

Lakes Area TV Policies and Procedures

(2025 Draft v1)

1. Introduction

- Purpose: To outline the policies and procedures governing the use of Lakes Area TV's (LATV) public access resources, ensuring equitable access and adherence to community standards.
- Scope: Applies to all individuals and organizations using LATV's facilities, equipment, and airtime for public access programming.

2. Mission of Public Access Programming

- To provide a platform for community members to create and share content that informs, educates, and entertains.
- To foster free expression and civic engagement while maintaining respect for diverse perspectives.

3. Eligibility and Access

- **Eligibility Requirements:**
 - Residents, organizations, and businesses within the LATV service area.
 - Non-residents may apply with a local sponsor or partner.
- **Access to Facilities and Equipment:**
 - Available on a first-come, first-served basis.
 - Users must complete orientation and training provided by LATV.

4. Programming Guidelines

- **Content Standards:**
 - Programming must comply with local, state, and federal laws.
 - Prohibited content includes but is not limited to:
 - Obscene or indecent material.
 - Hate speech or discriminatory content.
 - Commercial advertising (e.g., pricing, calls to action).
 - Political programming must include disclaimers and avoid endorsements.
- **Content Ownership:**
 - Producers retain ownership of their content but grant LATV permission to broadcast and archive it.

5. Scheduling and Airtime

- **Submission Process:**
 - Programs must be submitted at least 10 days in advance of desired airdate.
 - Submissions must include:
 - Title, producer's name, contact information.
 - A brief description and runtime.
- **Priority Scheduling:**
 - Priority given to programs of local relevance and community interest.
 - Airtime is allocated equitably, ensuring diverse voices.

6. Use of Equipment and Facilities

- **Training and Certification:**
 - All users must complete LATV's training before using equipment or facilities.
 - Required training determined by Access Coordinator
 - Training updates necessity determined by Access Coordinator
- **Reservations:**
 - Equipment and facilities must be reserved at least 5 days in advance.
 - Cancellations must be made with 24 hours notice.
- **Responsibilities:**
 - Users are responsible for returning equipment in good condition.
 - Damages or losses may result in fees and/or suspension of privileges.

7. Community Standards and Conduct

- **Behavior Expectations:**
 - Users must treat staff, volunteers, and other community members with respect.
 - Disruptive or abusive behavior will result in immediate suspension.
- **Compliance:**
 - All users must adhere to LATV's policies and procedures.
 - Non-compliance may result in temporary or permanent revocation of access.

8. Fees and Funding

- **Fees:**
 - If deemed necessary LATV may charge nominal fees for equipment use, training, or special services,
- **Sponsorships and Grants:**
 - Producers are encouraged to seek sponsorships or grants for their programs, subject to LATV's sponsorship guidelines.

9. Grievance and Appeals Process

- **Filing a Complaint:**
 - Users may file complaints regarding policy violations, scheduling conflicts, or other concerns.
 - Complaints must be submitted in writing to the LATV Access Coordinator.
- **Appeals:**
 - Decisions may be appealed to the Forest Lake Cable Commission within 30 days of the decision.

10. Amendments and Updates

- Policies and procedures are reviewed annually and updated as necessary to reflect technological advancements and community needs.
- Users will be notified of significant changes.

11. Contact Information

- For questions, training registration, or complaints, contact:
 - Paul Peterson: Access Coordinator Lakes Area TV: Paul@LakesAreaTV.com
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