POLICY & PROCEDURE MANUAL

1. EQUIPMENT AND EQUIPMENT USE

A) Scheduling Priority

The purpose of this policy is to provide guidelines for the PATH equipment in a manner that will meet the needs of individual community members, groups and organizations for the production of cablecast intended projects.

POLICY

Priority for scheduling PATH equipment is:

1) Government meeting cablecast and training
2) PATH projects (City of Two Harbors productions)
3) Productions by community members on a first-come, first-served basis.

One of PATH’s highest priorities is to provide to producer-community-members equipment that is in good working order, in a package that is complete and appropriate for the production needs, and ready to use (batteries charged, etc.)

B) Reasonable Use of Equipment

The purpose of this policy is to establish the terms under which PATH equipment can be used, and to outline the consequences for violation of these terms and PATH producer responsibility.

POLICY

1) A community member or organization using PATH equipment must be producing a program for cablecast on Channel 13 (or any additional PATH channel which may be added in the future), or using the equipment for a reasonable practice session as determined by the Cable Commission (PATH) or the designated coordinator.

2) PATH equipment may not be used for commercial, illegal, personal, or obscene (as determined by federal, state, or local law) purposes.
3) A PATH producer may not sell copies or rights to any program, edited copy, or raw footage produced with the use of any PATH equipment.

4) A PATH equipment user agrees to pay all charges for equipment damaged while in the user’s assigned care and custody, regardless of who is responsible for such damage.

5) A PATH equipment user agrees to treat PATH equipment with reasonable care and to protect all checked-out equipment from possible damage.

RESPONSE TO VIOLATION OF POLICIES 1.B.1 through 1.B.5

A) Any community member or organization using PATH equipment and not in compliance with Policies 1.B.1,2,3,4 and/or 5, may be peremptorily suspended from equipment privileges by the Cable Commission (PATH) or it’s designated cable coordinator. While suspended for any policy violation, the sanctioned individual will not have access to any PATH equipment or facility.

B) Any community member or organization who uses PATH equipment for personal or commercial use, who sells copies, rights to any program, edited copy, or raw video will be charge a fair commercial rate for equipment rental. Any community member or organization that causes damage to the equipment while it is in their care, will be charged for repair or replacement. Such parties will be suspended from equipment privilege until the charges have been paid.

REQUIRED PROCEDURES FOR PRODUCERS (equipment users)

1) Pick up and return equipment, or use it at the studio facility at a time agreed to with PATH staff or coordinator.

2) Record as directed by PATH staff or coordinator, the duration of time equipment was in use.

3) Report any equipment problems or damage to PATH staff or coordinator when equipment is returned, or – if used at the studio facility – when the equipment is used.

4) Allow only those certified and eligible under PATH standards to use and operate the equipment in the producer’s care.

5) Use PATH equipment, checked out for a period not to exceed three days, only in Minnesota, Wisconsin, or Michigan unless given specific permission of the PATH Chair or coordinator for other usage locations and length of check-out variances.

6) Must comply with policies and procedures or rules

PENALTIES FOR VIOLATION OF ABOVE PROCEDURES
Community members or organization using PATH equipment and not in compliance with the immediately preceding required procedures, will receive a maximum of two (2) written warnings. For any subsequent offense, the PATH Chair or coordinator may suspend the violator(s) from equipment and studio facility privileges. During that suspension, the individual or group may not use any PATH equipment or facility.

ADDITIONAL USE REGULATIONS

Any community of organization member under the age of 18 must have a parent and/or guardians agree to be responsible for the equipment while it is in that individual’s care.

Programs produced on PATH equipment are the property of the producer, who may use the program for other purposes such as exhibition in a closed-circuit situation. The program itself, or any portion thereof, may not be sold or distributed in any replay-for-fee or other compensation arrangement. The first copy of the program is for cablecast on PATH’s public channel(s): PATH will make copies if a program only with the producer’s permission, and will charge a rate for copy services as determined by the Cable Commission.

Non-profit organizations, governmental units, their agents and authorities, and accredited schools (groups) that seek and receive grants or other fund in order to support productions may pay individuals for their time under the following conditions:

1. Non-profits must submit proof of their non-profit status through presentation of their Article of Incorporation under the State of Minnesota or Wisconsin, or by attesting that the organization does not distribute any profits to shareholders, and that it is organized for a charitable literary, educational, scientific, religious or other non-profit purpose.

2. The main purpose of the group’s productions is for cablecast on the channel(s) and for the benefit of the group’s mission and purpose.

3. The individual(s) paid for production services must not be under suspension by PATH for violation of policy and procedure.

4. The individual(s) must be certified under PATH policies and standards in the use of the equipment.

5. The individual and group will disclose in a manner described by PATH the amount of money and manner of payment to the individual, which information will be on file for public inspection.
Individuals may not solicit money that will be paid to them for their time spent producing programs for Channel 13 nor any future channels which may become available to PATH for program cable casting, using PATH equipment or facilities.

Individual who receive payment from sources other than groups for their time spent producing programs for Channel 13 (an all other future channels) using PATH equipment must disclose in a manner prescribed by PATH the amount of money and manner of payment to the individual, which information will be on file for public inspection.

PATH does not prohibit individuals or groups from soliciting or receiving funds for expenses in producing programs for Channel 13 (nor any future channels) using PATH equipment.

The Cable Commission may consider requests for exceptions to these policies.

**COMMERCIAL RATES**

The purpose of this policy is to have in place a cost for the use of PATH equipment and facilities, should an access user violate PATH policy by using the equipment or facility for money-making or other remunerative or compensatory purposes.

<table>
<thead>
<tr>
<th>PATH equipment</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATH edit system:</td>
<td>$125.00</td>
</tr>
<tr>
<td>PATH studio or control room:</td>
<td>$175.00</td>
</tr>
<tr>
<td>PATH portable switcher:</td>
<td>$100.00</td>
</tr>
<tr>
<td>PATH portable camcorder:</td>
<td>$75.00</td>
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<tr>
<td>Any other PATH equipment:</td>
<td>$50.00</td>
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