



COX Public Access

your local connection

Guidelines



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ENFIELD PUBLIC ACCESS OVERVIEW



The Enfield Public Access facility is located at 5 Niblick Road, Enfield, CT 06082.

Our studio is closed until further notice.

This Public Access facility provides video production equipment (using a sign-out system) and training, free of charge to all residents or persons associated with a non-profit organization located in the towns of Enfield, East Windsor, East Granby, Granby, Hartland, Somers, Stafford, Suffield, Union and Windsor Locks who are at least 18 years of age. Shows can also be viewed "On Demand" at www.patv15.com in the Enfield Program Schedule section.

Unfortunately, the Enfield Public Access facility is not equipped to address customer service issues. The Cox Solutions Store at 54 hazard Ave. Suite 115 in Enfield can handle all your customer service needs.

Please read this handbook thoroughly. It contains all the information you need to get started with Public Access as a Producer, Sponsor or Volunteer. You may contact us at the phone numbers below. Additional contact info can be found at www.patv15.com/Enfield.

EMAIL: enfieldpatv@cox.net

INTRODUCTION

Welcome to Public Access!

COX COMMUNICATIONS is committed to providing Public, Educational and Governmental (PEG) Access channels, facilities and resources which will increase opportunities for community expression on issues and topics that affect the lives of the residents of the franchise area. To this end, COX believes that the local community should play an active role in determining and developing local programming.

This handbook outlines the procedures developed by COX, in conjunction with the Advisory Council and the local User Groups, to encourage and facilitate the production and telecast of Public Access programming. These rules govern the use of the Company's Public Access equipment and the system-wide studio in Enfield. Please carefully read the following policies and procedures that have been developed to ensure the proper utilization of the Company's Public Access system.

Our handbook is based upon the fundamental purposes of PEG access that include (as described in PURA regulations section 16-333-33c [9]) but are not limited to:

- Enhancing First Amendment rights;
- Providing for the dissemination of diverse views and for a marketplace of ideas and information;
- Capitalizing on the possibilities inherent in "narrowcasting," as contrasted with broadcasting;
- Providing for viable alternatives to commercial programming;
- And, enhancing a sense of community among residents of the franchise area.

COX serves the towns of **Enfield, East Windsor, East Granby, Granby, Hartland, Somers, Stafford, Suffield, Union and Windsor Locks** (the "franchise area"). COX operates Channel 15, the system-wide Public Access channel, as well as Channel 16 for all the above towns except Enfield, Granby, East Granby and Hartland.

In addition, town specific Government Access programming is available on Channel 16.

Contact information is as follows:

- Enfield 860 – 253-6300 www.enfield-ct.gov/369/Enfield-Televison
- Granby 860 – 413-3599 www.gctv16.org

FACILITY OPERATION AND GUIDELINES

A. Hours of Operation

The COX Communications Public Access Studio is closed until further notice as we try to help reduce the curve of COVID-19. Staff will be available digitally from 9 am to 5 pm Monday – Friday.

You are encouraged to email enfieldpatv@cox.net with any inquiries you may have.

NO equipment or studio reservations are allowed at this time.

B. Training

The Public Access will be more than happy to train you on the use of ZOOM or how you may send us files digitally

C. Productions

All productions can be done using ZOOM or using your own equipment

Only individuals necessary to the production should be present on the ZOOM call.

Recording of the meeting if hosted by Public Access Staff should be scheduled at least a week of head of recording.

D. House Rules

Be courteous and polite to others, including employees, other volunteers, and guests of the facility.

No obscene material, sexually explicit conduct or profane language is allowed on COX Communication's property.

Penalties for any facilities infractions are covered in the "Violations" section of this handbook.

BECOMING A PUBLIC ACCESS PRODUCER

To produce a show on Public Access you need to be a resident of the Franchise Area or be associated with a non-profit organization with an office located in the Franchise Area.

To air a program on the Public Access channel, contact the COX Public Access Department.

A. Producer's Responsibilities

The producer has a variety of responsibilities (i.e. scheduling the use of COX facilities, contacting and scheduling guests, conducting research, writing scripts, providing talent). The producer is responsible for making sure that the program and individuals involved in the production adhere to the rules in this handbook. The producer is responsible for obtaining all the necessary rights and clearances for copyrighted material and permission to transmit it over the Public Access channel(s).

The producer should encourage all guests to complete a talent release form. A Talent Release Form can be obtained by contacting the Public Access Department or by accessing the Public Access website at www.PATV15.com.

Producers of Public Access programming retain all rights to their program content. However, in Educational and Government Access operations, producer's rights shall be subordinate to the rights of the government agency.

B. Program Content

Material aired over the Public Access channel(s), whether produced locally or provided from another source, must comply with the following criteria:

1. NO COMMERCIALISM

- No endorsement or advertising of any products and/or services.
- No mention of seminars, lectures, or consultation for which the viewer will be eventually charged.
- No mention of commercial activities, including, but not limited to, concert and club dates.
- No solicitation of monetary donations or contributions of any kind.
- No use of the channel, facilities or equipment for financial gain.
- No selling or promotion of program time, charging guests or otherwise engaging in profitable use of community access facilities/equipment or programs produced.

2. NO PROMOTION OF LOTTERY MATERIAL, GIFT ENTERPRISES OR SIMILAR SCHEMES *

3. NO LIBELOUS, SLANDEROUS OR ILLEGAL MATERIAL *

4. NO OBSCENE MATERIAL, SEXUALLY EXPLICIT CONDUCT, PROFANE LANGUAGE OR MATERIAL SOLICITING OR PROMOTING UNLAWFUL CONDUCT *

5. NO MATERIAL WHICH INCITES VIOLENT OR HARMFUL ACTS *

* As they refer to state and federal laws

C. Publicity and Promotion

COX will not publicize, promote or act as an agent for individual Public Access programs. COX will only promote the use of the channel at its sole discretion. Every attempt will be made to air programming as scheduled; however, there is no guarantee of compliance with program schedules. The producer/local sponsor(s) must assume the risk of non-compliance. Due to circumstances beyond the control of the channel operator neither the Company, nor any local user group, may be held responsible for losses sustained as the result of failure to comply with program schedules.

D. Viewer Response

Viewer response may be encouraged by displaying the producer's address, e-mail address, website and/or phone number. The response address, e-mail address, website or phone number may not be that of a commercial business or service, and no business names can be displayed. The only lead announcement allowed is "For more information contact..." COX's address or phone number must not be used for this purpose.

E. Financial Sponsorship

Financial sponsorship by a business, individual or non-profit organization is allowed. Sponsorship contributions are for production expenses exclusive of time (i.e., props, and transportation for guests). All sponsorship must be declared prior to airtime. Producers must return to their sponsors any funds collected which exceed production costs. Commercial advertising is prohibited during Public Access programming.

Sponsorship acknowledgment is allowed utilizing the following guidelines, which allow you to identify your sponsors without creating an advertising or promotional effect.

1. Placement of Credits

Sponsor credit may appear at the beginning and/or end of the program in audio and/or video. Sponsor credits may be 15-30 seconds in length per sponsor. In the case of multiple sponsors, total sponsor credit may not exceed 45 seconds (1 minute and 30 seconds if it appears at the beginning and end).

2. Permissible Audio

Sponsorship credit must contain the following lead announcement followed by the names of the sponsors. No other description of the sponsor is allowed. "The following/preceding Public Access program has been presented through the assistance of..."

General musical background audio is acceptable provided it is not promotional. No jingles are allowed. The producer must obtain permission necessary for the use of copyrighted music.

3. Permissible Video

Corporate, partnership, proprietorship or other business logos, animated or otherwise.

Non-promotional slogans or tags.

The outside view of the business or enterprise as long as it is not promotional.

Sponsor's name and city. No phone numbers or addresses can be listed.

4. Courtesy Credits

Credits at the end of the program that acknowledge contributors of in-kind services to the production (such as "hair by") are considered courtesy credits. Only the entity's name and the city in which it is located is allowed, no phone numbers or addresses can be listed. Courtesy credits are in addition to sponsorship credits.

AIRTIME

A. Rules for Airtime

Airtime on the public access channel is made available free of charge on a first-come, first-serve, non-discriminatory basis. All new program applications must be submitted at least 7 days prior to the requested air date. The local producer or local sponsor will be given prior notification as to the exact airtime of the program. Program time slots shall not exceed two consecutive hours unless prior agreement has been made with the channel operator. Multiple copies of the same program, even if submitted by different applicants or under different names, will NOT be accepted. The process of "looping" (i.e. running a 10-minute segment back-to-back three times to make a 30-minute show) is also not acceptable.

B. Programs Produced Outside the Franchise

Programs produced outside the franchise area may be submitted for airtime on the Public Access channel if they meet the requirements outlined in this handbook and are for the benefit of persons residing in COX's franchise area (see Conn. General Statute 16-333). The applicant or "local sponsor" must be a resident of one of the ten towns served by COX and will act as the producer's representative and assume the following responsibilities: Filling out and submitting all paperwork, delivering episodes for broadcast to the Enfield Public Access facility, and act as a liaison between the Public Access staff and producer.

C. Program Scheduling Conflicts

Channel operators shall make every effort to schedule access programming in accordance with the airtime requested. Where a requested airtime is already allocated, the operator shall notify the applicant as soon as reasonably possible and offer alternatives. When simultaneous applications are received for the same airtime, the following order of priorities shall govern:

1. Locally produced live educational or governmental access programming
2. Locally produced live public access programming
3. Locally produced recorded educational or governmental access programming, not previously aired
4. Locally produced recorded public access programming, not previously aired
5. Locally produced recorded educational or governmental access replays
6. All other community access programming

Time slots are non-transferable, and the 13-week rule will be applied to resolve unavoidable conflicts involving series programming in accordance with Connecticut General Statutes, Sec. 16-331a(e). Scheduled programming may be pre-empted at the discretion of the channel operator by public service announcements concerning national, state or local emergencies or by unique and unanticipated live programming of a high newsworthy character. The channel operator will make every effort to resolve scheduling conflicts.

D. One Time Programs

A single program will be scheduled for no more than a four-week period and for no more than two air-times per week. A single program is usually a one-time event or subject that is not of a continuous or ongoing nature (i.e. a single concert, sporting event or school play). Following the completion of a four-week airtime a producer must wait at least six months before resubmitting the same program.

E. Series Programs

Regular weekly time slots for a series will be based upon available airtime and other scheduling considerations. COX will provide a regular weekly time slot for a period ranging from 2-13 weeks. At least one new episode must be provided every four weeks to maintain eligibility for a weekly time slot. A new episode shall be defined as a program that has not been aired in the past six-month period. Time slots are non-transferable to other programs or producers.

F. Technical Standards

Programs may only be submitted as a video file.

Only **ONE** episode per video file will be accepted. Media containing or combining multiple episodes cannot be accepted. Video files can be emailed after arrangements are made with the Public Access staff.

G. Video Files

We accept individual show episodes in various video file formats.

All shows must be in either Mpeg2 or H.264 SD/HD format. (Please see the chart below for format details.)

Supported Codecs	File extension	Profile	Frame Size	Frame Rate	Audio Codec	PCM Audio	Audio
						Bits	Sample Rate
MPEG2	.mpg .mpeg	Main (420), 422	720x480 or 11920x1080	29.97	MP2 (MPEG 1 Layer 2), PCM	16, 24, 32	4.1Khz, 48Khz
H.264	.mov .mp4	Main, High, High 10, High 422	720x480 or 1980x1080	29.97	AAC-LC	16, 24, 32	48Khz

Video files can be uploaded to Google Drive or Drop Box and emailed as a downloadable link. Please contact the Public Access staff to make those arrangements.

VIOLATIONS AND PENALTIES

For the Public Access Guidelines to be effective, a penalty system has been instituted. There are two types of rules which, if violated, can result in restrictions on an Access Volunteer.

A. Minor Violations

Minor violations will result in the following series of actions within a one-year period:

- First Violation - verbal warning
- Second Violation - written warning
- Third Violation - 30-day suspension

Minor violations include, but are not limited to:

- Failure to cancel a reservation in accordance with set guidelines.
- Late pick-up or return of equipment without notification and approval.
- Mishandling of equipment.
- Eating, drinking or smoking in prohibited areas.
- Failure to clean up after using the facilities.
- Failure to meet program content guidelines.

B. Major Violations

Major violations will result in an immediate 90-day suspension. COX will conduct a review of the individual or group responsible for the violation. These may include, but are not limited to:

- Commercial or profit-making use of facilities/equipment.
- Material misrepresentation of affiliation with COX beyond that of a public access volunteer.
- Falsifying forms.
- Taking or reserving equipment without staff permission.
- Modification or abuse of equipment, including attempted repair.
- Entering areas posted as off-limits.
- Use of alcohol and/or drugs while on COX property or using COX facilities/equipment.
- Possession of alcohol and/or drugs while on COX property or using COX facilities/equipment.
- Abuse or harassment of staff, other access users or volunteers.

The individual or group will be subject to a review by COX prior to any potential reinstatement.

COX reserves the right to permanently ban privileges for repeated major violations or for an infraction so egregious that the penalty is warranted.

STATEMENT OF COMPLIANCE

- 1) I have read and am thoroughly familiar with the contents of the Cox Communications Public Access Guidelines and agree to abide by the operating rules, policies and procedures stated therein.
- 2) I am thoroughly familiar with the contents of the program material to be shown and state:
 - *Neither lottery nor lottery information will be cablecast.
 - *No advertising material nor material involving the solicitation of funds (including advertising by or on behalf of candidates for public office) will be cablecast.
 - *No obscene or indecent material will be cablecast.
 - *Releases and clearances have been obtained from broadcast stations, networks, sponsors, music licensing organizations, performers' representatives and any other persons necessary to authorize transmission of program material on this access channel.
- 3) I understand that I assume full legal and financial responsibility for any disputes arising from the unauthorized use of copyrighted material and agree to hold Cox Communications and its employees blameless in any such disputes.
- 4) I understand that I may be criminally or civilly liable for program material which contains advertising, solicitation of funds, lottery or lottery information, obscene or indecent material, or libelous or slanderous material.
- 5) I agree to pay the cost of repairs or replacement of, access equipment made necessary by abuse, or by careless handling while such equipment is in my possession (outside of normal wear and tear).
- 6) I understand that I cannot publicize the cablecasting of my program on radio, television, newspapers, flyers or pamphlets without prior review by Cox Communications. Upon approval, I agree to identify the system (s) which will transmit my programming, the channel on which it will appear, the time of the transmission, and any party sponsoring the program.
- 7) False or misleading statements made in the access user's proposals or applications are grounds for forfeiture of Cox Communications Public Access equipment and facilities privileges.

NOTES



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5 Niblick Road, Enfield, CT 06082

WEBSITE:

www.PATV15.com