

Community TV guidelines

Instruction and equipment

- The City of St. Louis Park administers ParkTV's community channel, staff, equipment and facilities.
- Reservation, checkout and use of video production equipment and facilities are limited to people who live, work or attend school in St. Louis Park, and are registered with ParkTV, having received verifiable training and demonstrated proficiency in equipment operation.
- Staff and members affiliated with, and planning to produce for, a St. Louis Park-based organization and organizations whose client base is significantly composed of St. Louis Park residents may qualify.
- Reservation and use of equipment and facilities is handled by ParkTV staff and is subject to scheduling reflecting availability, prior project completion and eligibility. Terms and conditions of equipment checkout are specified on reservation/checkout forms.
- Production priorities are St. Louis Park topics, ParkTV projects and subjects of interest to eligible users.
- Community TV instruction/equipment guidelines have been established by the City of St. Louis Park.

Community TV channels programming

- Programs must be submitted by adults who complete a playback application form to submit with their video recording. If programs are submitted by a minor, the minor's parent/legal guardian must sign the form, acknowledging responsibility for compliance with community TV channels programming guidelines.
- Those who live, work or attend school in St. Louis Park are eligible to submit programs. Non-resident applicants must submit a non-resident eligibility form.
- Non-original programs must be submitted to ParkTV staff. Regular, original series programming may be submitted by the eligible producer, by arrangement with staff.
- Programs may be submitted on DVDs or USBs for playback on channels 15/798. Up to four titles, covering up to eight weeks of playback, may be submitted at one time.
- Programs are produced using community TV video equipment by those who live, work or attend school in St. Louis Park and are produced by community TV staff, or submitted by city staff for playback.
- When program capacity is more than program playback applications, priority (in the following order) will be given to those applicants who live, work or attend school in St. Louis Park.
- Community TV's public service announcements (PSAs) between programs display St. Louis Park and state/county information that is edited by staff. PSAs may be submitted by eligible adults.

Programming guidelines

- No lottery information, obscenity (by community standards), advertising/solicitation of funds or misinformation is allowed in community TV channels programming.
- A person submitting a program which contains graphic, objectionable and/or offensive segments, more suited to coincide with the cable operator's adult programming hours (10 p.m. – 4 a.m.) is responsible for informing community TV about such program content.
- All community TV channel programming is scheduled by staff, reflecting availability determined by staff. A video program not produced in St. Louis Park, or by the submitter, may be scheduled no more than twice in 12 months. Program series episodes may be scheduled no more than twice in two months.
- Applicants submitting programming to community TV accept responsibility for the program content and responsibility for real or perceived copyright violations. All submitted programs must have public contact info, which ParkTV includes in the program description.
- Applicants who arrange for a scheduled program time or program series time, must supply the program recording(s) prior to the first day of the program module it is scheduled.
- Applicants are responsible for timely distribution and pickup of video recordings, and community TV will incur no expense in these matters.
- A person submitting programming agrees to comply with community TV's guidelines. Failure to comply may result in loss of scheduled program time on the channels and/or equipment/facility user opportunities.
- Community TV equipment will be used for production of programs for playback on community TV and not for profit-making or revenue-generating functions.

- Cable TV channels may be streamed on www.parktv.org and through other videostreaming services of the city. Eligible adults submitting programs affirm that these additional playbacks do not conflict with any program copyright restrictions.
- The guidelines for community TV channels operation are approved by the City of St. Louis Park.

Contact

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