



WEST HOLLYWOOD PUBLIC ACCESS OPERATIONS POLICIES



0.0 INTRODUCTION

0.1 MISSION STATEMENT

West Hollywood Public Access has been established by the City of West Hollywood to facilitate communication and stimulate dialogue among the residents and participants in the City using the television medium, by providing access to cable television via the Public Access Channel, and access to television production equipment and training via the Public Access Production Program to produce programs for the channel.

0.2 POLICY BOOK

The information in this book explains how the Public Access station in West Hollywood operates. Persons using the facility should review the policies and are expected to comply with policies and procedures described in this book.

West Hollywood Public Access (which may be abbreviated in this policy book as WHPA) is a service of the Communications Department of the City of West Hollywood. It is run by the Public Access Coordinator under the supervision of the WeHoTV Supervisor.

0.3 FACILITY HOURS

West Hollywood Public Access is a part time operation, which shares space with the rest of the WeHoTV staff of the communications department. WHPA is open to the public Monday-Thursday from 4:30-9:30 p.m. As a service of the City of West Hollywood, WHPA will comply with South Coast Air Quality Management District.

In order to better serve members, WHPA has call-in hours every day we are open from 5:00 to 9:00 p.m. Members should call during these hours to book equipment, sign up for classes, or ask questions. Members may leave messages at other times, but equipment bookings and class sign-up cannot be confirmed without speaking in person to staff.

1.0 MEMBER GUIDELINES

All persons using WHPA services must become members. Some types of members are required to be residents of the City of West Hollywood, and must annually show proof of permanent residency by official dated documentation such as driver's license or

California ID, utility bill, lease or rental agreement, etc. Some membership types require payment, which is due annually on July 1. All members must agree to abide by WHPA's Operations Policies and sign an Agreement with Policies form.

1.1 MEMBER TYPES

Types of members of West Hollywood Public Access are as follows:

Sponsors

Sponsors submit programming to be shown on the public access channel. Procedures for submitting programming are outlined in [Section 2.0 Programming](#) of this book. Sponsors may be eligible for special workshops but may not initiate production or use production equipment. Sponsors receive our program guide.

Sponsors must be residents of the City of West Hollywood. There are no dues for Sponsor Membership. Sponsors must attend an Orientation meeting.

Producers

Producers initiate production, are eligible for training and access to equipment to produce shows to be cablecast on the public access channel and may also serve as Sponsors to submit programming. Producers may join individually or as part of a Company. Procedures for receiving training and using equipment are outlined in [Section 3.0 Production](#) of this book. Producers receive our newsletter and program guide.

Producers must be residents of the City of West Hollywood. Annual dues for Producers are \$30.00. Producers signing up as individuals must attend an Orientation meeting.

Associates

Associates are individuals working in collaboration with a registered Producer (see also, [Companies](#), below). Associates may not initiate production or sponsor programming but are eligible to receive training and equipment use as part of their Company. Associates receive our newsletter.

Associates must be affiliated with a valid Company. Associate members of a Company which dissolves become Volunteer members. There are no dues for Associates.

Companies

An affiliated group of Producers and Associates may join as a Company if they are all working together to produce a single program or series of programs. Companies need not be officially incorporated or have a legal fictitious name. Procedures for Companies to receive training and equipment are outlined in [Section 3.6.6 Company Training](#) of this book.

Companies must have at least one Producer, and at least four people total to qualify for custom training. Annual dues for Companies are \$75.00. Companies with four or more members are not required to attend Orientation, as it is incorporated in their training.

Volunteers

Volunteers help in production and administrative tasks at the facility. Volunteers may have had previous training or be eligible for special workshops but may not initiate production. Volunteers receive our newsletter.

There are no dues for Volunteers.

Interns

Internships at West Hollywood Public Access focus on community media management and associated tasks. Interns help the facility operate, and work under the supervision of the Public Access Coordinator. For complete descriptions of Internships at WHPA, including term, required hours, and pay information, consult the latest Intern description available at WHPA offices or at City Hall. Interns receive specialized training depending on the tasks they are assigned. Interns receive our newsletter.

Internships are processed through the City of West Hollywood's Human Resources Division. Applicants must fill out appropriate paperwork and application at City Hall before being considered for an internship. Applicants for internships must be currently registered in an academic program.

1.2 MEMBER CONDUCT

All members must comply with West Hollywood Public Access' Code of Conduct, as described below, to ensure the safety and comfort of all members and staff using the facility. Signing the Agreement with Policies form indicates agreement to the Code and is required for new and renewing members.

1.2.1 CODE OF CONDUCT

A "Code of Conduct," as described herein, shall apply to all persons using WHPA facilities, and compliance with the Code is a requirement of membership at the facility. Violation of the Code of Conduct is subject to disciplinary action, as described below.

TERMS

For the purpose of the Code of Conduct, the following terms shall be applied and generally understood:

"Member" refers to any person using WHPA services, offices or facilities;

"WHPA" refers to West Hollywood Public Access;

"Staff" refers to staff and interns of WHPA and the City of West Hollywood;

"Facility" or "Facilities" refers to equipment, office space, the channel, and general premises of WHPA.

GENERAL GUIDELINES

- Members must agree to abide by all WHPA Operations Policies regarding

the use of facilities for the production and presentation of their programming.

- Members must respect the rights and dignity of the staff and other individuals in the facility. Conduct that discriminates against or degrades any person will not be tolerated. A reasonable standard of courtesy and respect must be observed.
- WHPA is not responsible for agreements made between members and/or any other parties and may not be involved in private disputes between members.
- Parents/guardians are responsible for supervising their children while in the facility.
- Guests of members must be kept to a minimum and are expected to observe WHPA's Code of Conduct.
- Members assume responsibility for their guests' actions.
- Pets or live animals, except service animals, are not allowed in the facilities.
- Smoking is prohibited inside the WHPA facilities. Food or drink are not allowed in the edit bays, master control, or offices.

In some cases, exceptions may be made to specific areas of the Code with prior consent of the Public Access Coordinator.

PROHIBITED ACTS

Specific acts are set forth in writing in order to provide notice to all who use WHPA facilities. They are not designed to define violations in exhaustive terms. Individuals may be accountable to both civil/criminal authorities and WHPA for acts which constitute violations of law on or off the premises.

The following acts are prohibited:

Providing false information — Intentionally providing false information to WHPA for the purpose of obtaining membership services, access to channel time, or to obstruct or hinder any WHPA or City of West Hollywood investigation or hearing.

Misrepresentation — Identifying oneself as being an employee or agent of WHPA or the City of West Hollywood unless hired by WHPA or the City to perform a specific service.

Use of WHPA name/logo — Unauthorized use of the official city or WHPA logos, name, indicia, motto, or symbols for any purpose without prior consent of the Public Access Coordinator.

Disrupting WHPA functions — Intentionally and/or recklessly interfering with normal WHPA operations or with WHPA sponsored activities.

Destroying, defacing or damaging property — Intentionally and/or recklessly destroying or damaging WHPA property or the property of others on WHPA premises. Sticking, posting, or affixing flyers, stickers or other objects without authorization by the Public Access Coordinator.

Trespassing/unauthorized use — Unauthorized entry into restricted areas and unauthorized use of equipment, kitchen facilities, copy machine, phones, computers; changing cables, switches, power, etc. on video or office equipment at the WHPA facility.

Tampering with media storage devices, media files or materials — Tampering, removing, moving, editing or otherwise altering media storage devices, media files or materials to which the member does not have sole ownership rights, without authorization from the owner of the media storage devices, media files or materials. Removal of media storage devices, media files or materials from the WHPA library without checking with staff, including media/materials the member owns.

Use of controlled substances — Use, possession or distribution of any controlled substance, illegal drug, or alcoholic beverage on WHPA premises.

Use of weapons, firearms, explosives and dangerous chemicals — Use or possession of any weapon, explosives, dangerous chemicals, substances or instruments or other weapons, as defined by state law, which may be used to inflict bodily harm on another individual or damage upon WHPA premises.

Committing unlawful acts — Engaging in any unlawful act while on WHPA premises.

Harassing or threatening others — Threatening, intimidating or harassing another person affiliated with WHPA or the City of West Hollywood, with respect to his or her physical safety or mental health. This includes causing physical harm to any person or property on WHPA premises or causing reasonable apprehension of such harm to another person.

Sexually harassing/hate crime — Engaging in activities defined by California Civil Code as hate crimes or sexual harassment of other members or of staff.

Inappropriate Behavior — Engaging in lewd, indecent, erotic or obscene behavior on WHPA premises.

Theft — Deprivation of another person's property including WHPA property or services without that individual's or WHPA's authorization.

DISCIPLINARY ACTIONS

WHPA reserves the right to take immediate disciplinary action against members who violate Operations Policies or Code of Conduct as outlined above and in this policy book. Members will be notified in writing of disciplinary actions, accompanied by an explanation for the action taken, and a review of the

assigned restrictions, if any. Members may appeal disciplinary action that they deem unwarranted to the WehoTV Supervisor (as outlined in [Section 4.6 Appeals Process](#) of WHPA's Operations Policies).

Disciplinary action may be administered in the following ways, depending on the severity of the violation:

Warnings

Written warnings notify the member that they are or have been in violation of policies, Code of Conduct, or rules of the facility, but do not restrict the member from any services.

Probation

Probation restricts a members' access to selected services for a limited period of time, not to exceed 30 days. Probation usually follows a written warning.

Suspension

Suspension bans a member from all services of the facility for an extended period of time and may require certain conditions be met before suspension is lifted. Members who repeatedly incur probation may be suspended. Additionally, the WehoTV Supervisor or Public Access Coordinator may suspend any member who is deemed to be a threat to the efficiency, safety or integrity of the operation of WHPA in its service to the entire West Hollywood community.

Legal Action

The City of West Hollywood will take appropriate legal action against any member who engages in unlawful activity while at WHPA facilities, or in using WHPA facilities.

Warnings and Probation may be issued by the Public Access Coordinator. Suspension and Legal Action require the WehoTV Supervisor's review.

1.3 MEMBER RENEWAL

Memberships are renewed annually on July 1. Memberships that require residency in the City of West Hollywood must show proof of residency at renewal time. Memberships that require dues must be paid at renewal time. Members are encouraged to review WHPA operating policies at renewal. Members who do not renew and have outstanding Program Contracts on file will be billed for equipment use above minimal use (See 3.2.5 Chart of Resources).

1.4 MEMBER DISQUALIFICATION

Membership is valid as long as the individual meets the member type requirements. Producers who move out of West Hollywood or Associates who leave a Company become ineligible to use WHPA resources until such time as they meet the member type requirements again.

If a Producer or Company becomes ineligible to continue with WHPA by moving out of West Hollywood or other circumstances, the member is expected to complete any outstanding obligation to the station. For outstanding Program Contracts above minimal use, a reasonable amount of time will be allowed for the member to complete the program.

1.5 TRANSFER OF MEMBER STATUS

Member status is non-transferable and member dues are non-refundable.

1.6 CHART OF MEMBER REQUIREMENTS & BENEFITS

Type	Residency	Annual Dues	Newsletter	Program Guide	Channel Access	Training Access	Equipment Access
Sponsor	Yes	0	No	Yes	Yes	No	No
Producer	Yes	\$30	Yes	Yes	Yes	Yes	Yes
Company	Yes-one member	\$75	Yes	Yes	Yes*	Yes*	Yes
Associate	No	0	Yes	No	No	Yes	Yes*
Volunteer	No	0	Yes	No	No	Yes	Yes**
Intern	No	0	Yes	No	Limited***	Yes	Limited***

**Associates may check out equipment under their Producer's contract only. They may not initiate programming or have access to channel time.*

***Volunteers may use equipment when working with a Producer or on a WHPA shoot*

****If interns are not residents of West Hollywood, their access to channel time and equipment for personal productions is on a limited basis*

2.0 PROGRAMMING GUIDELINES

The West Hollywood Public Access channel is a forum for the expression of constitutionally protected, noncommercial speech. West Hollywood Public Access will abide by FCC regulations on public access programming and comply with the agreements with the West Hollywood cable television franchise. WHPA operates in the tradition of public access entities and functions as a "content neutral conduit" for programming.

Only Sponsors or Producers may request a program be shown on the West Hollywood Public Access channel. It is the responsibility of members of WHPA to make sure program production and final content complies with WHPA policy.

Presentation of the following is prohibited:

- Commercial advertising or programming (programs whose primary purpose is to sell a product or service, including "infomercials"), lotteries, or any program directly soliciting funds.
- Programming that does not meet minimum technical standards for cablecast.
- Programming containing unconstitutional speech such as, but not limited to, libel, slander, invasion of privacy, and obscenity.

West Hollywood Public Access will strive to accommodate scheduling requests but cannot guarantee a requested time slot for cablecast of a program.

2.1 SINGLE PROGRAMS

Any program meeting the aforementioned conditions which is not part of a series, or an individual episode of a series which the sponsor wishes to be scheduled separately and not as part of a series time slot, will be guaranteed at least one showing on West Hollywood Public Access, and not more than four scheduled showings. Although there are no time restrictions, programs which run longer than 60 minutes may be scheduled outside of our normal programming hours.

A reasonable amount of time per week will be kept available for single shows produced at WHPA.

2.2 SERIES PROGRAMS

Scheduling of weekly shows is based on Seasons. WHPA has three annual program seasons of four months each that begin in February, June and October.

A series program (a show with multiple episodes of the same format and thematic content) may be scheduled in a regular time slot by submitting at least four (4) episodes of the series prior to the beginning of a program season. During the season, each episode may repeat up to three times. Series programming will be re-evaluated for priority at the end of each program season; once assigned, series time slots are guaranteed for the duration of the season (except for 2.2.1 [Conditional Series](#), below), but are not guaranteed from one season to the next.

Weekly time slots are available for programs of 30 minutes or less. Series programs of more than 30 minutes can be scheduled on a less than weekly basis (e.g. once every two weeks, monthly, etc.) No series program may occupy more than one time slot per week (except as Repeat Programming; see [Section 2.5](#), below).

2.2.1 CONDITIONAL SERIES

If a Producer does not have four episodes ready at the beginning of a season, but has several and plans to produce at least four, a "Conditional Time Slot" may be granted. Conditional Time Slots are guaranteed conditional on the producer's ability to deliver programs on schedule. Conditional series time slots will be evaluated half way through the season--if the producer has not delivered the balance of the required four episodes,

the time slot will be revoked so other programs have access to time on the channel.

2.2.2 FINITE SERIES

Series programs which are submitted for cablecast after a program season has begun may be scheduled as a "finite series." Up to four episodes of a series program may be scheduled in a regular time slot, pending availability of open slots in the program schedule. Such "finite" time slots are not guaranteed for the duration of the season.

2.3 LIVE PROGRAMS

Live programs are a mode of production and must be produced according to Live Production Guidelines (3.3.3 Live Production Guidelines, below). Only Producers may generate live programs -- Sponsors are not eligible to "sponsor" live programs without a Producer.

- Live single programs must be scheduled at least a week in advance and are limited to 1 hour maximum in length.
- Live series time slots must be requested by a Producer by submitting a Program Contract for the first episode prior to the beginning of the program season.

Because live programs originate from the City of West Hollywood's WehoTV facility, content of programming originating from the live space must comply with regular program guidelines and must comply with West Hollywood municipal and California State code laws regarding conduct in public places.

2.4 MIXED USE TIME SLOTS

Producers may book a live time slot and alternate live productions with pre-recorded episodes of the same program. To book a mixed-use time slot, Producers must submit a Program Contract and a Cablecast Request form at the beginning of the program season.

2.5 REPEAT PROGRAMMING

West Hollywood Public Access schedules programs for an "origination" time slot during our regular hours of operation. All origination programming is recorded and repeated at a separate time.

Program requests are based on the origination time slots. If a member wishes to request a time slot in the later hours of the night (one of the repeat time slots) they should request based on the origination time slot. WHPA has a [chart](#) available to help figure out origination and repeat time slots.

2.6 CABLECAST REQUEST

All tapes submitted for cablecast must be accompanied by a completed and signed [Cablecast Request form](#). Except for series granted Conditional Time Slots, no Cablecast Request form will be processed until the programming is in the possession of

WHPA. For series programs, a completed and signed Cablecast Request form must be submitted for one program season with at least four (4) episodes of the program. For [finite series](#) programs, a completed and signed [Cablecast Request form](#) must be submitted with no more than four (4) episodes of the program.

All programming requests will be evaluated on a first come first served non-discriminatory basis. WHPA will attempt to schedule programs in as timely a manner as possible and will notify members by email or in writing as to the date and time of cablecast. WHPA will strive to accommodate but cannot guarantee time slot requests.

Time slots are assigned based on the following priorities--

1. live single programs
2. live series programs
3. series programs produced at WHPA
4. single programs produced at WHPA
5. bicycled single programs
6. bicycled series programs

Where a "bicycled program" is any program produced outside of WHPA.

Do not submit master hard drives, flash drives, media cards, or DVDs. WHPA is not responsible for any damage to or loss of media storage devices while at WHPA.

Submissions must be picked up promptly after cablecast, if not scheduled for additional showings. Any submissions left longer than two months will be recycled.

Programming policies are subject to change, and all programming decisions made by WHPA are final.

2.6.1 TECHNICAL REQUIREMENTS

All programs should start with 2 seconds of black and end with at least 30 seconds of black. Submissions must be labeled clearly with Program Title, Producer Name and contact phone number, Running Time in minutes and seconds. Producers are encouraged to include a blurb about the content of the show.

Sponsors assume responsibility for program content and as such should be familiar with the content and nature of the programs they submit. Sponsors must alert WHPA to programs containing potentially objectionable material, so that WHPA can schedule the program appropriately. All programs are subject to a disclaimer running before or after the program.

2.6.2 FEES AND RESTRICTIONS

There is no charge for cablecast of:

- shows produced at WHPA
- shows produced specifically for a West Hollywood based organization or

community group

Because cablecast time is limited, West Hollywood Public Access reserves the right to charge \$25.00 per episode or per half hour (whichever is greater) for cablecast of:

- bicycled shows without ties to West Hollywood based organizations or community groups

To prevent any one producer or sponsor from monopolizing the channel, WHPA observes the following restrictions:

- No individual Sponsor may request more than 10% of total available program time per week
- No group of shows produced by the same producer may occupy more than 10% of total available program time per week, regardless of who sponsors the shows

WHPA reserves the right to tighten these restrictions if need arises, in the interest of providing reasonable access to all members of the community.

2.7 HOLIDAY PROGRAMMING

West Hollywood Public Access facilities close for all standard business holidays. Additionally, WHPA may close over holiday seasons and may cancel programming during that time. Programs with weekly time slots on days which fall on holiday closures are not entitled to extra time on the channel.

Members may wish to run special episodes or special programs during holiday seasons. WHPA cannot guarantee availability of time for special programming but will strive to accommodate holiday programming requests.

3.0 PRODUCTION GUIDELINES

West Hollywood Public Access has field (i.e. location or ENG), live, studio and editing facilities available for production of programming for the West Hollywood Public Access channel, as well as training on the equipment available for production. Equipment use and training is offered free of charge to Producer and Associate Members, within the guidelines outlined below. Volunteers and Interns are also eligible for training, space providing. Producers are responsible for all other financial impact of producing their program, including cost of any storage/recording media, props, sets, dubs, liability, etc.

Equipment access and production training is available on a first-come first-served basis to eligible members. Equipment resources may change due to equipment failure, repair, or new acquisitions, and members actively involved in production should keep themselves aware of actual equipment availability.

3.1 PROGRAM CONTRACT

Producers who wish to produce a program using WHPA equipment must submit a [Program Contract](#) to the Public Access Coordinator prior to any booking of equipment. The Producer is ultimately responsible for the production of the program and assumes

responsibility for the production and all liability for equipment use and program content. For series programs, a separate [Program Contract](#) must be submitted for each episode. Conditions affecting approval of the Contract are as follows:

- Producers may not have more than two (2) active contracts at any one time.
- Crew must be indicated on the Contract. See Section 3.2, Equipment Resources, for crew requirements to book equipment.
- Incomplete forms will be returned to the Producer.
- The proposed program must comply with all production requirements (Section 3.3, below), including budget, limitations and restrictions on usage, etc.
- Producer may not use equipment to produce any materials which violate WHPA Programming Guidelines or to produce programming primarily for any use other than to cablecast on the West Hollywood Public Access channel.
- Member's estimated completion date may not be more than one year after initiation of the contract.
- Approval of Contracts which put the equipment at an abnormal risk of damage or loss (such as, but not limited to, taking equipment out of Los Angeles County, shooting underwater, etc.) is at the discretion of the Public Access Coordinator.

After approval, [Program Contracts](#) remain active until completed or canceled by the producer (see below). Active contracts which are not used for six months will be canceled by WHPA and are subject to terms of cancellation.

3.1.1 CANCELLATION OF PROGRAM CONTRACT

To cancel a Program Contract without completion of the program, if the Producer has accrued less than or equal to minimal use of equipment, the Contract will be annulled without penalty.

Minimal Use of equipment is defined as follows:

- no more than one (1) period with the camcorder
AND
- no more than 8 hours of edit time
AND
- no use of studio or live facilities

If more than minimal use of equipment has been accrued, the Producer shall reimburse WHPA for equipment use over minimal use at the highest rate listed for that equipment (see Equipment Resources, below).

Contracts by Producers who do not renew their memberships will be automatically canceled, and Producers billed for equipment use above minimal use.

3.2 EQUIPMENT RESOURCES

Producers may combine different equipment resources in the production of a single program. Equipment use is restricted to production of programming with an active [Program Contract](#). Equipment allotments are not transferable from one Contract to another.

Following are descriptions of equipment resources, limitations on use, and guidelines for use, by which all members using equipment must comply. Actual equipment availability may vary due to repairs, new acquisitions, etc.

3.2.1 FIELD EQUIPMENT

- Basic Equipment -- Portable Camcorders, tripods, LED camera lights, microphones and miscellaneous remote accessories are available to be checked out from the facility. Remote equipment is booked in days. Checking out equipment over a weekend or period of days WHPA is closed counts as only one (1) day.
- Advanced Equipment -- portable audio mixer and light kits are available to experienced crew at the discretion of WHPA staff.

For each [Program Contract](#) initiated, members may book up to three (3) days with Field Equipment free of charge. Two (2) certified crew persons are required to book camcorders.

Additional days may be booked at the following rate: \$15 each for up to 3 more days; \$50 each for additional days.

3.2.2 EDITING

- 2 - FCPX equipped with apple motion, apple compressor and adobe Photoshop.

Edit bays are booked in up to 5-hour blocks. For each [Program Contract](#) initiated, members may book up to thirty (30) hours edit time in any bay free of charge. Additional hours may be booked at the following rate - \$2/hour for up to 30 more hours; \$10/hour for additional hours.

DVD Dub and Transfer Station. Available open days from 4:30-9:30 p.m. Transfer time is available for Producers with active Contracts. DVD Dubs are available only for programs produced at WHPA (see also Dubs, below)

3.2.3 LIVE PRODUCTION

West Hollywood Public Access' live production space is available for production of live programs Wednesdays and Thursdays between the hours of 5:30pm and 9:30pm. Actual availability of time slots depends on the current programming schedule

Live programs must be scheduled according to Programming Guidelines (sections 2.0 and 2.3,) and Live Production Guidelines. (section 3.3.3)

For each Program Contract initiated, Members may book one (1) live studio date. For live programs, the Program Contract also serves as a Cablecast Request form.

3.2.4 STUDIO

A 3-camera studio setup is available on a limited basis for members who wish to produce studio programs or program elements.

Studio production sessions are generally scheduled Mondays and Tuesdays, with three hours taping time available. Producer slots are 1 ½ hours long, and producers are expected to set up, tape and strike in the time allotted.

For each Program Contract initiated, Members may book one slot (up to one and a half hours) free of charge. Four (4) certified crew persons are required to book the studio (including the Producer). Members may book additional time at the following rates: \$50 for a second slot; \$100 for a third slot. No Producer may use more than three studio slots to produce one program.

3.2.5 CHART OF RESOURCES

Equipment	Unit	Crew	Free	Additional	Maximum	Availability	Limits
Camcorder	per day	self+1	3 Uses	4-6 @ \$15 7+ @ \$50	none	7 days; w/e=1 day	2 max at a time 1 with edit 0 with 8 hr. edit
Edit Bay	per hour	self	30 hour	31-60 @ \$2 61+ @ \$10	none	WHPA open hours	8 hrs. at a time 4 with camera 0 with 2 camera
DVD Dub	per hour	self	dubs: 2	@ \$5	none	WHPA open hours	5 hrs. at a time
Studio 3-camera	per slot 1.5 hour	self+3	1	2 nd @ \$50 3 rd @ \$100	3	Mon-Thu 5:30-9:00; varies	n/a

3.3 PRODUCTION REQUIREMENTS

Only Producers may initiate production at WHPA. Producers must have producer training, either through our Basic Production workshop, Company training, or individual consultation with the Public Access Coordinator. To request equipment resources, Producers must either be trained on the equipment themselves, or working with Associates or Volunteers who are trained (see also, 3.6 Training & Certification, below).

Members of the facility involved in production are expected to abide by the following guidelines for using equipment resources. When involved in production, members must not misrepresent themselves as employees or representatives of West Hollywood Public Access or the City of West Hollywood. Individual producers assume responsibility

for their actions and conduct during all phases of production.

Violation of Production Requirements may result in Probation or Suspension.

3.3.1 FIELD PRODUCTION AND EDITING GUIDELINES

WHPA takes precautions to provide equipment in good working order. However, Members checking field equipment out should review the equipment before leaving the station, to make sure that equipment works, and that they understand how the equipment functions.

Full financial responsibility for damage to or loss of WHPA equipment when on location is assumed by members when in their possession. See Section 3.4 Equipment Loss or Damage, below, for details.

When equipment is checked out, the member must sign an Equipment Use form; this form indicates which equipment is being used, verifies that it is in good working order, and indicates the Member's understanding of full financial responsibility. Members should return equipment in the same condition they received it (cables coiled; cameras packed properly, etc.).

Check in and check out hours for portable equipment are one half hour after WHPA opens to one half hour before WHPA closes for the day. Members should schedule a specific time to pick up or return equipment.

For each active Program Contract, a member may have the following Field and Edit resources booked at any one time:

- 2 days with Field equipment
OR
- 1 day with Field and up to 4 hours edit time
OR
- up to 8 hours edit time

Once scheduled equipment has been used, additional time may be booked.

Cancellation of Field equipment or Edit time must be done at least 24 hours in advance of the scheduled time. If a Member has scheduled equipment and is more than 30 minutes late, time will be forfeited and may be assigned to another Member. If a Member notifies WHPA they will be late, an additional 30 minutes grace period is extended; after 60 minutes time is forfeit regardless of notification (See also [3.3.8 Cancellation policy](#), below).

3.3.2 STUDIO GUIDELINES

West Hollywood Public Access' studio is offered Mondays and Tuesdays for Producers to generate pre-recorded programs, or to produce studio elements for a program combining other remote or live program elements.

- Producers must provide four qualified members (including themselves) on a Program Contract in order to book studio.
- Studio generally requires several crew members: 3 camera, stage manager, audio tech, switcher and director. With the four that the Producer provides (accounting for one being "producer," or "talent"), WHPA Staff will assign the rest of the crew from our pool of volunteers when available.

Studio time is booked on a first come first served basis. Because of time and equipment limitations, elaborate productions will not work in West Hollywood Public Access' studio workshop. Approval of requests for studio time slots is at the discretion of the Public Access Coordinator.

The following procedure must be followed by Members producing studio programs. Failure to meet these conditions will result in revocation of the studio time:

- **Two Weeks Before the Scheduled Studio Date**
Confirm crew and meet with WHPA staff for additional necessary crew; Meet with your director (your choice or assigned by WHPA).
- **Two Days Before the Scheduled Studio Date**
Prepare a Runsheet and deliver to WHPA staff. Prepare, upload and time any roll-ins for studio. Prepare credits and deliver to WHPA staff.
- **Studio Day – 1½ Hours to Set Up, Tape, and Strike**

Producers should arrive for studio with their talent and sets/props (if any) at the time they have booked, or up to 15 minutes before. Producers should be quiet and courteous to others recording before them. Producers may use existing set pieces and/or props at the facilities, but WHPA cannot guarantee that the same materials will be available from one recording date to the next, nor can WHPA store set pieces or props.

If WHPA is running behind, Producers will still have the full time allotted to record their program. If a show runs over or is late, their program may be cut short depending on bookings following, and crew schedules.

3.3.3 LIVE PRODUCTION GUIDELINES

West Hollywood Public Access' Studio is available for live productions during our programming hours. Actual availability of times will vary depending on the current programming season. Producers may schedule weekly half-hour programs in Studio provided they have demonstrated ability to produce at least one show on their own in advance of the new program season.

After an overview training session, Producers should be able to generate a show with a minimum of four crew members. WHPA will provide technical support in setup and simple titling.

Scheduling Live Studio

Scheduling of live shows is restricted to certain time periods, with some restrictions on different days and times. *It is important for producers to take note of restrictions on days and times and make sure their show will work in the time slot they request.*

Live series shows are scheduled with first priority at the beginning of a program season. However, once the season has begun, live show scheduling is subject to availability of openings in the program schedule and availability of the studio. Live shows may not pre-empt normally scheduled series shows or previously scheduled single shows without consent of the sponsor of the show(s) being pre-empted.

Availability of Live Studio

In general, Live Studio is available for production Wednesdays and Thursdays 5:30 p.m. to 9:30 p.m. Additionally, a half hour break between shows is necessary for one show to strike and the next to begin.

Restrictions on days and times are as follows:

Mondays:-Unavailable.

Tuesdays:-Unavailable.

Wednesdays: Wednesdays are currently reserved for live series programs that air at 5:30, 7:00 and 8:30 p.m. Series programming is chosen by lottery at the beginning of each program season.

Thursdays: Thursdays may be reserved for live series programs that air at 5:30, 7:00 and 8:30 p.m. Series programming is chosen by lottery at the beginning of each program season.

Live Production Pre-Emption

Although WHPA will make every effort to accommodate live shows, there may be occasions when live shows are pre-empted.

3.3.4 GUESTS IN THE FACILITY

WHPA is a small facility -- Producers must keep non-essential personnel in the facility to a minimum. The producer is responsible for all guests in the facility who have been brought in as part of program production, either in the edit bay, studio space, or otherwise.

- *Guests must comply with WHPA's [Code of Conduct](#).*

Any cost or liability to the facility or to guests in the facility associated with the program is assumed by the producer.

3.3.5 BUDGET AND SPONSORSHIP

Producers may not receive any monetary compensation for productions initiated using WHPA equipment or facilities. Producers *may* receive funding or in-kind donations to defray legitimate production expenses and may credit sponsors with a name acknowledgment in the credits.

- Acceptable format for credit acknowledgment:
<Credit (thanks to, clothing by, etc.)>
<COMPANY or INDIVIDUAL NAME>
<CITY, STATE>

Do not include addresses, phone numbers, or tag lines.

In cases where the Producer is receiving sponsorship, Producer must provide to WHPA an itemized budget with the Program Contract. If a Producer receives payment for a program after the program has been produced, arrangements must be made for appropriate reimbursement to West Hollywood Public Access for equipment use. Producers may pay Associate Members, talent or other help.

3.3.6 PRODUCTION FORMAT

Programs produced at WHPA should observe the following format guidelines:

1. 2 seconds of black
2. The program preceded by program warnings if necessary. Programs which contain potentially offensive conduct (which may include religious material, political material, controversial issues, mature language or situations, etc.) should have a program warning before the program itself and should be included with any program submitted to WHPA for air on our channel.
3. At the end of the show, a standard WHPA program disclaimer should be included, which reads along the lines of: "this program was produced through the facilities of West Hollywood Public Access by a member of the West Hollywood community, who is solely responsible for its content. The opinions expressed and concepts advanced do not necessarily represent those of West Hollywood Public Access, the City of West Hollywood, or any of their employees."
4. At least 30 seconds of black should be included at the end of the program.

WHPA cannot guarantee accurate playback of programming that does not adhere to our format.

3.3.7 DUBS

Producers may make two (2) copies of their programs to DVD format free of charge with WHPA facilities. For additional dubs, WHPA requests members take their program to a dubbing facility. WHPA is not equipped to handle a large volume of dubbing. To make dubs, producers should book dub time on the dub station and come in to make the dubs.

All live programming can be recorded in the mpg4 format on to a flash drive provided by the producer, at the producer's request

Dubbing is not available for programs produced at other facilities.

3.3.8 CANCELLATION POLICY

Members using West Hollywood Public Access' facilities are expected to arrive on time for workshops, scheduled edit times, scheduled camera check-out and check-in, and studio times. Adequate notice is required for cancellation of scheduled appointments without penalty. Members who fail to notify WHPA of a cancellation or change are subject to warnings or probation, as outlined below. Members who experience *emergency situations* and cannot notify WHPA of a cancellation will be excused (work constraints, traffic, non-hospitalized illness do *not* constitute an emergency).

1. EDIT BAYS

Grace Period: if a member does not show up within 30 minutes of a scheduled edit time, the time is forfeit, and another member may use the time; if the member calls to let WHPA know they will be late, an additional 30 minutes is allotted; if a member is more than 60 minutes late, the time is forfeit, regardless of notification.

Cancellation: 24 hour notice is required. Less than 24 hours' notice results in a warning notice being issued. No-show with no notice results in 10-day Probation during which the member may not reserve additional edit time.

Unused edit time is still counted against a Producer's Program Contract if the member failed to cancel with adequate notice.

2. FIELD EQUIPMENT

Grace Period: if a member does not show up within 60 minutes of scheduled pick-up time, the reservation is forfeit, and a warning will be issued. If a member is more than 60 minutes late returning equipment, a warning will be issued. If a member does not return equipment on the day it is due, they will automatically be put on 10-day Probation from using field equipment.

Cancellation: 24-hour notice is required. Less than 24 hours' notice results in a warning notice being issued. No-show with no notice results in 10-day Probation during which the member may not reserve additional field equipment.

3. STUDIOS

Cancellation: 1-week notice is required to cancel 3-camera studio. Less than adequate notice results in 10-day Probation during which the member may not reserve studio time. No-show without notice results in 30-day Probation.

4. WORKSHOPS

Failure to provide 24-hour notice of cancelling a spot in a workshop, or not showing for a workshop, results in a warning notice. Repeated failure to cancel adequately or show up to workshops results in 10-day Probation from signing up for workshops.

Probationary durations indicated here are minimums. The Public Access Coordinator may increase durations of Probation for repeat offenders.

3.4 EQUIPMENT LOSS OR DAMAGE

Equipment in the care of Members is the responsibility of the program producer. In cases when equipment is lost, stolen, or damaged, the producer must report all circumstances to West Hollywood Public Access, so we may determine what action to take. If equipment is stolen or vandalized, Members should file a police report to maximize WHPA's ability to assess the situation. Members should exercise due care to prevent damage to or loss of equipment.

If equipment is lost or stolen, upon evaluation of the circumstances, the producer may be held responsible for the replacement value of the equipment and may be suspended until such time as the debt is paid. WHPA may charge the producer for any items missing or damaged by abuse or neglect.

When equipment is damaged on location, it must be returned to the facility in the damaged condition. Under no circumstances should a producer initiate repairs on their own or through an unauthorized service provider. The producer may be held responsible for payment of additional repairs if unauthorized repairs are undertaken. Equipment is maintained by West Hollywood Public Access through our chosen providers. Minor damage considered part of routine maintenance will be covered by WHPA.

3.5 PROGRAM OWNERSHIP

All programs produced at WHPA are property of the producers, who own the copyright and assume responsibility for all program content. WHPA reserves the right to make a copy of any program produced at the facility for any reason, including promotion or further cablecast. Program producers may bicycle their shows to other public access facilities or venues; however, if in future, producers receive any payment for programs which have been produced at WHPA, producers should reimburse WHPA for equipment use, as outlined above (3.1 Program Contract).

3.6 TRAINING AND CERTIFICATION

West Hollywood Public Access provides training on all equipment and in all modes of production available at the facility. There is no charge for workshops.

Members are trained either as individuals or as part of a Company. Training for individuals are offered quarterly as basic, advanced, and special workshops. Training for Companies are custom tailored to the needs and schedule of the company, based on the specific needs for the show they have outlined.

- Space in training sessions is limited and availability is on a first come first serve basis.
- Workshops begin promptly as scheduled and members are expected to show up on time. Members who show up more than 30 minutes late will not be admitted.
- Members wishing to cancel their space in a training session must do so at least

24 hours in advance.

Workshop descriptions and availability are subject to change. Members actively involved in training should contact the station or consult the activities calendar in our newsletter for up to date information.

3.6.1 BYPASSING TRAINING SESSIONS

WHPA recognizes that some members may have previous skills in video production, and if they can demonstrate through a written and hands-on test to be administered by the Public Access Coordinator proficiency in said skills, they may be considered "certified" without attending the training session. Members who bypass classes must also turn in or produce a program to obtain certification and have access to higher level workshops.

3.6.2 CERTIFICATION

Once a member has been trained or has bypassed training as outlined above, they will be "certified" on the equipment. Certified members will be added to a list made available to other Producers seeking trained crew to help on productions (unless the member has requested not to have their name listed). Certification lasts six months from the last use of equipment. If certification expires, a member must take the training again, or satisfactorily bypass training to access the equipment.

3.6.3 BASIC TRAINING

The Basic Training is a six to eight session workshop which covers all modes of production available at West Hollywood Public Access, and prepares any member, from a neophyte to a professional, to produce shows using WHPA's resources. This workshop is offered quarterly, generally immediately following an Orientation meeting.

Basic Training includes Producer's preparation, camcorder operation, basic editing, basic studio production, and concludes with the production of a live magazine format program from master control, with segments produced by class participants in the studio and edit bays.

3.6.4 ADVANCED TRAINING

Advanced Workshops will be offered periodically, or when four or more members request a specific workshop. Most advanced workshops have prerequisites, which members must meet in order to sign up.

Some advanced workshops offered include: Character Generator, Computer Graphics, Advanced Editing, Edit Effects, Lighting, Studio Directing, Advanced Remote Production.

3.6.5 SPECIAL WORKSHOPS

Special workshops may be offered periodically and are generally open to all members.

These workshops will be announced in the newsletter or by special notice.

Examples of special workshops include the WHPA Talent Seminar, Analyze Your Show, and others.

3.6.6 COMPANY TRAINING

[Companies](#) of four or more members may request customized training to produce their program.

- The Producer of the Company must submit a Program Proposal form prior to scheduling training sessions.
- All members of the Company must be registered with WHPA prior to training.

New companies will receive Orientation information in their first meeting. The Company training is specific to the needs of the proposed program. Trainers assigned to the Company will act as production coordinators and will help the group get their first program completed, or as much as is feasible in the duration of the training.

Company trainings are scheduled to accommodate the schedule of the company members, within the hours available to WHPA Staff and trainers. Sessions may range from two to eight, depending on the complexity of the program and the amount of material necessary to cover.

4.0 OTHER CONDITIONS

4.1 BULLETIN BOARD

The West Hollywood Public Access Community Bulletin Board is part of the alphanumeric display on the Public Access Channel when programs are not being shown. Persons wishing to put an announcement on the Bulletin Board must submit announcements through [email](#) or in writing to the station.

WHPA will place announcements for non-profit events, meetings or local performances. Information announcements for groups (including political or religious) or free services will be placed for one month and must be resubmitted to remain on the bulletin board. Other announcements are subject to the Public Access Coordinator's discretion; in general, announcements which are local, non-profit, and/or "of interest to the community" will be placed.

The bulletin board is updated once a week. WHPA may edit announcements which are too long to fit on one page of alphanumeric display.

4.2 INTERNS AND VOLUNTEERS

WHPA needs volunteers and unpaid interns to assist in the operation of the station. Volunteers and Interns should commit to at least a four-month period of working a regular schedule of at least five hours a week. Intern applicants should contact the City of West Hollywood's Human Resources division. For more informal arrangements,

individuals should contact the Public Access Coordinator.

Interns must be registered in an academic program. Volunteers may assist in various capacities at the station, including cablecast, crewing on studio and other productions, etc.

4.3 INDEMNIFICATION

Members of West Hollywood Public Access channel shall indemnify WHPA, the City of West Hollywood, and any of their employees from any and all liabilities arising from use of public access facilities and resources out of compliance with Operations Policies.

4.4 INTERPRETATION

Where the implementation of these policies is subject to interpretation, decisions shall be at the discretion of the WehoTV Supervisor of the City of West Hollywood or designee.

4.5 SUBJECTIVITY TO CHANGE

These policies are subject to change. All changes will be announced at the station or through the newsletter. Members are expected to be aware of changes in policies, and their signed "Agreement with Policies" form will apply to any changes made after signing of the form.

4.6 APPEALS PROCESS

Members of WHPA are encouraged to resolve difficulties on the staff level. Anyone wishing to appeal a decision of the Public Access Coordinator may do so by arranging an appointment with the WehoTV Supervisor within 10 days of the decision in question. Decisions made by the WehoTV Supervisor which affect members may be appealed to higher authority in the City of West Hollywood, with City Council being the final authority.