



# After-Hours Live Productions Policy

Hours of evening live programming will be on Mondays and Wednesdays, from 5:00pm to 9:00pm. No live program shall air unless a member of the NPACT staff or a qualified Board Member is present to supervise the activity.

Producers will have a signed Channel Use Agreement on file prior to being allowed to go live over the cable system and will abide by all current NPACT policies and procedures.

Producers are reminded that the studio is located on a public high school campus. Certain behaviors that might be permitted elsewhere are not permitted at any time. The Education Code of the State of California does not differentiate between school and non-school hours, therefore the following activities may not take place in the studio or on the school grounds:

- Possession or consumption of alcohol
- Possession or consumption of any illegal substance (drugs)
- Smoking
- Nudity, sexual activity

The Producer is responsible for the content of their live program and for the behavior of their volunteer crew, guests, and hosts.

Live show Producers are responsible for providing their own qualified technical crew. In the event that the production crew fails to show up at the appointed time, the Producer will be given the opportunity to reschedule to the next available time slot.

All Producers and crew will be members in good standing at NPACT.

All crew members must be certified by NPACT staff on the equipment they are operating.

All producers, crew and guests must sign in at the front desk with their legal first and last names. Names must be printed and legible.

Members of the general public are not to be admitted into the studio after business hours without the approval of NPACT staff, unless they are pre-scheduled as guests or are affiliated with the guests, crew, host, or Producer of the live show airing.

Scheduling of live programs will be done by the NPACT Production Manager or Executive Director.

Producers who schedule time slots and fail to appear without a 24-hour notice may forfeit their time slot for a period of 30 days.

Shows may be of any length up to two hours and may be either one-time shows or series.

Producers will sign off the air at least ten minutes prior to the next scheduled program. Producers will not interfere with incoming or outgoing shows.

The show Producer and NPACT staff have the discretion and the responsibility to intercede and take appropriate action in order to maintain safety and security, including stopping production.

Producers will be responsible for completion of tasks on the studio clean-up checklist and shall sign off on the list upon completion.

Producer understands that Programming may change at any time. NPACT reserves the right to use a regularly designated Live Program slot, including but not limited to NPACT Live Production Specials, Local Government Special Televised Meetings, or Emergency Alert Broadcasts.

Napa Public Access Cable Television (NPACT) Federal ID: 68-0096506

Mailing Address: PO Box 4347, Napa, CA 94558 707-257-0574

Location: Pueblo Avenue, Valley Oak High School, Room C3, West of the Boys and Girls Club