



COMMUNITY ACCESS GUIDELINES
Youngstown and Trumbull County Area

OVERVIEW

Time Warner Cable Community Access is a service provided to residents within the Time Warner Cable service area who wish to communicate with the public via cable television.

For over 8 years, Time Warner Cable has been actively servicing the Youngstown and Trumbull County area. Utilizing the best in emerging technology, our focus is directed toward offering our customers a valued product. We take community citizenship seriously. Through our efforts with community access we continue to cultivate the strengths of Trumbull County's diverse population.

Time Warner Cable has designated Channels 15 (Trumbull) and 9 (Youngstown) for community access.

All persons wishing to use this community access channel must make application in accordance with the established procedures as set forth in this document. All persons using the community access channel must comply with the regulations and policies governing such use. These policies have been formulated in accordance with federal guidelines relating to community access and ensure that community access is offered on a non-discriminatory basis.

Residents are welcome to use pre-produced materials within their access programs, so long as written permission is obtained from the original producer, but may not import whole programs to be cablecast. At least 50% of all content must be from locally produced sources. "Locally" means at least 50% of the programming content included in a program submitted to a Time Warner cable system must have been produced in the community it is submitted in. If less than 50% of the program's material is locally produced, the program is not eligible for community access cablecast.

Programs may be submitted only from Youngstown and Trumbull County area residents in Time Warner-served areas. Programs submitted will be shown only in the Youngstown and Trumbull County service area, subject to any limitations set forth in this document.

Time Warner Cable regulations, policies and procedures, requirements, charges, forms and equipment are subject to change.

USAGE AND SUBMISSION

Programs for cablecasting may only be submitted by the program's producer. A "program producer" is defined as:

1. The person who recorded the pictures, edited the videotaped segments of the program, or directed the recording and editing process;
2. A PERSON LIVING WITHIN Time Warner Cable's Youngstown and Trumbull County service area;
3. A person who is at least 18 years of age;
4. A person who has reviewed and agreed in writing to the Community Access Guidelines;
5. A person who has completed and submitted a Cablecast Agreement (Form A) and Playback Request Form (Form B) for the proposed program; and,
6. The person who assumes responsibility for the content of the program.

Each program has only one producer.

-Form A is the Cablecast Agreement and application that acknowledges acceptance of the rules and regulations for community access. All users must complete and sign the Cablecast Agreement (Form A) annually.

-Form B is the Playback Request Form and application for community access time. A Playback Request Form must accompany all programs submitted for cablecasting over the Community Access Channel. One request form will suffice for a program series, and will be reviewed for renewal annually.

-Forms A and B must be completely filled out and signed by the program producer.

The original copies of these forms will be retained by TWC in files for public inspection for a period of two years per FCC guidelines. The permanent files of all community access programming cablecast will be located at the Time Warner Cable offices.

SCHEDULING A PROGRAM FOR CABLECAST

PLEASE NOTE: Programs are scheduled on a monthly basis. Time Warner Cable will attempt to meet requested programming times, but reserves the right to schedule all programming for playback at our complete discretion. In order to have a program cablecast on the cable system; completed Forms A and B along with the program must be received at the Perkins Communications, Inc office at 241 West Federal Street, Youngstown, Ohio 44503 by the 15th of the month for the following month.

Tapes CDs and DVDs must be delivered to Perkins Communications, Inc. office at 241 West Federal Street, Youngstown, Ohio 44503, Tuesday through Friday between the hours of 10:00 a.m. and 4:00 p.m. Tapes must be delivered a minimum of five working days in advance of the desired cablecasting date. Failure to comply will result in forfeiture of scheduled cablecast. (Programs submitted will be cablecast only once with one replay the following week if requested.)

COPYRIGHTS AND RELEASES

The Program Producer is responsible for all copyright clearances and any other applicable permits, licenses and clearances prior to submitting programs for cablecasting. TWC reserves the right to require satisfactory evidence of such permits, licenses, release forms and clearances for any program submitted. The Program Producer is also responsible for obtaining the necessary clearance to use any copyrighted music within their program.

RELEASE FROM SUBJECTS

Program Producer should have standard release forms signed by all persons who appear (are recognizable) in their programs. A sample release form is available upon request. If a subject asks not to be photographed, then it is strongly recommended that the producer comply with that request. Program Producer assumes fully responsibility for protecting the privacy rights of any individuals appearing in their program.

PROGRAM UNDERWRITING

Underwriting is an acceptable practice for obtaining financial or in-kind support to cover costs incurred during production (i.e. rental fees, licensing or permission fees, furniture, props, clothing, videotapes or talent fees.)

Programs with underwriters may provide written and verbal mention of the company or individual's name at the beginning and/or end of the program. Underwriter logos are not allowed. The total time for the mention of all underwriters may be no longer than 30 seconds per half-hour of programming.

PROGRAM CONTENT

Time Warner Cable does not censor public access programming; however, it does maintain the rights under federal law to restrict the cablecast times of certain programming containing adult-oriented programming. Program producers are required to state on their Playback Request Form (Form B) whether their program specifically contains nudity, or language of an adult-oriented nature. Programs containing this material will be restricted to being shown during the hours of 12:00 a.m. and 5:00 a.m. Program producers who are found in violation of these restrictions are subject to the penalties described below in this document.

PROGRAM FORMATTING

Programs may be on DVD, CD or VHS videotape. DVDs are preferred for technical quality. Only one program is allowed per media unless programs are scheduled to run consecutively. The maximum time allowed per program is thirty (30) minutes.

To facilitate efficient scheduling and playback of programs, the following criteria should be adhered to:

- A 30:00 program should be no longer than 27:00

DO NOT add black to the beginning or the ending of the program. Audio should only be on channel two.

Media LABELING

All programs must be legibly labeled on both the case and the media. The spine of the case must also be labeled.

The label must contain:

- Program title
- Name of producer
- Address of producer
- Emergency contact phone number
- Scheduled cablecast date
- **Exact** running time
- Audio track information
- Tape return instructions

TECHNICAL STANDARDS FOR CABLECASTING

A designated representative of Time Warner Cable (TWC) has the right to review all programming videotapes prior to cablecasting for compliance with technical standards.

Videotape recording standards are: (1) video level 100/40 IRE; (2) black level 7.5 IRE; and (3) frequent peak audio levels should be at 0 uv with occasional peaks above 0 uv.

TWC reserves the right to refuse to air a program if in the opinion of a TWC representative the video tape may cause damage to the playback equipment. In these instances, the access producer must dub the tape to an acceptable media.

To ensure the safety of Time Warner Cable employees, facilities and volunteers, community access producers must comply with the following guidelines:

TIME WARNER CABLE OFFICES

- All visitors are to remain in reception areas unless accompanied by a Time Warner Cable employee.
- Smoking is prohibited in all Time Warner Cable buildings and facilities.
- Eating, drinking and smoking are prohibited around production equipment.
- No individual will be allowed to submit programs for cablecast or congregate on Time Warner Cable property while using or appearing to be under the influence of alcohol or illegal drugs.
- No rude or loud behavior is acceptable.

PROGRAMS MAY NOT:

- List or mention prices for services, events or products;
- Solicit donations or contributions.

Violation of these guidelines may render a program “commercial” in nature and producers will be restricted from future participation and may be sent a bill for use of commercial airtime at current leased access rates.

First time violators of these guidelines will have their access participation suspended for three months, second time violators for six months and third time violators for one year. After each violation, the producer will be required to provide a written request to have access privileges reinstated.

TIME WARNER CABLE COMMUNITY ACCESS

Cablecast Agreement - Form A

Name of Program Producer (please print)

Address

City, State, Zip

Day Phone

Evening Phone

Organization Represented (if any)

I have read, understand and agree to abide by the Time Warner Cable Public Access Rules. I further indemnify Time Warner Cable against any and all claims, expenses, damages, and obligations that may arise directly or indirectly from any legal action resulting from or out of the cablecast of my program, and any injuries, etc. that may occur through my participation in Time Warner Cable Public Access.

Signature

Date

Time Warner Cable's Community
Programming Representative

Date

TIME WARNER CABLE COMMUNITY ACCESS

Playback Request - Form B

Program Producer (please print)

Phone _____

Address _____

City, State, Zip _____

Group Represented _____

Program Name _____

Program Length _____ **Series: yes or no**

Requested Cablecast Date and Time _____

Does this program contain nudity? (circle one) (yes) (no)

Does this program contain adult-oriented language? (circle one) (yes) (no)

Programs containing nudity and/or other adult oriented language will be restricted to playback times between midnight and 5:00 a.m.

I do hereby state that the above program does not violate any copyright laws and complies with all Time Warner Cable Public Access guidelines and I am the Program Producer.

Program Producer's Signature

Date

FOR OFFICE USE ONLY

Program reviewed by: _____

Program Discrepancies: _____

Day & time program is scheduled to air:

Day: _____ Time: _____

This form must be filled out and submitted for playback on Time Warner Cable community access. Any program submitted without a playback form will not be cablecast. In the case of series a single form will suffice.