling of time-slots:

- The producer must be a certified TVSB producer or pay an additional fee for TVSB Staff to manage the production
- The producer must provide TVSB staff with a detailed rundown of their show two (2) business days in advance of the program. If the rundown is not received two (2) business days in advance, the taping will be cancelled.

The following requirements must be met for any member planning on producing live programming:

Time slot qualification: In order to qualify for a live time-slot, interested producers must first provide evidence in writing about why they believe a live format is necessary for their show.

- Why are call-ins, live emails, and/or live tweets essential to your format?
- How/why do you think a live cablecast will upgrade or increase your viewership?
- *Series Producers* must first record two (2) regular episodes of their programs as if it were “live”. If the program is a call-in program, the call-ins must be “staged” in taped episodes to practice the flow of the live call-in format.
- For a live “special” program, producers must show their proficiency by taping two (2) programs in the studio first, as if they were live, or by submitting past works that demonstrate their “live” studio program proficiency.
- For live programs with call-ins, the producer’s crew must include a certified *Phone Line Producer* for each studio session. This crew member’s only job will be to manage incoming phone calls, screen them, and help determine which calls will be taken on air. Both the on-camera talent and the phone line producer must receive TVSB certification on the phone call-in system and audio board.
- If the program includes a studio audience, the Producer is responsible for providing “a studio handler” who would be in charge of all traffic in and out of the building, limiting the audience size to the studio’s maximum occupancy (20 people), monitoring/policing people waiting outside the building, blocking the foyer, or propping open the exterior doors (which is prohibited). The Studio Handler must be a member of TV Santa Barbara.
- Producers must sign a live program agreement with TV Santa Barbara that details additional restrictions concerning program cancellations and no shows.
- “Live” Series or Specials will be limited to TV Santa Barbara’s production hours and availability of the time slot. No preference will be given to programs requesting time slots based upon the “live” component.

PRODUCING A PROGRAM

TV Santa Barbara members may produce content for TVSB Voice using TVSB's equipment and facilities available through the community media center.

There are two basic ways your program(s) can be produced and aired on TVSB Voice:

- Do It Yourself (DIY) Production
- OR--
- Hire TVSB Creative Services and Staff

Do It Yourself (DIY) Productions

Local DIY Production: You can make your own program(s) by yourself, using your own crew of family or friends and with your own cameras and editing gear, or with a professional crew you hire, and drop off your finished program for us to air.

Access DIY Production: You can make your program using your crew of family or friends or TVSB volunteers and by renting TVSB's equipment at our very low, discounted rates.

Before any TVSB gear can be checked out, you and anyone else using our equipment must become certified by taking the appropriate workshop. If you are already technically savvy, you can request to be "tested-out" by an instructor.

TVSB Creative Services

If you have the content idea but are unsure of how to get it to an actual production, or you don't want to hassle with all the details and responsibilities, you can hire TVSB staff and facilities and we'll execute your program for you in-studio or on-location.

STEPS TO PRODUCING A PROGRAM

- 1) Attend an Introduction to TV Santa Barbara session
- 2) Join as a TV Santa Barbara member by submitting your membership form and paying the annual dues
- 3) Take the *Producing a Program* workshop
- 4) Submit your *Program Proposal* to our Community Services department
- 5) If you will be using our equipment to produce your show, take the necessary workshops, or have your crew take the necessary workshops (studio production, field camera, editing, etc)

- 6) Once your *Program Proposal* is approved and you've received certification on any TVSB production equipment you plan on using, you need to arrange with our media center production times.
- 7) When complete, submit your program with our *Programming & Playback Contract* form.

You must be able to demonstrate satisfactory progress on any project upon request by TVSB staff. Producers are required to complete their first episode or special program within three months after first using our facility or gear, unless a different time frame is expressly approved on the program proposal form. Failure to provide a program within four months may prevent the producer from using our equipment or facility.

Program Proposal

A *Program Proposal* form must be completed by any member wanting to produce a program at TVSB. Each proposal will be assigned to a staff member who will work with the producer. All independent producers are required to schedule a pre-production meeting with their assigned staff member when beginning a new program. These meetings are to assist producers in the planning and production of their program and to help us effectively manage use of equipment and facilities.

If the *Program Proposal* form is incomplete, the assigned staff member will assist you in completing it. Assigned staff members are also available for planning assistance during all phases of production. In your first meeting, the assigned staff member will help you to plan your project and to determine what TVSB equipment and facilities you will need. You are also encouraged to initiate appointments for ongoing feedback and consultation about your project. Your assigned staff member may also request an appointment with you, if they determine a need.

The assigned staff member will have the authority to approve your project based on the information in your *Program Proposal*. If the assigned staff member has questions or concerns about your *Program Proposal*, he or she will refer the proposal for consideration to the TVSB Leadership Team. You will receive approval or comments on what needs to be done to obtain approval, within a reasonable time period. Proposals will not be evaluated on the basis of content.

TVSB Community Information Service

The TVSB Community Information Service is an electronic bulletin board that displays public service messages, TVSB promotional material, or the program schedule when produced programming is not being aired on TVSB channels. Use of the TVSB Community Information Service is open to any organizational non-profit, education or government member of TVSB. The Information Service may be used to announce meetings, events and activities that are open to the public. As part of an organizational membership, TVSB will provide upon request a template slide for the organization to use in creating their slide, or one slide created free of charge. TVSB will assess a production fee for any graphic slides that do not follow specific template guidelines or for the creation of additional slides. TVSB reserves the right to refuse and not accept any slides submitted for inclusion on the Information Service.

CLASSES & WORKSHOPS

To use TVSB's production equipment to produce an access show or series, members must take the corresponding training workshop. Classes are available at a discounted rate for members and the "volunteer service alternative" is also an option for those unable to pay.

TVSB offers a variety of classes and class space is often limited. Payment must be received to reserve your space in the class, and reservations must be made in advance. Class fees are nonrefundable. If you are unable to attend a class you signed up to take, and provide 24 hours advance notice, your class fee may be applied to a future class.

Some classes may require successful completion of another class as a prerequisite and some classes meet for two or more sessions spread over several days.

Certification Courses

At the conclusion of a class required to receive certification for TVSB equipment, the instructor will determine each class member's eligibility for certification. If a class member is not ready for certification, the instructor will determine what additional training will most likely prepare the person for certification. If someone does not receive certification, the class member may choose to retake the course for no fee.

Members will be "certified" for production equipment usage once they have completed their training and demonstrated sufficient skill in operating the equipment independently. Once certified, members can rent gear and/or assist with any studio or field productions.

Additional Training

Check the TVSB website for class schedules and information on how to register. Basic classes are available to members for a discounted fee. Nonprofit members can send up to five employees or volunteers listed on their membership account for the discounted member rate.

The training and classes may change to reflect new equipment, new technology, or the changing need of the membership. New certifications may be required as equipment and technology changes in order to continue using the facility and equipment.

Customized group training is available for groups requesting it. Contact us to discuss your needs.

Our training program is designed to build on skills acquired in other workshops. Classes are a beginning, but to solidify one's skills, nothing is as effective as working on programs. TVSB encourages production members to volunteer as crew. It reinforces skills and strengthens our sense of creating a community media center.

Class Waivers – “Test Out”

Waivers for TVSB classes and instant certification are possible for people who have proven production experience. Members who have previous production experience may attempt to test-out of classes for a fee of \$25. Instant Certifications are processed through an appointment with an assigned staff member who will determine certification eligibility, usually around the time of the applicable course. You can only attempt to test-out once and no instruction or answers are provided during the test-out. Only a small percentage of members actually receive instant certification. If an applicant does not receive instant certification, the fee for the certification review will be applied to the registration fee for the certification course.

The applicant must meet the following criteria to qualify for a waiver:

- Demonstrated experience with TVSB equipment or equivalent production equipment
- Ability to pass basic production skills assessment related to the class.

Depending on the class for which the waiver is being requested, the following may also be required:

- Portfolio reel that includes credits, if possible.
- Current production plan for facilitated public access project, in the form of an outline, script, or storyboard.

Training Recertification

Members who have not participated in a production using TVSB equipment for over a year, or whose membership lapsed for any period of time, must be re-certified before equipment privileges are restored. This requires attendance at a training workshop or a training waiver issued at the discretion of the TVSB training staff.

As equipment is upgraded or changed, members will be required to be re-certified on the new equipment. This requires attendance at a training workshop or a training waiver issued at the discretion of the TVSB training staff.

EQUIPMENT & FACILITY USAGE

TV Santa Barbara's community media center and equipment is available to members for the purpose of creating non-commercial content for TVSB's community media access channels ONLY. Reservations of any kind, including the use of our conference rooms, must be directly related to developing content for air.

Reservations for facility usage and equipment can only be made if there is an approved Project Proposal form on file with TVSB.

Once certified on the equipment that they would like to use, members can make a reservation via phone, email or in person through the Front Desk. Reservations for studio facilities or field equipment can be made up to two months in advance. Series producers may keep a regular facility or equipment reservation as long as their series remains active on TVSB and they remain a member in good-standing.

Members are expressly prohibited from renting or loaning TVSB equipment to any other parties or persons. **Members may not reserve, checkout, or return equipment for another member.** Members may not allow non-certified members or suspended members to use equipment they have reserved or checked out. Members may not charge any organization, funding source, or underwriter for their use of TVSB equipment, studio, or for airtime. Violations of these policies may result in immediate suspension from the facility and loss of access privileges.

Liabilities for Equipment

It is the responsibility of the member checking out equipment to be sure that everything is in good working order when checked out and returned.

Members are responsible for the cost of repair and replacement of equipment due to damage, misuse, or theft. TV Santa Barbara will assume responsibility for damage as a result of normal wear and tear, unless abuse or neglect is obvious.

If equipment does not work due to technical error or malfunction, and negatively impacts your ability to complete your production, TV Santa Barbara will provide a full or partial refund or credit towards your next rental. TV Santa Barbara will not be responsible for equipment which malfunctions due to human or operator error. You must notify TV Santa Barbara in writing within 48 hours of the production.

Set Storage

TVSB is not able to provide set storage space at this time for individual program series producers. Any set pieces that are left in the TVSB facility will become the property of TV Santa Barbara and is subject to being discarded or donated without notification.

Tours

We welcome you to visit and tour the TV Santa Barbara Community Multimedia Center. Tours for individuals and groups are available by appointment, Monday – Friday from 2 – 9 pm with one of our staff or crew members. To schedule a tour, give us a call or email info@tvsb.tv.

DIY (Do It Yourself) Rental Rates

TV Santa Barbara offers low cost rental of production equipment and facilities to our members for use in creating content for TV Santa Barbara's channels. Equipment may not be used for any other purpose than for creating noncommercial content for a project on file with TV Santa Barbara. Any other usage may result in loss of access privileges.

Field Equipment

Certified field camera operators may check out equipment based upon availability. Field equipment may be checked for a period up to 48 hours. Reservations will be accepted no more than six weeks in advance.

Members must follow the established checkout and check-in procedures when taking equipment out of the facility or returning it. TVSB field equipment may not be taken out of the TVSB area (Santa Barbara County), nor may it be taken to the beach, near to or at any body of water, without prior written approval of TVSB management.

You will schedule specific dates and times to check the equipment out, and to check it in. You are expected to come on time for these appointments. A staff member will make a complete

list of your equipment at checkout noting any known issues, and you will sign a checkout form acknowledging your responsibility for the items on the list.

When returning equipment, a staff member will check that each item is in working order and for any obvious damage. If you believe that the equipment is not functioning properly, inform the staff. Members should not attempt to disassemble or repair equipment themselves. TVSB staff will contact you if any unreported damages are subsequently discovered.

A late charge will be assessed if any equipment is returned after the time or date specified.

Editing Stations

Certified editors may reserve in-house editing suites for a maximum of four-hour blocks. Reservations will be accepted no more than four weeks in advance.

Editors must provide their own hard drive for storage of their media. Hard drives and storage space may be made available for a rental fee at the discretion of TVSB management.

Any media left on the TVSB edit stations may be erased seven days following the creation date at the discretion of TVSB staff. Files may be erased earlier at the discretion of staff if needed to maintain the resource for the community.

Studio Productions

For one-time programs, producers may make one studio reservation at a time, no more than six weeks prior to the requested date, in one-hour time blocks up to three hours for a one-hour program and two hours for a thirty-minute program. These blocks include time for set up and tear down.

Series producers may reserve studio time for their programs entire season in one-hour time blocks up to three hours for a one-hour program and two hours for a thirty minute program. These blocks include time for set up and tear down.

At the start of a studio production time, a staff member will check the studio to make sure the lights have been left in the "default" position, props have been put away, the studio and control room are clean, and the cameras have been properly stored. It is your responsibility to meet these requirements at the end of your production. The producer is responsible for cleaning up and returning the collaborative space, studio, and control room to normal conditions and for checking out with TVSB staff prior to leaving the facility. **Studio productions must be completed including tear down at least 15 minutes prior to the end of the reserved time in**

order for staff to do a walk-through and complete check-out procedures before the next reservation.

The producer is responsible for studio rental costs and finding certified crew members to fill all studio crew positions. Each crew member must be a TVSB member in good standing, and certified to use the equipment he or she will operate during the program.

Studio Production Crew Minimums

TVSB requires producers to utilize a complete crew to ensure production values for the program. If you are interested in having people watch your program, take the time to plan, light, and crew it correctly. TVSB decisions regarding repeats of programs beyond the promised number of air times may be influenced by the quality of the production. In addition, a reduced crew may inconvenience those using the studio afterwards by causing delays in set teardown.

Studio A requires a minimum crew of four certified crew members and Studio B requires a minimum of one certified crew member. If the producer plans on incorporating live phone calls in their Studio B program, they must provide an additional certified crew member to serve as the Phone Line Producer.

If a producer cannot set up or complete their program (including tear down) within the assigned time frame, TVSB has the option of requiring additional crew for the rest of their scheduled productions.

Producers must ensure that they vacate the studio and control room by the end of their reservation time. A late charge will be assessed if a producer fails to vacate the studio facility within the reservation time specified.

Equipment and Facility Reservation Cancellation/No show

If you need to cancel an equipment or facility reservation, contact TVSB as soon as possible. If you can't reach a person, leave a message. If you cancel at least two business days (48 hours) in advance, you will not be penalized, and TVSB can make your reservation available to other members.

If you are more than 30 minutes late for your checkout and have not called to make other arrangements, your reservation will be noted as a *no-show* and your reserved equipment may be given to someone else.

In fairness to others utilizing the equipment and facilities, failure to properly notify TVSB of a cancellation shall be considered a violation of the Code of Conduct and you will be charged a production service fee.

If you cancel (or fail to show up) for three “series” scheduled studio dates, or two in a row, in a season, you may lose your studio time slot for the remainder of the season, and possibly future seasons and be charged a production service fee.

Standby Policy

TVSB facilities and equipment are available on a first-come-first-served basis for facility & equipment reservations that have been canceled or are unused. You may not swap or trade your studio time or equipment reservations with another producer.

To take advantage of cancellations, we encourage you to call the day you would like to use the facility or the evening before. All facilities, equipment and some classes are available on this standby basis.

Practice Time (Free labs for members only)

Certified members are invited to practice their skills and receive extra coaching on studio, field and editing equipment during Free Lab hours. Members certified in studio production are encouraged to volunteer on studio shows to practice their skills.

Food & Drink

Food and drink are not allowed in the production studios, control rooms, or edit bays. Food and drink may be consumed only in the outer hallway or in the conference rooms by permission. You and your guests are responsible for disposing of any trash and cleaning up these areas. Producers who do not clean up food and drinks used by their crew or guests may lose this privilege. [Exception is for cooking shows, capped water bottles stored on the floor or water for guests.]

TVSB Office Equipment

Members are not allowed to use any TVSB office equipment, materials or workstations without express permission from the Executive Director.

Internet/Cell Phones

TVSB is not responsible for providing internet access to members or for live streaming of producer programs. Cell phone usage in the shared common areas is not allowed.

Smoking

Smoking is not allowed anywhere within the TVSB facility. We request that smoking does not occur within 40 feet of any entrance to the TVSB community media center.

Right to Refuse Service

TVSB staff reserves the right to refuse service to any person whose actions hinder the activities of other producers, members or the staff, and ask the person to leave the facility.

Pets

No pets are allowed inside the TVSB Community Media Center unless they are a service animal. Exceptions may be made for pets appearing on a studio program. Members must receive advance approval from TVSB Management for any exceptions to this policy.

RULE VIOLATIONS

To ensure that our equipment and facilities remain available to the community and in good working order, the following rules must be followed. Access producers or staff may report violations to a member of the Leadership Team or the Executive Director. Upon verifying that a rule has occurred, the Executive Director will issue a written statement to the member describing the rule violation and sanctions.

Minor Violations include, but are not limited to:

- a) Failure to vacate production facilities by the end of the reservation time without a pre-authorized extension.
- b) Turning in equipment 30 minutes to 2 hours late
- c) Return of dirty or mishandled equipment
- d) Operation of equipment or use of facilities in an incorrect, unsafe, or inappropriate manner which might result in damage or harm
- e) Improper packaging of equipment for transport
- f) Reserving or checking out equipment for another producer or member
- g) Failure to submit a completed program for cablecast within production schedule limits
- h) Behaving in a disrespectful manner while at TV Santa Barbara or participating in a TV Santa Barbara event
- i) Failure to maintain current file and contact information
- j) Use of TV Santa Barbara's logo without expressed written permission from the Executive Director

Major Violations include, but are not limited to:

- a) Breach of the compliance, Checkout, Playback Request or other TVSB forms or agreements
- b) Failure to submit a program produced with TV Santa Barbara equipment and/or facilities for initial cablecast by TV Santa Barbara
- c) Use of TV Santa Barbara equipment for the purpose of making a profit, including charging guests or covering events for profit
- d) Using equipment and facilities for any purpose unrelated to the production of programs for cablecast by TV Santa Barbara
- e) Abuse, vandalism, or failure to maintain equipment and facilities
- f) Return of equipment in damaged or unworkable condition, or failure to return equipment through intent, negligence, loss or theft, or more than two hours late.

- g) Attempted equipment maintenance or disassembly
- h) Changing the wiring/cabling or the studio, control rooms, or edit stations
- i) Removal of equipment from the equipment storage area without following proper check out procedures and/or without signing a checkout contract
- j) Checking out equipment for use by a non-certified member or for a member not in good standing
- k) Behaving in a violent, disruptive or threatening manner, or repeatedly behaving in a disrespectful manner to TVSB staff, volunteers or clientele.
- l) Continual disruptive behavior
- m) Using or possessing alcohol or controlled substances at TV Santa Barbara or while using TV Santa Barbara equipment
- n) Possessing firearms or other deadly weapons at TV Santa Barbara
- o) Possession of food or drinks when working with any production or post-production equipment within TV Santa Barbara, with the exception of cooking shows, capped water bottles stored on the floor or water for guests.
- p) A community producer representing him/herself as TVSB staff
- q) Appearing nude or semi-nude (genitals covered) in the TV Santa Barbara facility
- r) Failure to properly identify program as “adult content” and/or failure to provide proper oral and visual warnings regarding the adult content
- s) Falsifying your physical address or contact information

Consequences of Conduct Violations

First offense - Staff will 1. Advise that the behavior is in violation of TVSB’s Code of Conduct. 2. Direct that the inappropriate behavior be discontinued immediately. 3. Warn that additional and/or repeated conduct violations may result in suspension of privileges.

If the behavior ceases, no further staff action will be necessary. If the action continues, the person will be asked to leave the building and a written warning will be issued, elevating this to a second offense.

Second offense – A written warning will be issued advising that any additional offense could result in the suspension of TVSB privileges. If an offensive action continues, the person will be asked to leave the building.

Third offense – TVSB privileges will be suspended. Code of conduct suspension periods ordinarily will be for a minimum of thirty (30) days and, depending on the severity of the violation, may increase in lengths as long as a one year suspension.

Major conduct violations are more serious than others and may result in immediate privilege suspension. These include, but are not limited to the following:

- Criminal behavior, including theft, vandalism or willful damage to TVSB equipment or facilities or to the personal property of anyone within the facility
- Violent behavior
- Threatening behavior
- Continual disruptive behavior
- Use of the facility or equipment for private, commercial or any purpose other than for the production of programming for initial cablecast on TVSB channels
- Failure to follow staff direction
- Falsely representing him or herself as an employee or representative of TVSB
- Breach of signed Request For Playback agreement
- Reserving for, checking out, or permitting use of equipment by a non-certified or suspended user
- Using TVSB equipment and/or facilities to produce a program that airs or is used elsewhere prior to airing on TVSB channels
- Submitting programs that contain commercial or obscene content
- Failure to properly identify program as “adult content” and/or failure to provide proper oral and visual warnings regarding the adult content

Members will be held financially responsible for the replacement or repair of any equipment lost, damaged or destroyed while in their care and responsibility. Complete restitution may be required before additional facility use is authorized.

Appeal of Disciplinary Action

A member may appeal any written warning or suspension by submitting a written statement to the Executive Director. All appeals must be submitted within 10 calendar days of the date of the disciplinary action. The disciplinary action will remain in effect throughout the appeals process. The Executive Director will investigate the circumstances surrounding the disciplinary action and return to the member a written decision within 10 calendar days from receipt of the written statement by the member.

A suspended member may appeal the Executive Director’s decision to the Executive Committee of the Board of Directors by filing a notice of appeal to the Executive Director within 10 days of receipt of the Executive Director’s decision. The Executive Committee of the Board of Directors shall hold a hearing on the appeal within 30 days of the filing of the notice of appeal and shall render its decision immediately following the hearing.

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**More information is
available at
www.tvsb.tv**