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## WASECA PEG CHANNEL 8

### POLICY AND FORMS PACKET

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- PEG Channel Policy
- User Agreement
- Public Announcement Request
- Program Playback Request
- After-Hours Access Request



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#### LOCATION.

Waseca City Hall  
508 South State Street  
Waseca, MN 56093

#### HOURS.

Monday – Friday from 8:00 a.m. until 4:00 p.m.

The City PEG Channel will be closed on weekends, as well as, all City-recognized holidays.

#### CONTACT INFORMATION.

Phone: 507.835.9700  
Fax: 507.835.8871  
Email: [peg\\_channel@ci.waseca.mn.us](mailto:peg_channel@ci.waseca.mn.us)  
Web: <http://www.ci.waseca.mn.us/PEG.html>

Public Access Coordinator: Wesley Hellevik  
City Manager: J. Crystal Prentice

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## PEG CHANNEL POLICY

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**INTRODUCTION.** The City of Waseca operates the local PEG (public, education, government) access channel. This channel is cablecast 24 hours per day and can be viewed locally by all Mediacom and HickoryTech cable subscribers on Channel 8. It is the goal of the City to provide the local community with a television-based medium to display programming that meets the needs and interests of the community.

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**FUNDING.** Funding for the City PEG Channel is appropriated by the City Council. The revenue for this appropriation is from the annual franchise agreement fees and/or PEG fees from local cable providers. Incidental revenue also may be generated through the City Fee Schedule for the creation of video copies or “dubs”.

**USER ELIGIBILITY.** Any City of Waseca resident, group, or organization is eligible to become a public access user. All potential users must review, complete, and sign the appropriate material submission forms. Please note that residents under 18 years of age must have their material submitted by a sponsoring adult.

Announcements for non-local events and submitted playback materials that originate outside the community are not allowed unless sponsored by a local user in good standing. The words ‘local’ and ‘community’ are defined by the City of Waseca municipal boundary, as well as, those adjacent areas that receive the City PEG Channel from either Mediacom or HickoryTech. Exceptions may be granted for County-based or regional organizations that directly service City of Waseca residents and/or viewers of the City PEG channel.

Public announcements and video programming created by other local, state, or federal government bodies will be sponsored locally by the City of Waseca.

**CONTENT GUIDELINES AND PROHIBITED CONTENT.** The community producer, organization, or community sponsor bears sole responsibility for the contents and materials used within their announcement or program. Each user must submit the proper paperwork including a signed and dated Waseca PEG Channel 'User Agreement' form which states the sponsored announcement or program does not contain any prohibited material. All users of the City PEG Channel are required to have a current 'User Agreement' form on file. Examples of prohibited materials include, but are not limited to:

- commercial programming or advertising, including advertising for public office candidates
- obscene, indecent, libelous, or slanderous material that violates any local, state, or federal law
- lottery and lottery-type information
- direct soliciting of funds for any group, organization, or individual
- illegal use of licensed or copyrighted material

**FORM SUBMITTAL.** All forms submitted to the City PEG Channel are valid for a maximum of one year beginning and ending annually on September 1<sup>st</sup>.

**MATERIAL SUBMISSION.** Material can be submitted to the City PEG Channel in two primary forms, announcement slides and video program playback.

► **ANNOUNCEMENT SLIDES.** Use of the City PEG Access Channel for the posting of announcement slides is limited to non-for-profit persons or groups, charity events, educational services, government agencies, and emergency management services. Public notices, City-wide events, and informational bulletins are all examples of announcements that can be submitted to the channel for cablecast.

These announcements must include all pertinent information, as well as, a time frame for viewing. Note that all slides must identify the sponsor's name, as well as, local contact information.

● **PREFERRED SUBMITTED MATERIAL FORMAT.** City PEG Channel users may submit their announcements in Microsoft PowerPoint, Adobe PDF, or JPEG format to the City PEG Channel via email. Note that users who submit materials electronically must also have all the required forms submitted before any announcement will be posted.

● **ALTERNATE FORMAT.** If any City PEG Channel user is unable submit a digital version of their announcement, City staff will create and post the slide.

● **FREQUENCY OF USE.** Public access users may have up to five announcement slides posted at any given time. Education, government, and emergency service users are allowed to post as many announcements as deemed necessary by their governing authority.

Users wishing to create and post static slides must fill out a 'Public Announcement Request' form. All users submitting announcements are also required to have a current 'User Agreement' form on file with the City PEG Channel.

All announcement slides will be posted as soon as possible, usually within three business days, once the materials and appropriate paperwork have been received and approved.

► **PROGRAM PLAYBACK.** Full video and audio productions can also be submitted for playback. All submitted materials including the media must be clearly labeled with the program name, exact running time, producer’s name and the producer’s contact information.

● **PREFERRED SUBMITTED PROGRAM FORMAT.** Users should submit their programs in MPEG2 format on a Digital Video Disc (DVD). Programs should be under one continuous ‘title’ and be two or less hours in total running time. Exceptions may be granted for events such as parades, concerts, sporting games, etc. The City does not accept responsibility for the compatibility of submitted programming formats or their ability to play properly.

● **ALTERNATE FORMAT.** Programs may also be submitted in Video Home System (VHS) format; however, these programs must be cablecast during normal City business hours and manually proctored by the user who submitted the VHS program.

● **RETURN PROCEDURE.** All submitted programming may be picked up at City Hall after the program has been reviewed or aired on the City PEG Channel. Materials will only be maintained by City PEG Channel for a period of two months.

● **PLAYBACK TIMESLOT.** Programming submitted for playback on the City PEG Access Channel will be allowed two playback timeslots, one during ‘daytime’ hours and one during evening ‘primetime’ hours. Timeslots requested by access users will be taken into consideration; however, final scheduling decisions will be made by the Public Access Coordinator with locally-produced and series programming given preference over material created outside of the Waseca area community. Series programmers will also be given preference to maintain their respective timeslots from year to year.

● **FREQUENCY.** Once timeslots have been assigned, users must also specify the frequency at which their programming should be played back. Public access users are allowed to playback their program a maximum of twice per week for up to six weeks per year. Once the maximum amount of playbacks is reached, the existing programming will be automatically removed from the active schedule. Education, government, and emergency services users are allowed to playback programs at a frequency deemed necessary by their governing authority.

● **SERIES PROGRAMMING.** Access users that wish to reserve their weekly timeslots may enter into a “series agreement” with the City PEG Access Channel. Under this agreement, a user’s programming will be played weekly at the same time, provided they submit new material on a regular basis. At a minimum, series programmers must submit new material on a monthly basis. At a maximum, series programmers can submit new material on a weekly basis. Series programmers may reserve up to two weekly timeslots, one during ‘daytime’ hours and one during evening ‘primetime’ hours. Access users that wish to enter into a “series agreement” with the City PEG Channel must check the appropriate box on the “Program Playback Request” form.

● **EXCEPTION FOR ‘SHORT’ VIDEO PROGRAM SUBMISSIONS.** Informational programming that is not time sensitive and less than 15 minutes in production length will be cablecast daily for a period not to exceed three months.

Users wishing to submit a video production for playback must fill out a ‘Program Playback Request’ form. Intermittent or occasional users are required to submit a ‘Program Playback Request’ for each time programming is submitted. Frequent or regular users under a current “series agreement” with the City PEG Channel are required to submit only one ‘Program Playback Request’ form per year. All

programmers are also required to have a current 'User Agreement' form on file with the City PEG Channel.

Programming involving a video production will be cablecast as soon as possible, usually within five business days, once the materials and appropriate paperwork has been received and approved. Please note that video programming submissions from new users will not be cablecast within the first 24 hours following submittal.

**AFTER HOURS ACCESS.** Access users that wish to playback timely series programming during times in which City Hall is closed may request 'After Hours Access' from the City PEG Channel. This agreement will allow a user to directly access City PEG Channel playback equipment located within the City Hall front vestibule. All after hours users are required to have current 'After-Hours Access', 'User Agreement, and 'Program Playback Request' forms on file with the City PEG Access Channel.

Note that this type of access is intended only for those users who wish to playback a recorded program before City Hall reopens. All other requests for playback can be accommodated through the standard program playback.

**SCHEDULE ACCESS.** An updated schedule of programming is posted daily on local cablecast channel 8. The City PEG Access Channel will also post a current schedule of the programming to the City website on a weekly basis.

**PUBLIC RECORDS.** The City PEG Access Channel will maintain a complete record of all persons, groups, organizations, or other entities that request public access time to cablecast programming. These records will be retained for a period of two years and will be available for public review by appointment. Persons requesting to inspect these records shall identify themselves by name and address to ensure that the City remains in administrative control of the records.

**FEE SCHEDULE.** Paper copies of public records and digital copies or "dubs" of public meetings are available upon request. Requests will be completed as soon as possible, usually within 10 business days, once a formal request has been submitted. The associated fees are listed in the City's annual fee schedule.

**LIMITS OF LIABILITY.** The City of Waseca and the City PEG Access Channel are not liable for any mistakes, omissions, or interruptions within the cablecast or any other means of program distribution. The City and/or the City PEG Access Channel is also not liable if the program or material submitted is damaged, lost, or stolen while in its custody.

**EMERGENCY USAGE.** During a time of crisis, the City Emergency Management Director or his/her designee may stop daily programming and immediately post any and all disaster and emergency-related instructions and details.

**ELECTION / POLITICAL MATERIALS.** Announcements and video programming concerning political elections, debates, forums, activities, viewpoints, etc. will not be cablecast on days coinciding with public elections.

**QUESTIONS / COMMENTS.** Any person who disagrees with the above listed policies and procedures or with a decision of the Public Access Coordinator as to the application of these rules may request a formal review by the City Manager. The City of Waseca reserves the right to amend this policy at any time.



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## USER AGREEMENT

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In consideration for permission, use and access to the replay of public service announcements and programs on the City of Waseca’s PEG Access Channel, I hereby make the following representations, agreements, and releases:

I certify that no materials deemed as “prohibited” under the City’s PEG Policy, as well as, those deemed inappropriate under local, state, federal laws, FCC regulations and/or community standards are contained within submitted announcements and programs. I certify that I have obtained any and all clearances for the cablecast of this program from broadcast stations, networks, sponsors, music and film licensing organizations, performers, representatives, authors, composers, and all other license or copyright holders for any content contained within the program. I understand that I accept full responsibility for all liabilities arising from the illegal use of licensed and/or copyrighted materials. I understand these policies cover both local programming, as well as, programming that originates from outside the City’s franchise area.

I am familiar with all public access rules and policies of the City’s PEG Access Channel. I have read the rules and understand the requirements and limitation contained within these rules. I agree to comply with all of the rules, policies, and procedures surrounding the treatment of programming which violates these rules. I hereby authorize the City to remove any of my programming which violates the operating rules. I further attest that I have truthfully filled out this statement.

I hereby indemnify and hold harmless the City of Waseca, Waseca PEG Access Channel, City staff, and City representatives from any and all liability, damage, injury and judgments arising from the cablecast, playback, or production of any programming.

By signing and submitting this form, I accept responsibility for my announcements and programs. As the applicant sponsor, I will be the contact person for any questions and comments from either City staff or the public. I understand that my user contact information may appear on the City PEG Channel.

The City of Waseca reserves the right to refuse to post any announcement or to play any program for any reason.

**NAME OF USER** \_\_\_\_\_

**NAME OF ORGANIZATION (if applicable)** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

This agreement is valid for a maximum of one year with an annual renewal date of September 1<sup>st</sup>.



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## PUBLIC ANNOUNCEMENT REQUEST

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Note: Use of the City PEG Access Channel for the posting of announcement slides is limited to non-for-profit groups, charity events, educational services, government agencies, and emergency management services. Commercial advertisement of any type or the direct soliciting of funds is prohibited. Please attach supporting materials or existing slides to this form. Pre-existing slides can be emailed directly to the City PEG Channel. The City of Waseca reserves the right to refuse to post any announcement for any reason.

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**NAME OF USER** \_\_\_\_\_

**NAME OF ORGANIZATION (if applicable)** \_\_\_\_\_

**IF YOU ARE SUBMITTING AN ANNOUNCEMENT SLIDE(S) VIA EMAIL, CHECK HERE.** \_\_\_\_

**IF YOU WOULD LIKE CITY STAFF TO CREATE YOUR ANNOUNCEMENT SLIDE, CHECK HERE AND SUBMIT A COPY OF THE NECESSARY INFORMATION ALONG WITH THIS FORM.** \_\_\_\_

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This public service announcement should be placed in rotation on the City PEG Channel from:

**BEGIN DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_      **END DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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By signing and submitting this form, you are accepting responsibility for this announcement and certifying that you currently have a 'User Agreement' form on file with the City PEG Channel. Note that contact information may appear on the City PEG Channel.

**SIGNATURE** \_\_\_\_\_      **DATE** \_\_\_\_\_

This agreement is valid for a maximum of one year with an annual renewal date of September 1<sup>st</sup>.



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## PROGRAM PLAYBACK REQUEST

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Note: All submitted media must be clearly labeled with the program name, running time, producer's name, and producer's contact information. Commercial advertisement of any type or the direct soliciting of funds is prohibited. The City of Waseca reserves the right to refuse to playback any program for any reason.

NAME OF USER \_\_\_\_\_

NAME OF ORGANIZATION (if applicable) \_\_\_\_\_

PROGRAM TITLE \_\_\_\_\_

PROGRAM DESCRIPTION \_\_\_\_\_

RUNNING TIME: \_\_\_ HR \_\_\_ MIN                      FORMAT: \_\_\_ DVD \_\_\_ VHS \_\_\_ OTHER

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**IF THE PROGRAM SUBMITTED IS LESS THAN 15 MINUTES IN LENGTH AND YOU WOULD LIKE THE PROGRAM TO BE AIRED DAILY, CHECK HERE \_\_\_ ; OTHERWISE, COMPLETE THE FOLLOWING SECTION.**

Each program is allowed one 'daytime' and one 'primetime' playback per week for up to six weeks. Please play:

1. DAYTIME PLAY    DAY OF THE WEEK: M / T / W / Th / F / S / Su    TIME: \_\_\_:\_\_\_ \_m

If a specific date is requested, please check the box and list the date.    \_\_\_/\_\_\_/\_\_\_

2. PRIMETIME PLAY    DAY OF THE WEEK: M / T / W / Th / F / S / Su    TIME: \_\_\_:\_\_\_ \_m

If a specific date is requested, please check the box and list the date.    \_\_\_/\_\_\_/\_\_\_

NUMBER OF WEEKS: 1 / 2 / 3 / 4 / 5 / 6

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**IF YOU ARE SUBMITTING NEW MATERIAL ON A WEEKLY OR MONTHLY BASIS AND WOULD LIKE TO RESERVE THE ABOVE LISTED WEEKLY TIMESLOTS, PLEASE ENTER INTO A "SERIES AGREEMENT" WITH THE CITY PEG CHANNEL BY CHECKING HERE \_\_\_ .**

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Reasonable efforts will be made with respect to scheduling; however, final scheduling decisions will be made by the Public Access Coordinator.

By signing and submitting this form, you are accepting responsibility for this program and certifying that you currently have a 'User Agreement' form on file with the City PEG Channel. Note that contact information may appear on the City PEG Channel.

SIGNATURE \_\_\_\_\_                      DATE \_\_\_\_\_

This agreement is valid for a maximum of one year with an annual renewal date of September 1<sup>st</sup>.



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## AFTER HOURS ACCESS

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Note: Access users that wish to playback timely series programming during times in which City Hall is closed may request 'After Hours Access' from the City PEG Channel. This agreement will allow a user to directly access City PEG Channel playback equipment located within the City Hall front vestibule. Users will be required to manually 'play and stop' their own programs. Playback timeslots will also be strictly enforced. Users that are granted 'After Hours Access' are assigned two keys, one for the outside door and one for the playback equipment cabinet. Users are solely responsible for their assigned keys and agree to pay for any and all 'rekeying' expenses if their keys are lost. This type of access is intended only for those users who wish to playback a recorded program before City Hall reopens. All other requests for playback can be accommodated through the standard program playback.

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**NAME OF USER** \_\_\_\_\_

**NAME OF ORGANIZATION (if applicable)** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**SERIES TITLE** \_\_\_\_\_

**AVERAGE RUNNING TIME** \_\_\_ HR \_\_\_ MIN **FORMAT** \_\_\_ DVD \_\_\_ VHS \_\_\_ other \_\_\_

Each 'After-Hours Access' program is allowed one playback. This program should be cablecast on:

**DAY OF THE WEEK:** M / T / W / Th / F / S / Su **TIME:** \_\_:\_\_\_ \_m

Reasonable efforts will be made with respect to scheduling; however, final scheduling decisions will be made by the Public Access Coordinator.

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By signing and submitting this form, you are accepting responsibility for this program and certifying that you are a regular series programmer with current 'User Agreement' and 'Program Playback' forms on file with the City PEG Channel. Note that contact information may appear on the City PEG Channel.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

This agreement is valid for a maximum of one year with an annual renewal date of September 1<sup>st</sup>.