



**Citizens Television, Inc.**  
PEG Access Channels 26, 27, 96 (Comcast)  
**843 State Street**  
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## **Rules & Procedures**

Revised 12/2016

### **I MISSION**

**The mission of Citizens Television, Inc. (CTV) is to provide cable television programming access to the residents of Hamden, New Haven, and West Haven, CT (franchise area). Such access will be through 1) the professional training of residents in the basic usage of video production equipment and facilities, (2) providing both in-house and remote video production facilities, equipment and technical support services for subsequently trained and certified residents to create (produce) their own non-commercial programming, and 3) provide access to displaying those programs (and their independently created or procured programs) on CTV controlled cable channels provided by cable companies serving the communities of New Haven, Hamden and West Haven, CT.**

### **II BOARD of DIRECTORS**

Citizens Television, Inc. is a private, non-profit, 501(c) (3) organization with a duly installed and operative Board of Directors. That board establishes - and monitors the implementation of - the corporate policies of CTV via the management of the Executive Director, who is hired by and serves at the pleasure of the Board of Directors, reporting to them formally and informally on all matters regarding the operation of CTV.

It is intended that the Board of Directors represent the diversity of the three communities within the franchise area. In addition to the regular Board of Directors meeting, a variety of Standing and Special Committees meet regularly to discuss CTV and make recommendations to the Board. Community residents may access the Board of Directors *in writing* (letter, e-mail) to express their support, concerns, and complaints with any and all aspects of CTV's operation.

### III ACCESS

#### **ELIGIBILITY and VERIFICATION**

Any person who resides in Hamden, New Haven, or West Haven; or who attends school full time in one of those towns; or is an employee or volunteer who would be (or is) producing programming for a non-commercial organization in one of those towns, may become an access *producer* at CTV, meaning they may take video production training and, upon successful completion, have access to the video production facilities and equipment of CTV as warranted by their particular certification. Residents alone, however, may act as the access *sponsor* of any program to which they have secured the rights or authorization to submit to CTV for playing on the CTV channels. Access *sponsors* are not required to undergo any training or certification in that they are *not* using (*and not eligible to use*) CTV equipment or facilities to produce their programs. All persons interested in becoming an access producer or sponsor shall submit a signed application.

Verification of residency or student status or non-commercial organization affiliation will be required. A work or government photo ID with address,, a utility bill or a lease are just some of the acceptable proof of residency documentation acceptable.

#### **NEITHER CTV, COMCAST NOR FRONTIER MAY EXERCISE ANY EDITORIAL CONTROL OVER A PRODUCER'S PROGRAM CONTENT.**

### IV. CERTIFICATION and TRAINING

CTV provides free training and certification to eligible residents on a first-come, first-served basis. THIS IS A RIGHT, NOT A PRIVILEGE, AND IT MAY NOT BE SUSPENDED, RESCINDED OR INTERFERED WITHOUT DUE PROCESS AS CITED HEREIN. Those seeking access by virtue of being a full time student or employee/volunteer of a non-commercial (non-profit) organization located in the franchise area will receive second priority

#### **PLEASE NOTE**

All access producers must be properly certified before using any CTV production equipment or facilities. Please inquire of CTV staff for details on classes.

#### **A. CERTIFICATION WORKSHOPS AND ADVANCED TRAINING**

“Certification” workshops are offered to certify residents in the operation of specific equipment (studio cameras, editing rooms, etc.) to help other producers. Such residents are certified as “crew” rather than as “producer.” Persons certified as “producers” must

have an operating knowledge of all production equipment pertaining to their certification area (Field or Studio).

**Advanced training** in Camera, Lighting, Video Switcher, Audio Mixer, Character Generator (CG) and Video Editing will be offered as demand warrants.

## **B. TESTING OUT**

Sufficiently trained and experienced persons on video production equipment may be allowed to by-pass specific certification classes by demonstrating his/her knowledge and ability to CTV staff. This process of certification is a formal process and is available through a written request that details the applicant's training and experience, including period of such, what equipment and most recent experience operating such equipment. Applicant will be tested to same standards for certification of regular applicants completing the CTV certification classes. **THIS IS A RIGHT, NOT A PRIVILEGE, AND IT MAY NOT BE SUSPENDED, RESCINDED OR INTERFERED WITHOUT DUE PROCESS AS CITED HEREIN.**

If it later becomes apparent that a producer's skills are inadequate, his/her privileges will be suspended until the classroom certification has been completed. Staff decisions will be final.

## **V. USE OF CTV PRODUCTION EQUIPMENT AND FACILITES**

### **A. RESOURCES**

Single camera production units, an editing suite and studio facilities are available on an equitable basis to CTV certified access producers for the purpose of producing programs for the CTV channels.

### **B. PROCEDURES**

#### **1. Eligibility**

Any CTV certified access producer may use CTV resources provided that:

- a. The individual is producing programs they personally believe are of interest to his/her community;
- b. The person is neither giving nor receiving, nor is obligated to give or expecting to receive, financial compensation in any way resulting from the use of CTV facilities or property in the creating of the program.
- c. The individual who operates the equipment has been certified to do so. (i.e., has successfully completed the production classes or passed a proficiency test conducted by CTV staff.)

- d. The person is volunteering as access crew for an access producer and is so properly certified.
- e. No commercial messages are present in programming.

## **2. Ownership and Distribution**

The access producer has sole ownership of the program he or she produces with the following exception: the producer commits First Use of the program to playback on the CTV channels and CTV will have unlimited playback until and unless the ownership is sold and CTV receives 20% of the gross receipts. Otherwise, CTV playback rights will continue with the new owner.

Producers are required to file a report with CTV staff on all compensation received from sales or rental of access programs created through the use of CTV equipment, facilities or staff within ten (10) days of receiving such compensation.

Producers shall pay to CTV 20% of gross receipts received from program underwriting grants and sales. A waiver may be obtained for adequate reasons.

### **PLEASE NOTE**

**THE USE OF CTV. FACILITIES AND EQUIPMENT FOR ANY PROFIT MAKING VENTURE IS STRICTLY PROHIBITED!**

## **3. Facility Hours**

The facility hours will be established by staff and will be posted. All non-staff or unauthorized persons must vacate the facility fifteen minutes before the posted closing time..

## **4. Phones**

Designated phones are available for producer's use. Phone calls should be brief and "project" related; no recreational calls.

## **5. Facility and Equipment Reservations**

The staff will take reservations for facility and equipment on an equitable, non-discriminatory basis. Access producers must complete the remote equipment classes before scheduling remote equipment. Reservations for equipment must be made in advance and for a specific program. Portable equipment is normally reserved for a maximum of twenty-four hours per week and subject to other arrangements with the Executive Director, Production Manager or Program Manager, which must be in writing.

Each access producer will fill out a Program Proposal Form for the show he/she will produce. (Not for each episode of the show.)

The access producer shall check in at the front desk before using facilities or equipment and record usage in the Studio or Edit book.

Only staff can sign in access producers or crew for reservations or cancellations.

## **6. Equipment Check-Out**

Producers are required to arrive at the appointed time, complete and sign an equipment checkout form. The checkout form should be signed by the access producer or crewmember only after he or she has personally checked each piece of equipment for which he or she is signing. Any malfunctions or surface damage must be noted on the checkout form.

Only the producer signing the equipment contract at the time of checkout and designated certified access crew are authorized to operate the equipment. A producer may not reserve more than one camera without previous written arrangement with the Executive Director or Production Manager only.

## **7. Equipment Check-in**

Producers are required to return, at the specified time, all equipment in undamaged, working order. Access producers are liable for the full compensation of CTV for damages that occur to equipment while in the access producer or access crew possession. Staff will inspect and test the equipment. Any such malfunction will be noted on the check-out/in form and initialed by staff and the access producer or crew.

## **8. Cancellations of Reservations**

A producer who is thirty minutes late and has not notified staff of their intentions, shall lose the equipment reservation. That producer may still have access to the equipment upon arrival if it is still available. All equipment must be picked up no later than one hour before the posted closing time of CTV or earlier if required by the management of CTV with prior notice.

## **9. Late Return of Equipment**

Producers unable to check-in equipment at the scheduled check-in time are required to call CTV staff considerably prior to the return time (thirty minutes minimally).

## 10. Lost or Damaged Equipment

If equipment is damaged or lost while under contract to the producer, the producer will have equipment privilege suspended until full compensation is made, or until an installment payment contract is signed with the Executive Director. Installment repay guidelines: a minimum 20% down payment and a term not to exceed one year in duration. In the event the producer fails to meet the terms of repayment, the producer will be suspended from all equipment privileges and CTV reserves the right to use all available means to collect repayment.

## 11. Use of Editing Facilities and Equipment

Producers may book the edit suite weekly in single four-hour sessions based on availability. Upon completion of a promptly kept booking, a producer may book another session for any available time within the day or week. Producers may have only one session booked at a time unless arrangements are made otherwise with the Executive Director or the Production Manager for multiple bookings of the edit suite, which may only be granted to producers with a history of promptly kept reservations and timely submission of programs for cablecast.

A producers with an editing reservation is required to sign-in with staff and claim his/her reservation no later than thirty minutes after the scheduled starting time, provided the producer called and alerted the staff to the delay. Failure to meet these requirements may result in forfeiture of the entire reservation. This will happen automatically if CTV staff were *specifically* assigned or made available (standby) for the producer's editing session.

A producer failing to timely keep or cancel an edit suite reservation in a non-emergency situation will lose edit suite privileges for the remainder of the week and may not book for the following week until Thursday morning of the week before. (**Reason:** The lost edit suite time may have been wanted by another producer and now becomes wasted by the actions of the booked producer.)

Producers must vacate the edit suite at the completion of his/her reserved time. In the event the next editor has not claimed his/her time, the CTV staff may, upon request, extend the previous editor's edit suite time. Editors are required to sign-out with staff at the conclusion of the session. An unauthorized extension of time in the edit suite or studio, whether or not another producer is waiting, may result in disciplinary action by CTV staff.

**NEITHER CTV, COMCAST NOR FRONTIER MAY EXERCISE ANY EDITORIAL CONTROL OVER A PRODUCER'S PROGRAM CONTENT.**

Producers are limited to making two (2) copies of a completed program in the edit suite, one for the producer and one for CTV. Dubbing and making other copies in the edit suite is unauthorized and may result in disciplinary action by CTV staff, including temporary loss of edit suite use.

Following the First Use play on CTV, producers or the public may request CTV to make multiple copies of programs onto DVD for a sliding fee:

- 1<sup>st</sup> copy \$15.00;
- 2<sup>nd</sup> copy (same program) \$12.50;
- 3<sup>rd</sup> copy (same program) \$10.00;
- All additional copies (same program) \$7.50 each (up to 10 copies total).
- Rates are subject to change. Please check before ordering.
- Hosts and guests of CTV produced programs will receive a complimentary copy of the program, as will CTV video production students who crewed the program, at their request.
- Producers must give permission before CTV can provide copies of their program to the public. CTV provides the DVDs at cost, so no part of the payment will be provided to the producer.

## **12. Production**

All producers using the editing facilities, studio or remote equipment for his/her own programs are required to submit a program to the Program Manager within a reasonable amount of time. The staff may judge what is considered a reasonable amount of time based on careful analysis of the requirements and demands of the producer's project and documented records of reserved time and equipment. Generally, a program of 30 minutes must be completed and provided in four weeks (30 days) and a 1 hour program in six weeks. Programs longer than one hour must be pre-approved by the Program Manager.

## **13. Studio production**

- a. Pre-determined blocks of studio time are available in three and a half (3 1/2) hour segments of time.
- b. A CTV staff person will supervise all Studio Productions. Crew position assignments are the responsibility of the certified producer/director. All studio crew must be certified. Interns and volunteers may be able to assist in the productions. Two-week notice is needed for such a request.

- c. Access producers or crew may not change or reconfigure studio wiring or connections, nor add or remove equipment.
- d. Live studio program reservations must be approved in advance by the Production Manager and the Program Manager.
- e. Producers must check in and out of the studio with a staff access producer. Producers are responsible for leaving the studio in proper conditions outlined at check-in.
- f. Cancellation of studio bookings must occur at least 48 hours in advance of scheduled booking. Failure to do so will result in no booking privileges for the next seven (7) day period. A second failure will cause lost privileges for a fourteen (14) day period. A third failure will result in a thirty(30) day loss of booking privileges.

**VI. RULES OF CONDUCT, VIOLATIONS, LOSS OF PRIVILEGES AND COMPLAINT PROCEDURES.**

CTV Staff may refuse service or use of facilities and equipment to any person whose action hinders the activities of other producers or staff; persons hindering producers or staff may be required to leave the facility by staff. Such actions by staff may be appealed in writing to the CTV Executive Director or the CTV Board of Directors.

**A. Rules of Conduct**

In order to provide a safe, healthy and comfortable environment while at our facility the following rules of conduct are essential to the protection of our mission.

Any act of physical violence or profane verbal abuse against any other individual on the CTV premises will result in immediate suspension of all access producers privileges and access to the CTV premises for one year.

**B, Prohibited Behaviors Include but are not limited to::**

- Smoking in the building; including the rest rooms.
- Food or drink in the studio & control room or edit suites.
- Phone calls that are not brief and “project” related when using CTV lines.
- Raucous, disruptive, loud behavior.
- Young children not in the immediate company of parents or guardians.
- Pets in the facility, (except for service animals and those approved for shows).
- Inappropriate, unsafe or inadequate attire.
- Alcoholic beverages in the facility without the prior, written approval of the Executive Director.
- Carrying weapons, whether legally licensed or not (except law enforcement personnel required to carry).



- Violation of any city, state or federal laws.
- Owing funds to CTV due to failure to pay for equipment damage, or submitting a check for such with insufficient funds.
- Failing to conform with “first use” of access programs on CTV Channels.
- Failing to report funds received from sale or rental of access programs.
- Reckless or negligent regard for CTV equipment and facilities.
- Re-patching, rearranging or re-configuring of CTV equipment.
- Return of equipment in damaged or unworkable condition, or failure to timely return equipment by intent or negligence.
- Use of equipment and facilities for any purpose not related to the production of non-commercial programs for cablecast on the CTV Channels.
- Removal of equipment from CTV without proper check-out procedures and/or without signing equipment consent form.
- Checking out equipment for use by a non-certified producer, or for a producer on suspension.
- Breach of the program contract warranties on the Statement of Compliance form.
- Using CTV equipment while on suspension.
- Hindering the activities of other producers.
- Hindering the activities of staff, board, or volunteers.
- Disregarding the closing time or otherwise causing late closure of the facility.

### **C. Disciplinary Action**

1. General Suspensions may be issued following two (2) written warnings for the same behavior.

A General Suspension from use of equipment and facilities is 90 days. A probationary period may be substituted in lieu of a General Suspension or any time after 30 days of the suspension has elapsed.

2. Major Suspension

A Major Suspension from use of equipment, facilities and access to the premises may occur when the offense verbally or physically threatens or endangers persons on the premises, puts at risk the physical assets of CTV, or knowingly violates city, state or federal laws. Where there is damage to or loss of equipment and/or facilities, suspension is in effect until compensation is made for such damages. There are no written warnings or probationary period in the case of Major Suspensions.

### **D. Appeal of Disciplinary Action**

1. A producer may appeal any disciplinary action by submitting a written statement to the Executive Director. Any restrictions in equipment and facility use resulting from a disciplinary action will be automatically stayed during the appeal to the Executive Director if, in the discretion of the Executive Director,

no persons, equipment or facilities will be compromised or endangered by the producer.

2. The Executive Director shall investigate the circumstances surrounding the disciplinary action and return a written report and judgment to the producer and the Board President within three (3) working days.
3. The producer may, within the following five (5) working days, continue the appeal with a written statement to the President of the CTV Board of Directors, who will refer the appeal to a board committee that will investigate and issue a decision within the next five (5) working days.
4. **A decision of the CTV Board of Director involving loss of an access producer's right to use CTV equipment and facilities may be appealed to the CT Public Utilities Regulatory Authority (PURA), 10 Franklin Square, New Britain, CT 06051.**

#### **E. Complaint Procedure**

An access producer or channel viewer has the right to file a complaint in the event of a perceived infraction, dispute or disagreement with CTV policy, rules or regulation. The matter in question shall first be discussed with the CTV staff.

If at that point the matter cannot be resolved, the complainant shall:

1. Register the complaint by sending a completed Register of Complaint Form within ten working days.
2. The complaint will then be addressed by the Executive Director and appropriately dealt with in a conference with the complainant either by phone or in person, or if necessary, in writing.
3. If the decision of the Executive Director is not acceptable to the complainant, an appeal may be made to the Board President within thirty (30) days. The President will then follow the procedure outlined under **D. Appeal of Disciplinary Action.**

### **VII. PUBLIC ACCESS CHANNELS**

#### **A. RESOURCES**

Air time on the access channel is available free of charge. The CTV channels are available on an equitable, non-discriminatory basis.

#### **B. PROCEDURES**

##### **Submitting and Scheduling Programs**

A program proposal must be submitted to the Program Manager at the time production begins. When a producer completes a program the producer schedules air time with the Program Manager. Producers may request specific cablecast times, and the Program Manager will match space with requested times whenever possible.

Producers may regularly schedule up to four hours original and/or pre-taped programming per month. Programs are scheduled three weeks ahead of cablecast. At the time a completed program is submitted for scheduling, the producer must have a

Statement of Compliance form on file which holds the producer liable for program content. In signing the form the producer warrants that the program does not include:

- a. Any material that is libelous, slanderous, or otherwise a defamation of character; or material that is an unlawful invasion of privacy.
- b. Any material that violates state, or federal relating to obscenity. Obscenity is not considered protected speech under the First Amendment to the United States Constitution.
- c. Any material that violates local, state, or federal laws. It should be noted, that according to an agreement between Comcast Cable TV and Citizens Television, Inc. dated 12/24/91, paragraph 2,3, program material containing any obscene or indecent material is prohibited. However, this is subject to subsequent laws and court decisions that give greater but not absolute license to producers in this area.
- d. Any advertising or material that promotes any commercial product or service.
- e. Any solicitation or appeal for funds.
- f. Any unlawful use of copyrighted material.

**PLEASE NOTE**

On the form, the producer agrees in writing to indemnify and hold harmless CTV, its staff and Board of Directors, Comcast Cable TV and its officers and employees from any and all claims, demands, damages, or other liabilities, including legal fees and expenses that may arise as a result of cable casting the program.

Public access producers/sponsors shall be aware that under the federal Cable Communications Policy Act of 1984 as amended, whoever transmits over any cable system any matter that is obscene or otherwise unprotected by the Constitution of the United States is liable for substantial criminal penalties.

Any program which contains excessively violent material, excessive adult language, nudity or sexually explicit material shall carry a disclaimer at the beginning and near the middle of the program to read: "This program contains material which may not be suitable for all viewers. Parental discretion is advised."

CTV will schedule programs which contain excessively violent material, excessive adult language, nudity or sexually explicit material to be shown after 10 pm.

CTV reserves the right to require producers to precede any program with parental discretion advisories, disclaimers or other informational material.

**CTV will provide each producer/sponsor one hour of program time each week. CTV, at its discretion will also provide equitably to locally produced programs on Channel 26, additional program hours that are not subject to control or influence by the producer.**

1. Scheduling Priorities
  - a. **First priority**

Given to live, locally produced shows.

**b. Second priority**

Given to recorded locally produced programs. Local programs are defined by the producer's residence, and not the programs content. Any program with a substantial amount of local production work or local content is locally produced.

**c. Third priority**

Given to programs produced elsewhere but sponsored locally by a resident. A program that is created elsewhere and submitted for cablecast by a local resident is locally sponsored program or import program. Adding local credits or opening and closing tags to a locally-sponsored program does not qualify the program as a locally-produced program.

- d. New programs have priority over repeat showings.
- e. Open air times in the schedule will be filled by the Program Manager in accordance with the above priorities.
- f. Political candidates are subject to the same policies and regulations as other user of the public access channel. The nature of public access is that everyone in the community has equal access to the facilities and channel time.
- g. Programs produced at using CTV equipment, facilities or staff must be cablecast on CTV a minimum of once (not including ;live program) before being aired elsewhere.
- h. All permissions from satellite originator must be acquired by requester and presented in writing to CTV before air. Satellite programming requests will be aired at the discretion of the Program Manager.
- i. Satellite equipment and recording will only be handled by CTV staff or assigned staff volunteers.

**2. Series Programming**

A producer or sponsor may apply for a series time slot after three completed programs in that series are submitted for cablecast. Producers and Sponsors are entitled to one hour of program time per week. A half hour program may have two 30 minute time slots for the same program.

To keep a series time slot, the producer or sponsor must maintain a 5 to 1 ratio of original to repeat program hours. A series producer, whether weekly, biweekly or monthly, will be granted a time slot for 13 weeks. It is the responsibility of the producer to renew their time slot at the end of this period. A producer requesting an occupied time slot MUST give the producer currently occupying that slot at least 4 WEEKS notice before the end of his 13 week period. Failure to renew the original time slot will result in the immediate cancellation of the time slot if another producer has requested it.

### 3. Live Programming

Any program to be aired live must be cleared in with the Program Manager. Both studio and air time must be available before the request will be approved. Live programs may request studio time up to two months before program is to air.

If a producer must cancel a live show, notice should be given to the Program Manager and the Production Manager at least 48 hours before the scheduled air time to allow other producers access to the studio. Emergency situations will naturally be taken into account.

If a program in a scheduled live series is cancelled more than once, a warning will be issued. When three cancellations occur in a live series within a year, the series will be reviewed for possible live show suspension until six new consecutive shows recorded shows have occurred.

Live shows are publicized in advance and therefore required to begin on time. A warning will be issued if this commitment is not fulfilled.

### 4. Program Scheduling Disputes

Channel space is available on an equitable basis. A producer or sponsor requesting an occupied time slot must submit their request in writing to the Program Manager at least four weeks before the existing programs 13 week run expires. The new producer or sponsor requesting that time slot is entitled to it under law. However, CTV encourages producers and sponsors to resist “slamming” each other in this fashion, but to work out an alternative with the Program Manager.

- a. Guidelines for production schedule: a typical 1/2 hour show should be completed within a month, and an hour show completed within six weeks after the program proposal has been submitted. At the time the program proposal is submitted, an appointment will be scheduled with the Programming Manager to discuss the progress of the show and review the footage to date.

### 5. Funding and Underwriting of Programs

Producers may seek funding for the production of community access programs. Funding sources may be credited within access programs according to the following underwriting guidelines. Any individual, business or institution that helps defray production costs may be given underwriter credit as follows:

- a. Credit may be given at the opening, logical mid-breaks and/or ending of program with a maximum of two credit sequences per half-hour. Each time an underwriter credit appears, it shall appear for no longer than for the following maximum durations:  
One underwriter- 15 seconds

Two underwriters- 20 seconds

Three or more underwriters- thirty seconds

- b. Producers are to use the following audio and/or video credit format: “The following/preceding community program has been made possible in part by a grant from: (name,address,etc).”
- c. The video portion of the credit may include slides, pictures, signs with character-generated graphics and/or logo, not to include product representations.
- d. The audio portion of the credit may include background music.

#### 6. Freelance Work

No producer can be paid for doing production work at CTV, particularly for other access producers’ productions, without approval by the Executive Director.

#### 7. Satellite Guidelines

- a. Satellite programming is a supplement to local programming.
- b. CTV will consider requests from local government, educational and non-profit organizations for satellite programming.
  - a. A one-page request sheet must be filled out for each request stating who, what, where,when, why and must include evidence of 501C-3 status, if applicable. These must be filled out at least 4 weeks before air date.
  - b. CTV can only consider request for non-commercial, non pay-per-view programming.
  - c. Requests from private citizens in our 3 communities will be considered by the CTV Program Manager and can only be aired if sponsored by CTV.
  - d. The order of content priorities will be: Public/Community Interest, Educational, Government, Disabilities, Children’s Programming, and International.

#### 8. Community Bulletin Board

A part of community access that CTV provides is the Community Bulletin Board. This bulletin board posts events, meetings activities, cancellations or public service announcements of interest to the community. Such announcements are termed Public Service Announcements (PSAs). **CTV ENCOURAGES VIDEO/AUDIO ANNOUNCEMENTS OVER STATIC GRAPHICS. The CTV studio and staff are available for the recording and editing of such.**

- a. The organization must be a non-profit organization or be sponsoring a non-profit event. The organization shall provide its non-profit tax ID number on the CBB form.

- b. The not for profit organization submitting an announcement for the CBB must be located in New Haven, Hamden or West Haven or be a regional, statewide, national or international organization whose event or announcement serves the local areas mentioned above.
- c. Announcements must be submitted to CTV using the appropriate form provided by CTV. Forms are available at the CTV reception area or may be downloaded from the CTV website, [www.citizenstv.org](http://www.citizenstv.org). Forms may be faxed to CTV or sent by email to [cbb@citizenstv.org](mailto:cbb@citizenstv.org).
- d. Event information shall be submitted according to layout of the form provided by CTV. All fields of the form must be completed and a contact number must be provided.
- e. An organization is allowed to state that there is a fee charged (entrance or otherwise), or that a donation is either appreciated or expected. However, no announcement will be allowed to carry a dollar amount on the screen.
- f. PSA's run for a month, or until the date of the event; anyone who wishes a PSA to run longer than one month should send CTV fresh copy each month to improve viewer attention. PSAs need to reach the station five weeks in advance of the event. The minimum time frame for a PSA on the CBB is three weeks prior to the event date. Although we will endeavor to air all announcements, we cannot guarantee PSAs received less than three weeks in advanced will be aired.
- g. Announcements may not solicit funds.
- h. No promotion for regular religious services.
- i. No ads or endorsements for political campaigns.
- j. The production staff reserves the right to edit copy text, fonts, colors and graphics for any announcement so long as it does not materially alter the content and message.

## **VIII. PUBLIC RECORDS**

CTV shall maintain a complete record of the names of all persons, groups, organizations, or entities requesting use of CTV equipment and facilities. The public may review such records during regular business hours at the CTV office. CTV will not disclose addresses of individuals but will certify the area residency of an individual upon request. All records of requests for public review will be kept for a minimum of two years. (Per FCC SS76)

Use of facilities shall not be made available to any person or group who refuses to have his/her name or identity and address maintained in the record and available for public inspection as required by this section.

Persons requesting public inspection of files shall identify themselves by name and address in writing. No personal or commercial use of these records is allowed. Access producers can reserve the right to keep personal phone numbers private.

#### **IX. RELATED AGENCIES**

1. The State of Connecticut Public Utility Regulatory Authority (PURA) regulates Citizens Television, Inc. To contact, write: Executive Secretary, PURA, Ten Franklin Square, New Britain, CT 06051
2. The Cable Television Advisory Council (CTAC), mandated by and operating under the regulations of the PURA, advises Comcast Cablevision of New Haven and Frontier Communications. The CTAC is a publicly appointed body and serves the public interest. P.O. Box 8415, New Haven, CT 06531.
3. The Cable Providers for Hamden, New Haven and West Haven are Comcast Cablevision of New Haven, located at: 222 New Park Drive, Berlin, CT 06037, and Frontier Communications, located in Stamford, Connecticut.