

## **Bremerton Kitsap Access Television Policy Handbook**

BKAT's Mission is to benefit the communities we serve by providing equipment and support services necessary for local expression through cable television.

BKAT is funded through a fee added to cable bills and service contracts with the City of Bremerton, the City of Poulsbo, the City of Bainbridge Island, the Port of Bremerton and Kitsap County. BKAT links together individuals, educational facilities and government institutions to over 50,000 cable subscribing households in Kitsap County via Comcast Channel 12 and Wave Broadband Channel 3.

A citizens Advisory Committee, appointed by the City of Bremerton and Kitsap County, meets regularly to provide policy and planning guidance.

### **1. AIRING A PROGRAM ON BKAT**

*Members can submit original video programs they have created or sponsor pre-produced programs for airing on BKAT.*

#### **1.1 Eligibility**

Members can submit programs for airing after membership is secured. Programs must be accompanied with a Playback Request Form and must be on DVD-R disc. The programs must be non-commercial, meet basic technical requirements and have proper cablecast rights in order to air. Content of programs must conform to BKAT policies and will be the sole responsibility of the Program Sponsor. Individuals sponsoring programming must be 18 years of age or older. Those under the age of 18 must have their parent or legal guardian sign all proper paperwork on their behalf.

#### **1.2 Technical Requirements**

Programs are required to be on either DVD-R discs only. The program must have a clear and unbroken picture. The audio must be clearly understandable and at audio levels free from distortion. DVD's should start on their own. BKAT reserves the right to reject programs not meeting minimum standards.

#### **1.3 Single Programs and Series Programs**

BKAT has two Seasons: Spring (April 1 - September 30) and Fall (October 1 - March 31). Series within those seasons are scheduled by Lottery, remaining timeslots for non-series programs are scheduled on a time available basis. Program Originators may schedule up to three single programs or two single programs and one series at any given time. NOTE: BKAT reserves the right to pre-empt regularly scheduled programming in the event of an emergency or during Holidays.

#### **1.4 Holiday Schedule**

Holidays that might effect the BKAT schedule are: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving and Christmas Eve and Christmas Day.

Certain days are also reserved for special programming on BKAT that might pre-empt regularly scheduled programs: Armed Forces Day and Election Day.

#### **1.5 Program Promotion**

Scheduling for all programs is done 3 weeks in advance. BKAT's Schedule appears on the BKAT Website, on the TV Guide Channel and in the Sunday TV Listings in the Kitsap Sun Newspaper.

## 1.6 DVD Management

Series programs are required to be signed in at the BKAT office on Wednesday before 5pm prior to the scheduled cablecast week. Failure to meet the deadline may result in series cancellation. Non-Series programs will not be scheduled prior to being submitted at the office with filled out Playback Request Form. All programs must be picked up within 3 months after the programs last scheduled airing or it will be considered abandoned and may be discarded. BKAT is not responsible for any lost, stolen, abandoned or damaged DVDs.

## 1.7 Content Restrictions

Program content is the sole responsibility of the Program Provider. Programs that are copyrighted must have written permission on the copyright holders letterhead granting permission for cablecast on BKAT. Additional restrictions may apply for programs that might contain the following:

- Fundraising or Solicitation of funds.
- Advertising material designed to promote the sale of commercial products or services.
- Invasion of Privacy.
- Lottery information or games, raffles, gift enterprise or similar scheme.
- Material that is slanderous, libelous or made unlawful by any law instituted by a governmental body.
- Material that is copyrighted or subject to ownership or royalty rights, union residuals or other payment unless program provider has provided necessary written permission for cablecast.

## 1.8 Scheduling Potentially Objectionable Material

Bremerton Kitsap Access Television wants to provide parents or guardians with a means of controlling the viewing of potentially objectionable programming so that they may make informed cable-viewing choices.

While providing such notification, we do not wish to preclude the opportunity for all

forms of expression on cable television in accordance with all relevant laws.

For the purposes of these guidelines potentially objectionable material in programs is defined as any program that contain nudity, excessive swearing and or excessive violence.

All potentially objectionable programs will be aired after Midnight only and will be preceded by the following message, run by the producer, in the video. The announcement will be in clear legible white font on a black background and run for no less then 5 seconds followed immediately by their program.

*“The following program contains material which may be offensive to some viewers or may be inappropriate for viewing by children”*

It is the responsibility of the Program Providers to check the appropriate box on the Playback Request Form when submitting the program that designates it to air after Midnight. Promotion for potentially objectionable programs will also include the above message.

## 1.9 Legal definitions of offensive material

BKAT recognizes that potentially offensive or obscene behavior, is subjective. For the purposes of this Policy Handbook:

“Excessive Swearing” or profanity includes, but is not limited to, words as those identified in FCC vs. Pacifica. “Obscene Material” is defined by applying the “Miller Test” from the U.S. Supreme Court in the decision Miller vs. California: (a) whether the average person, applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest;

(b) whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable state law; and (c) whether the work taken as a whole,

lacks serious literary, artistic, political or scientific value.

### **1.10 Political Programming**

BKAT has specific guidelines with regard to programming on political issues before, during or after a political campaign season.

NOTE: Programs that include appearances by incumbents acting in their regular elected capacity are not subject to these policies.

BKAT encourages the production of programs relating to political forums, candidate debates and interview style programs when recognized political or ballot issue spokespersons are invited to participate. This means that sponsors of such recorded events must strive, in good faith, to accurately recruit and represent varying points of view, recognizing that representing all points of view is an unattainable goal in any community.

The sponsors or coordinators of these events should not intentionally design programming to promote one candidate or a single viewpoint over another. Therefore, program originators must be able to demonstrate that reasonable opportunities were provided to political parties, candidates, proponents and/or opponents to participate in the program.

Political programs may not contain advertising, signage or overt promotion for a political campaign.

### **1.11 Underwriting Credit**

Program Originators may acknowledge individuals, companies or other organizations that provide financial or other assistance in the production of a program. Such acknowledgement may include the individual's name, brand name and/or trade name. This credit shall not include advertising information. The FCC describes advertising information as a "buy this" pleading, price information and/or "comparative or qualitative: language. Underwriting credits may not exceed 15

seconds per underwriter and no more than a total of two minutes. Note: The above underwriting acknowledgements shall not be repeated more than once per half-hour segment.

### **1.12 Program Library & Archive**

BKAT reserves the right to re-cablecast and/or archive copies of programs submitted for cablecast with program originator's permission. BKAT also reserves the right to use program segments for our own promotional and training purposes.

### **1.13 First Use of Program**

Programs produced through BKAT must premiere on BKAT prior to other uses of the material.

## **2.USING EQUIPMENT AND PRODUCING PROGRAMS**

*BKAT makes available free use of video cameras, a studio and editing equipment for use by production originators to assist them in producing their program to air on BKAT.*

### **2.1 Eligibility**

Any Kitsap County resident may use BKAT equipment to produce programs to air on BKAT. They must first become BKAT Members by having a current Membership Form on file and demonstrate proper use of equipment. Individuals under 18 years of age must have their parent(s) or legal guardian(s) reserve, sign the Equipment Agreement Form, check out and return the equipment on their behalf. A parent or legal guardian must also accompany an individual under the age of 18 if they are using the edit equipment at BKAT. Individuals under the age of 14 may not operate BKAT equipment.

## **2.2 Financial liability for equipment**

If BKAT equipment or facilities are damaged beyond normal wear and tear as determined by BKAT Management, or if equipment is lost or stolen, then the “user of record” (the member whose name is on the check out form) is liable and will be billed for the repair or replacement costs. A member will not be allowed to reserve or check out equipment until their bill is paid in full.”

## **2.3 Training for use of BKAT Equipment**

Individuals who cannot demonstrate proper equipment and/or edit use can set up a time with staff for individual training at no cost.

## **2.4 Equipment Use and Location Restrictions**

Equipment may only be operated in the manner for which it was designed. The equipment may not be transported out of Kitsap County unless given specific approval by the BKAT Manager.

## **2.5 Equipment & Edit Reservations and checkout**

Equipment (Camera and Audio) & Edit Bays may be reserved up to 30 days from the current date. Reservations will be held for no more than 30 minutes from specified time.

Members are allowed no more than three equipment reservations to be on file at any given time. They are simultaneously allowed no more than three edit reservations.

Reservations for equipment or edit time is during our regular office hours (M&F 10am – 4pm) or by leaving a message on the phone. Equipment and space is limited, please do not assume that you have a reservation until you speak with a staff member. Reservations for Tuesday evenings must be done one week in advance.

Equipment checked out on Fridays must be returned Monday. Equipment checked out on Monday or Tuesday must be returned by Friday morning.

Only certified equipment operators may pick up equipment and must confirm the equipment’s proper working order at the time of check out. Once the paperwork is signed the member assumes full financial responsibility of equipment.

Non-certified persons may drop off the checked out equipment upon approval of staff.

The edit equipment is reserved in 3 hour blocks of time: 9:30am – 12:30pm or 1-4pm. Additional edit reservations are allowed for Tuesday evenings from 5-8pm

## **3. Membership**

Membership fees are collected for all persons and/or organizations using BKAT resources. Resident and non-Resident fees are defined on the membership forms.

## **4. Readerboard**

The revolving message board on BKAT runs between scheduled programs on the channel. The readerboard is available to members: Government, Education and Non-Profit organizations. (See readerboard form for information on length)