



Policies and Procedures

Section 1: Membership

Membership is open to:

1. Any person who is a resident of, or is employed in, the County of Napa;
2. Any non-profit organization, or institution with an office located in the County of Napa or that serves residents in the County of Napa;

Anyone who meets the above criteria shall be eligible for membership upon completion of a membership application and payment of annual dues and upon compliance with conditions as may be prescribed by the Board of Directors. Parental permission is required for youths 14 years of age or under. Membership is available to all without discrimination.

Membership shall expire upon delinquency of annual dues.

Section 2: Membership Benefits

As an active member you will:

1. Receive the NPACT newsletter
2. Be eligible to serve on the Board of Directors
3. Be eligible to vote for candidates for Board of Directors
4. Be eligible to participate in NPACT's annual meeting
5. Be eligible to enroll in NPACT training workshops and utilize NPACT facilities and equipment
6. Be eligible to schedule programs on NPACT
7. Be eligible to enter programs in NPACT's annual competition
8. Be invited to attend NPACT's members-only events.

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Section 3: Program Submission

1. Public access producers shall complete and submit a Channel Use Agreement for each program they wish to air and meet with NPACT staff to review anticipated utilization of NPACT equipment and facilities. NPACT staff will provide guidance and assistance, upon request, in planning a production.
2. Each producer is required to take the “Producer’s Orientation” workshop prior to submitting his or her program.

Section 4: Programming Types

There are several types of programs that members may produce:

1. Bulletin Board:
 - A. The bulletin board is a series of text and/or pictorial slides that appear on the screen on both channels 27 and 28. Any educational entity or nonprofit organization serving Napa County may submit bulletin board slides.
 - B. NPACT staff reserve the right to remove bulletin board slides if the information is dated.
 - C. NPACT staff is responsible for managing the bulletin boards.
2. Public Service Announcements:
 - A. Any Napa County nonprofit or educational entity may produce a public service announcement or PSA.
 - B. PSAs may be text, text with voice-over, or video.
 - C. PSAs typically announce events, fundraisers, membership drives, or otherwise highlight the work of the organization.
 - D. PSAs should be less than 5 minutes.
3. Disclaimers:
 - A. Members may be allowed to submit a disclaimer to be shown before or after any program that they believe unfairly or inaccurately characterizes any person, organization, or other entity.
 - B. Disclaimers may be text or text with voice-over.
 - C. Members producing a disclaimer must take the Producer’s Orientation workshop prior to airing the disclaimer. Disclaimers shall be aired for no more than 30 seconds in length.
4. Programs produced outside Napa County:

- A. Members may submit noncommercial programs produced outside of Napa County.
- 5. Programs produced independently of NPACT:
 - A. Members may submit programs that are produced at other facilities, on non NPACT equipment if the program meets NPACT technical requirements.
- 6. Series programs:
 - A. Members may produce a regular series of programs which will air at the same time each week.
 - B. To qualify as a series the same program may not air more than two consecutive months and no more than three times total.
- 7. One time program:
 - A. Members may produce a program that airs only one time or only for one month.
- 8. Live Program:
 - A. Members may produce a live program, based upon availability of designated live program time slots.
 - B. Live programs are subject to specific policies outlined in the Live Programming Policies and Procedures.

Section 5: Privacy and Rights

1. Producers of public access programs retain all rights to the content of their program. Producers must secure all releases of copyrights, talents, etc. and any other necessary permissions or legal clearances to use materials included in the program. The producer's signature upon a Channel Use Agreement certifies that the producer assumes full responsibilities for program content, and releases NPACT and its staff from any liability of legal fees and expenses or legal challenge that may be incurred as a result of the cablecasting of the program. This agreement also gives NPACT limited right to cablecast or to repeat the program on the channel and stream/archive the program on Napa Valley TV's website, www.napavalleytv.org.
2. Programming and scheduling of programs will be the responsibility of the Production Manager or designee. Members wishing to submit a program for scheduling will obtain a Channel Use Agreement and meet with the NPACT Production Manager to determine available dates and times for airing the program. Members under the age of eighteen will need a parent or legal guardian to sign the Channel Use Agreement.

Section 6: Program Promotion and Scheduling

1. Producers are encouraged to promote their programs to build community awareness and support for public access. The NPACT program schedule is published weekly in the local newspapers, the NPACT website, and on the NPACT bulletin board, which airs respectively on Comcast Channels 27 & 28 and AT&T U-Verse Channel 99. All producers who wish to submit a new program to be included in the monthly published schedules must submit their program accompanied with a signed Channel Use Agreement no later than close of the last business day on or before the 15th of every month. New programs will be accepted until close of the last business day on or before the 25th of the month for inclusion in a non-published To Be Announced time slot, based upon availability. The program schedule for Napa Valley TV begins on the 1st of every month.
2. All producers who have a series program and wish to submit a new show must submit it by close of the last business day on or before the 25th of every month. If a new show is not received on time, the Production Manager has discretion in re-airing the previous month's program. Producers may not broadcast the same program for more than two consecutive months. No program or episode may be repeated more than 3 times total.
3. Programs with adult content including, but not limited to profanity, nudity, graphic depictions of violence to persons or animals, or sexual content shall be scheduled after 10 P.M. Programs with adult content are required to air a warning in writing that shall appear on the screen immediately preceding the program and shall remain on the screen for at least thirty seconds. The warning shall, at the minimum state, "The following program contains adult material including [list the categories as they apply] and is not intended for minors. Viewer discretion is strongly advised." NPACT will provide a generic warning slide or Producers may create their own.
4. All producers are required to pick up their submitted shows. NPACT will not be held responsible for shows left at the station 30 calendar days past the last airdate for the programs. Producers may submit up to two shows per series at one time. NPACT will not provide storage for previously broadcast programs.
5. All requests for channel time shall be processed on a first-come, first-served, non-discriminatory basis, depending upon the availability of cablecasting equipment and channel time. Programs produced locally and which address local interests will be given scheduling priority over programs that are produced outside of Napa.

Section 7: Technical Standards

1. NPACT reserves the right to reject a program not meeting minimum technical standards. Shows that do not carry a stable signal over the cable system or might

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damage NPACT equipment cannot be used. Programs submitted for airing shall have 5 seconds of black at the beginning and end. All programs need to be properly labeled and include the total running time of the program(s).

Section 8: Programming Standards

1. NPACT producers will not allow the community access channel(s) to be used for the presentation of:
 - A. Any material, which is legally obscene, or an invasion of privacy.
 - B. Any material which is slanderous, libelous, defamatory, or which is a violation of any local, state or federal law.
 - C. Any material presented in violation of copyright, royalty, trademark, literary or motion picture rights, or other ownership rights, or any material submitted without all necessary releases, licenses, or other required permission.
2. However, the staff of NPACT will not exercise prior restraint of any content that a producer certifies is not in violation of any of the above.
3. Complaints about content alleging a violation of law will be referred to the appropriate authorities. If NPACT staff is aware that a formal investigation is underway for any of the violations listed above, it reserves the right to suspend the program in question until the investigation is completed and a disposition is rendered. NPACT has the right and responsibility to stop or suspend a program that is illegally advocating violence or destruction of property.

Section 9: Commercial Content Restrictions

1. NPACT shall not cablecast nor permit to be cablecast, programs which have commercial content. Commercial content typically includes, but is not limited to, a call to action to purchase a product or patronize a specific business in exchange for something of value.
2. NPACT does not prohibit the solicitation, recognition, and on air appreciation of sponsors of individual programs or the station in general. Sponsorships may include cash or in kind services and may be used to support NPACT assisted production costs, general NPACT operations, or program expenses.

Section 10: Open Studio and Assisted Production

1. Open Studio Rules and Regulations:
 - A. There is no fee for studio use during open studio

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- B. The producer's director & crew are "in-training" volunteers.
- C. Open studio only available Thursdays from 2:00 pm to 4:00 pm.
- D. Producer provides own Blank DVD for show recording.
- E. One-hour limit for use of the studio.
- F. The show's total running time can be no more than 30 minutes.
- G. Each producer is limited to 4 shows per month.
- H. Producer must give 24-hour cancellation notice for studio use.
- I. PSAs for non-profits will be limited to 15 minutes for studio time.
- J. Producers MUST assist as crewmembers on one show for each taping. If the producer is not available to be a crewmember on their own show, they can assist on someone else's show. This commitment must be upheld within three months or future shows will not be recorded.
- K. Programs may not contain any vocal and/or musical performance.
- L. Programs may have no more than four people appearing on camera at the same time.

2. Assisted Production Rules and Regulations:

- A. Producer pays NPACT an hourly fee as set by the Board of Directors
- B. The producer is provided an experienced director & crew.
- C. The producer chooses the day and time to record.
- D. DVD Recordable Media is provided.
- E. Unlimited production time in the studio.
- F. The show's total running time is unlimited.
- G. Unlimited number of shows per month.
- H. Must give 24-hour cancellation notice for studio use.
- I. Underwriting of show will be given in the credits.

Section 11: Formats

1. NPACT is able to air programming in the following formats: DVD, MiniDV, and DVCAM, and has acquisition and editing capabilities in VHS, S-VHS, MiniDV, and DVCAM. NPACT's studio is equipped to play DVD & VHS formats and record to Hard Drive and DVD formats.

Section 12: Payment Schedule and Fees

1. All Assisted Production fees are due upon receipt with a 30-day grace period allowed for payment-in-full. A 2nd notice will be sent to a member after 30 days. Unpaid balances after 60 days from the date of invoice will result in limited member privileges. Unpaid balances after 90 days will result in suspension of all members' privileges and possible termination of membership. It is the responsibility of the Producer, regardless of potential underwriting sponsors to pay any balances and keep their account in good standing.

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2. Registration for class and payment for fees must be made no less than 24 hours in advance of the scheduled class date. Cancellations must be given no less than 24 hours in advance if you are unable to attend. Cancellations made with less than 24-hour notice will result in forfeiture of the class fee paid for that workshop. Producer's Orientation workshop cost is \$10. Television Production Workshop is \$30. Digital Video Editing Workshop is \$40. Private classes are available at a rate of \$50/hour per person. Out-of-County residents are allowed to take NPACT workshop classes for the Television Production Workshop for \$60 and Digital Video Editing Workshop for \$80. Non-members are limited to use of equipment only during our workshop classes.

Section 13: Training

1. Training workshops are scheduled on a first-come, first-served, non-discriminatory basis and are planned in cooperation with the Napa City Recreation Department.
2. NPACT currently offers four workshops: Producer's Orientation, Television Production, and Introduction to Digital Editing in Adobe Premiere Elements and Final Cut Pro. All classes are intended to be of introductory coursework level, covering the basic knowledge needed to complete an individual show.
3. All classes are fee based and all fees must be paid prior to attendance.

Section 14: Access

1. The public access studio equipment and facilities are available, free of charge, to persons who:
 - A. Are members of NPACT and are making a program for Napa public access cablecast.
 - B. Have completed the necessary workshops or can demonstrate, to the satisfaction of NPACT staff, prior training and have familiarity with the equipment and its uses.

Section 15: Studio and Control Room Reservations

1. The NPACT studio is available to members to record productions or cablecast live shows on a pre-scheduled basis.
 - A. There is a three-hour maximum on any single studio production, without prior approval from the Production Manager.

- B. Reservations for use of the studio and control room are made on a first-come, first-served, non-discriminatory basis. They may be made no more than three months in advance of the planned production. An additional appointment may be scheduled, if necessary, to assure full understanding and familiarity with studio equipment.
- C. Studio and control room reservations may be rescheduled by NPACT staff if a producer arrives more than 30 minutes late without prior notification.
- D. If there is a change and a producer, other than the one scheduled, wishes to use the studio in the previously reserved time slot, the member must receive approval from a staff person prior to the scheduled production. A member may use assistants in developing and producing the program, but such assistants must be qualified members of NPACT. Producers who need additional set-up and wrap-up time may receive an additional amount of time with prior approval from staff.
- E. The member/producer making the reservation shall be responsible for assuring that any persons participating in the use of NPACT facilities/equipment are qualified NPACT members and that all rules regarding facility usage are followed.
- F. Cancellations for studio and control room time need to be made at least 24 hours in advance. Failure to comply can result in the suspension of facility privileges for 30 days.

Section 16: Equipment Checkout

1. NPACT equipment may be checked out by any member in good standing who is certified as proficient with the specific equipment.
 - A. All video shot on NPACT equipment must be intended for playback on one of NPACT's cable channels.
 - B. A copy of the Equipment Checkout Procedures Agreement will be provided to any member wishing to use NPACT Equipment or Facilities. All checkout equipment is available for maximum of three days (72 hours). Extended checkouts must receive prior approval from the Executive Director or designee. Members will complete and sign the Equipment Checkout Procedures Agreement. Any malfunction or surface damage to equipment, at the time of checkout will be noted on the agreement and initialed by both member and staff.
 - C. If a member fails to pick up equipment at the assigned hour or notify NPACT staff of a possible delay, that equipment may be assigned to another member after one hour.
 - D. Cancellations for equipment need to be made at least 24 hours in advance. Failure to comply can result in the suspension of facility privileges for 30 days.
 - E. All Reserved Equipment is to be picked up between 12:00 pm and 5:30 pm, unless authorized by NPACT staff.

Section 17: Equipment Check-In

1. All equipment checked out from NPACT must be returned on time, undamaged and in good working order.
 - A. All Equipment is to be returned no later than 12:00 pm unless authorized by NPACT staff.
 - B. If a member is going to be late in returning equipment, they will be expected to advise NPACT staff in a timely manner.
 - C. The member will reimburse NPACT for expenditures required to repair damaged equipment or to replace equipment in the instance of irreparable damage or loss of equipment. Any malfunction or damage will be noted on the check-in card and initialed by staff and the member.
 - D. The member will have 30 days to work out a satisfactory payment agreement with the Executive Director for the costs of equipment repair or replacement. A member will be allowed up to one year to complete the reimbursement.
 - E. Members who abuse equipment, fail to return equipment on time without notice and approval, or fail to make reimbursement for damaged or lost equipment may be suspended from membership.

Section 18: Editing and Dubbing Equipment

1. Editing and dubbing equipment is available for members on a first-come first-served non-discriminatory basis during NPACT business hours.
 - A. Sessions may be scheduled for up to three consecutive hours. Due to storage space and limitations, all editing projects performed on our non-linear suite must be completed within 4 weeks of the project's first editing date.
 - B. It is not NPACT staff's responsibility to duplicate or archive member produced shows. For purposes of this policy, archiving means storing a member's show for more than 30 days past the last airdate for the program. After 30 days, the Producer assumes full responsibility for the possession of the tapes, DVDs, or hard drive storage space, regardless of whether they are temporarily stored on NPACT property for purposes of reuse.
 - C. Each program Producer may utilize NPACT facilities to make no more than two (2) copies of the program at his/her expense. Should the Producer require more than two (2) copies, he/she shall be referred to commercial video duplication businesses in the area.
 - D. Requests from viewers or other persons for copies of member-produced programs shall be referred directly to the program's Producer. The decision to duplicate is solely the responsibility of a Producer.
 - E. Members using the editing and dubbing equipment will arrive in a timely manner and leave when their scheduled time is over. Editing and dubbing equipment may be rescheduled if a member arrives more than 15 minutes late without notifying NPACT staff.

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- F. Cancellations for editing and dubbing equipment need to be made at least 24 hours in advance. Failure to comply can result in the suspension of facility privileges for 30 days.

Section 19: NPACT Facility Rules of Conduct

1. The following rules of conduct are in place to help provide a safe, healthy and comfortable environment for all NPACT members while in the facility. Individuals who violate the rules will not be allowed to remain on the premises and may be subject to further disciplinary action, the minimal of which will be a suspension of the member's facility privileges for 30 days or more.
 - A. Studio props are not to be stored in the studio or office. Props and stage furniture owned by NPACT may be used with the permission of staff but only for the purposes for which it was intended unless expressly authorized.
 - B. Staff, guests, crew or visitors shall not disturb a show in progress.
 - C. Show crews, guests, hosts, and visitors shall respect the NPACT studio and equipment and use only as they were trained to do. Non trained individuals shall not operate or handle studio equipment.
 - D. Members shall not occupy or disturb staff work desks without prior approval from staff.
 - E. Phones, fax machine, copier, and office computers are for the use of staff only. If you need to receive or make a phone call please inform an available staff member. Accepting collect calls is prohibited.
 - F. NPACT is located on a public school site. No smoking is allowed in the building or on the grounds at any time. Possession of alcohol or illegal drugs is prohibited. All other laws pertaining to conduct on school grounds apply to the NPACT studio and surrounding grounds.
 - G. Possession of genuine weapons is prohibited by law. Prop weapons may be used in a production but only after approval by the NPACT staff.
 - H. Violence or threats of violence are strictly prohibited. Staged violence or threats between willing actors as a part of a theatrical presentation are not prohibited.
 - I. Food and drink are allowed only in designated areas and never in the editing suites or control room.
 - J. Under no circumstances are members allowed to re-engineer equipment configurations.
 - K. Hair and fur from animals can damage sensitive equipment. Pets or animals of any kind are prohibited in the building unless necessary in the production of a show and then only with prior approval of the NPACT staff.
 - L. NPACT does not tolerate threatening, harassing, or verbal abuse of any kind by any person, employee, access user, or third party. No person shall have the authority, whether expressed, actual or implied, to commit any harassment, including, but not limited to sexual or verbal harassment of staff, members, users, community members, or other persons at NPACT facilities. Violations of this policy will result in immediate revocation of membership.

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Any person, who by action or word, disrupts the efficient operation of studio facilities, including activities of both staff and membership, may have his/her access or membership to NPACT permanently suspended or revoked.

Section 20: Disciplinary Actions

1. The Executive Director or his/her designee may enforce the provisions of the NPACT Policies and Procedures by taking any of the following measures:
 - A. Immediate removal from the premises
 - B. Suspension of all membership rights for up to 30 days
 - C. Suspension of programming for up to 30 days
2. The Executive Committee of the Board of Directors may, upon good cause, suspend any member for more than 30 days including permanent expulsion.

Section 21: Appeal of Disciplinary Actions

1. Members denied access to the NPACT studio or equipment pursuant to these policies and procedures may appeal the decision as follows:
 - A. The member may appeal any disciplinary action imposed by the Executive Director to the Executive Committee of the NPACT Board of Directors.
 - B. Appeals to any disciplinary action imposed by the Executive Committee may be made to the full Board of Directors.
 - C. The appeal shall be in writing and provide a full explanation of the reasons why the member believes the action was not warranted. Written appeals must be filed within ten (10) business days of the member receiving notice of the action.
 - D. In cases of appealed disciplinary actions imposed by the Executive Director, the decision of the Executive Committee is final.
 - E. In cases of appealed disciplinary actions imposed by the Executive Committee, the decision of the full Board of Directors is final. Members are advised that appeals to the full Board of Directors will be held in public.
2. Within 30 days of receiving the appeal, the appropriate hearing body shall hold a hearing and render a decision at the conclusion of the hearing. No further appeal shall be available within the NPACT procedures.