

Rules and Procedures  
for the Use of the  
Willmar Regional Access  
Facilities, Services, Equipment,  
and Channels

Revised: June 29, 2015

## **1. Mission and Philosophy**

It is the mission of the Willmar Regional Access Channels (“WRAC”) to provide opportunities for individuals, educational, governmental, civic and charitable groups to produce and cablecast / broadcast programs that will promote open expression, bilingual education, economic growth, public forums, and enrichment of the multi-cultural, artistic and civic aspects of life in the regional area of the City of Willmar, Minnesota.

## **2. Channel Use Guidelines**

- a. WRAC shall be available to any individual or other entity wishing to cablecast / broadcast programs of nature consistent with the mission statement above who is a resident or doing its principal business in the City of Willmar or the county of Kandiyohi on a first come, first served basis and will not discriminate on the basis of race, religion, sex, age, national origin, or handicap.
- b. WRAC’s equipment and facilities are to be used on a priority basis to produce programming to be cablecast / broadcast on the access channels unless the proposed use has prior approval. Use of the equipment and facilities for non-public purposes will not be authorized.

## **3. Program Guidelines**

- a. Programs cablecast / broadcast may not contain:
  - i. obscene or indecent content as defined by applicable law;
  - ii. fundraising material not in compliance with law;
  - iii. libel, slander, incitement or invasions of privacy;
  - iv. Content protected by copyright, unless the proper authorization has been obtained; and
  - v. Any other content in violation of the law.
- b. WRAC will not exercise editorial control over the content of any person’s programs. WRAC does not assume responsibility for viewing programs. All program content is the responsibility of the person producing the program. Any program will be cablecast / broadcast unless it is known that it violates paragraphs (c) and/or (d) below.
- c. Access equipment, facilities, and channels may not be used for the presentation or production of material designed to promote the sale of commercial products or services or the dissemination of any information directly or indirectly involving lotteries as defined in Section 76.213 of the Rules of the Federal Communications Commission.

- d. Violations of Section 3(a) (b) and (c) may result in cancellation of the User's program, or in the case of repeated violations of the Rules and Procedures, suspension of the privilege to use WRAC's access facilities, equipment and channels in accordance with the procedures set forth in Section 12.
- e. Programs cablecast / broadcast may have underwriters that can be acknowledged at the beginning, middle and/or end of the program.
- f. Any person submitting or producing a program to be cablecast / broadcast assumes responsibility for program content and will be required to sign a Cablecast Request Form.
- g. Any program, which fails to abide by the Program Guidelines, will not be accepted for cablecasting.
- h. Programs may be cablecast up to 6 times and then may be placed at the end of the filler rotation for later air dates.
- i. WRAC studios will not retain copies of any program or programs submitted or produced other than Willmar City Government meetings and programs produced by WRAC Staff.
- j. Complaints of programs which may violate these Rules and Procedures will result in a suspension of the program from the schedule until the program is reviewed by the City's Communication Attorney. Complaints must be submitted in writing to WRAC Staff and need to be specific to the program and detailed on the alleged violation.
- k. Any submitted or produced program found to violate this policy will be immediately removed from the cablecast / broadcast schedule and not allowed to air. The person submitting or producing the program will be notified of the violation.

#### **4. General**

- a. WRAC is a branch of the City of Willmar. The guidelines of its channels will be implemented on an operational basis by WRAC's cable coordinator. Day to day decisions on particular matters will be at the discretion of WRAC's cable coordinator and will include but not be limited to the following:
  - i. Whether or not staff will tape, produce, edit, or cablecast / broadcast any particular program, activity or event.

ii. Whether or not a particular program will air, the time it will air, what channel it will air on, and what forms or permission may be necessary for airing.

iii. Determine the scheduling of access equipment checkout, training, editing, and studio facilities.

## **5. Access Equipment**

a. WRAC's public access equipment and facilities are available at no charge to residents of the City of Willmar or Kandiyohi County ("User").

### **b. Equipment Check-out / Check-in Policy**

i. User accepts full responsibility for damage to equipment or facilities.

ii. All equipment must be checked-out and returned at the scheduled appointment time.

iii. User will report any problems with equipment upon return or use of it.

## **6. Training**

a. Training is offered on a first come, first served, non-discriminatory basis. Free orientation, basic camera, editing and field production training can be scheduled with WRAC Staff.

## **7. Community Announcements**

Currently, there are no airtime charges for community announcements. Announcements shall contain all pertinent information, including a contact person and a phone number.

## **8. Format**

WRAC supports the following formats:

DVD, MPEG2, MPEG4

## **9. Studio Sets**

Sets for studio shoots may be provided by the studio, User, or underwriter. User will not be allowed to use established sets for other programs shot in the studio.

## 10. Dubbing

One copy of a program produced for WRAC may be dubbed for the producer, free of charge, on a DVD provided by the User when requested within one week after the program is submitted. Fees for additional copies will be assessed by the cable coordinator.

## 11. Studio Hours of Operation

Monday thru Friday 8 am to 2 pm – Closed Saturday & Sunday.

The studio will be closed to the general public on the following holidays:

New Year's Day	Independence Day	Thanksgiving Day
Martin Luther King, Jr. Day	Labor Day	Day following Thanksgiving
President's Day	Columbus Day	Christmas Day
Memorial Day	Veteran's Day	

Any program scheduled to be cablecast on these holidays may only air in the pm hours.

## 12. Preferences

- a. The City of Willmar will have the final determination over any conflicting preferences in these Rules and Procedures or dispute not covered by these Rules and Procedures.
- b. Failure to comply with these Rules and Procedures may subject the User to forfeit the right to use WRAC's access equipment, studio facilities, or airtime as may be determined by the cable coordinator. A first time policy violation will result in a written warning to the User. A second policy violation will result in a 30 day suspension from use of the WRAC facility and broadcast/cablecast rights for the User. A third violation will result in a 180 day suspension from use of the WRAC facility and broadcast / cablecast rights for the User.
- c. Programs cablecast / broadcast do not necessarily reflect the views and opinions of the City of Willmar and/or its employees.