



MTN is located along the  
Mississippi river on historic Main  
Street in South East Minneapolis.

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**Minneapolis Telecommunications Network**

**Handbook for  
Public Access**

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## Mission Statement

*Minneapolis Telecommunications Network (MTN) is community access to television and to communication and information networks.*

*MTN strengthens community by encouraging creation of and access to programs and information using electronic technology.*

*MTN believes in freedom of expression for all.*

## Definitions

**ACCESS CHANNEL TIME** refers to time on a signalling path provided on the cable system for use by access users.

**ACCESS STAFF** refers to those appointed by MTN to be responsible for the maintenance, operation and supervision of Access Channel time, cablecasting equipment and facilities.

**ACCESS USER** refers to any group or individual making proper application for MTN production equipment and/or access channel time and who presents access cablecasting material for distribution over the channels operated by MTN.

**ADVERTISING** refers to any material designed to promote the sale of commercial products or services (including advertising by or on behalf of candidates for public office), or

the solicitation of donations, remuneration or barter.

- Programs may not identify, promote, or make reference to any product, service, trademark, brand name or business in any manner which does not further the noncommercial message of the program, or which would jeopardize the noncommercial mandate of the Minneapolis Telecommunications Network.

- Programs may not solicit funds or other property of value from viewers.

- Prices of products may not be mentioned.

**CABLECASTING** refers to programming (exclusive of broadcast signals) on MTN channels carried on the Time Warner Cable Company system.

**CERTIFIED STUDIO CREW** consists of one fully-studio certified Access User, and a minimum of two additional certified Access Users.

**COMMUNITY** refers to any resident, organization or any other entity located within the boundaries of, or interacting with, the City of Minneapolis.

**CHANNEL USERS** refers to either Producers who make their own programs or Sponsors who submit programs produced by someone other than themselves.

**GRIEVANCE COMMITTEE** for MTN shall be 3 members of the Board of Directors.

**LOTTERY** refers to any promotion, contest or other program that involves the elements of prize, chance and consideration, or any such program that is declared a lottery under applicable local, state or federal laws.

**LOTTERY INFORMATION** refers to any information concerning any lottery, gift enterprise, or similar scheme offering prizes depending upon chance or any list drawn or awarded by means of any such lottery, whether that list contains any part or all of the prize.

**OBSCENE MATERIAL** refers to any material that is obscene under applicable local, state or federal law. The Supreme Court generally uses the case of Miller v. California, 413 U.S. 15 (1973) as a standard. The case establishes a three-part test to determine whether material is obscene:

- 1) Whether the average person, applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest;
- 2) Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable state law; and
- 3) Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

The “community standard” shall be determined by MTN according to precedents previously set by the non-discretionary channels of the cable company operating in Minneapolis. This would include any channel on basic or universal tiers for which there are no special payments or other arrangements necessary for home reception. This standard shall be applied equally to all programs cablecast by MTN, regardless of their origination.

**PRODUCTION EQUIPMENT** refers to the equipment necessary for the local production of video and audio programs, as required by the franchise.

**TOTAL RUNNING TIME (TRT)** refers to the actual time between the first and last frame to be aired. TRT does not include length of color bars, countdown or black at end of tape.

**UNDERWRITER** is an individual, business or non-profit organization which provides funds, equipment or other items of value for any Access User's television program.

**For more information on any of these resources and services, call MTN at (612) 331-8575.**

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## The Use Of MTN's Resources

In order to reserve or use MTN video production equipment, an Access User must:

- be a member of MTN, and
- be certified on each system she/he will use.

### **Membership**

As a member of MTN, you join others in showing your support of community television as a valuable resource. Members receive a and subscription to MTN's newsletter and program guide.

Membership categories range from \$40 - \$125, and must be renewed each year. If you are not a member when you take your first class at MTN, a discounted membership fee is added to your class fee to ensure that all class participants are members of MTN.

### **Certification**

Access Users can be certified one of two ways:

- by certification test, or
- by completing one of MTN's video production classes.

### **Certification Test**

Individuals with extensive video production experience may schedule an individual certification test. This standardized test requires the Access User to demonstrate that she/he can:

- interconnect equipment safely and completely.
- make all electronic and mechanical adjustments correctly and in the proper order.
- correctly operate the equipment.
- answer questions regarding safe and effective use of the equipment.
- answer questions regarding MTN's Rules for Public Access.

Recertification will be required when the Access User has not used the equipment, or renewed membership for a period of three years, or if during the course of equipment use, the Access User fails to demonstrate the techniques for safe and effective operation of MTN equipment.

All members will receive a MTN Membership Card with a barcoded identification number. This number corresponds with MTN's computerized file which lists all of the equipment you are certified to use.

### **Classes**

For those who do not have video production experience, MTN offers a variety of classes which teach community members to use video equipment to produce programming for MTN channels. At the end of the class students should be able to complete the Equipment Certification Test. Classes range from beginning to advanced levels.

Regularly-scheduled classes include:

**Beginning Video (Classes offered for analog and digital formats)**

- Basic Studio Production**
- Advanced Portable Camera**
- Advanced Editing**
- Special Editing Seminars**
- Advanced Digital Video Production**

Additional seminars and classes are offered on a more limited basis.

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**MTN Hours**

**Editing Equipment 331-8575**

MTN's editing equipment at St. Anthony Main is available for public use and can be reserved during the following hours:

- Mon.-Thurs. 10am -9pm
- Fridays 10am - 7pm
- Saturdays 10am - 5pm

**Equipment Check-Out Center**

During the following hours, Access Users can make reservations to use MTN's portable cameras as well as checking them in/out.

- Mondays 10am - 9pm
- Tuesdays 10am - 9pm
- Wednesdays 10am - 9pm
- Thursdays 10am - 9pm
- Fridays 10am -7 pm
- Saturdays 10am - 2pm

**Studios 331-8575**

MTN's studios are open during the following hours for reservations, production, and editing.

- Mon.-Thurs. 10am -10pm
- Fridays 10am - 6pm
- Saturdays 10am - 5pm

**Rules For Public Access**

The primary purpose of these Rules for Public Access is to encourage Minneapolis residents to produce programming which reflects the community in which they live, and meets the needs and interests of that community. The rules are designed to maximize the use and effectiveness of MTN's resources.

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**Rules For The Use Of Production Equipment**

The following rules apply to all MTN production equipment, including but not limited to the portable production equipment, editing suites, dub rack, studios, and mobile production truck.

The MTN staff will schedule equipment on a first come first serve non-discriminatory basis that will maximize fairness and

diversity of expression, and that will ensure that no one person or group monopolizes facilities to the disadvantage of others. MTN staff will enforce the following rules and may also take community interest into account. Access privileges are contingent upon adherence to the provisions of these rules.

- 1 MTN equipment is provided to produce non-commercial productions for MTN cable television channels. Equipment is not to be used for private or commercial purposes.

- 2 MTN facilities and production equipment may be used only by individuals who have been certified by MTN staff.

- 3 Each access user is responsible for any damage that occurs to MTN equipment while it is checked-out in their name. This responsibility includes repair or replacement costs arising from such damage or loss, except for ordinary wear and tear.

- 4 Access Users who use MTN equipment may not represent themselves as employees or agents of MTN or of Time Warner Cable Company.

- 5 Access users must provide MTN with an accurate street address for MTN's private records, you may use a P.O. Box as an address to be given out to the general public. MTN must be able to verify the address of an access user before an access user may check out equipment. You are responsible for notifying MTN of any address, phone number, or name changes.

- 6 Any deposits and/or charges for the use of production equipment to produce non-commercial programs will be in accordance with MTN's schedule of fees and will be at the discretion of the MTN staff.

- 7 Use of production equipment by minors (as defined by MN state law) must be approved by an adult who will be required to sign a "Parental Consent Form". This adult will be liable for any damage to equipment resulting from use by the minor.

- 8 MTN reserves the right to unlimited non-exclusive showing for a twenty four (24) month period following the first showing of an access program created partially or wholly with MTN production equipment. If a program is produced using MTN equipment and is played in another theatrical or media venue an MTN credit must be placed on the program.



## **Portable Production & Editing Equipment**

- 1 MTN depends on programming from the producers who use our equipment. MTN reserves the right to limit or stop equipment privileges if an access user does not submit a program for cablecast after a total of 3 checkouts and/or 16 hours of edit time. MTN will review work in progress and grant extension as necessary.
- 2 Access Users will be asked by MTN Staff to designate a program title and completion date at all equipment check-outs. Users may substitute a brief synopsis in place of a program title.
- 3 Certified Access Users may reserve production equipment only during the hours the Equipment Checkout Center is open. Reservations may be made by telephone or in person. No bookings or time extensions on existing bookings will be accepted on voicemail or e-mail.
- 4 Beginning level cameras may be checked-out a maximum of five days per month. Staff may allow additional check-outs based on equipment availability.
- 5 Advanced level cameras may be checked-out a maximum of 5 days per month per camera model and shall be limited at two weekends per month. A maximum of 8 days per month will be granted combining advanced cameras.
- 6 For the purposes of this policy a weekend will be defined as a Saturday overnight. Friday-Monday will constitute two days. Saturday-Monday will constitute one day.
- 7 Friday night check-outs (in order to be counted as one night) must be returned by noon on Saturday.
- 8 A producer who has exceeded their five day advanced camera limit may be given an advanced camera for weekend use if the camera is unclaimed and is available. In such a case, the camera will not be allowed to be checked-out until noon on Saturday. Priority will always be given to producers who have not exceeded their check-out limit.
- 9 The Access Users responsibility for the equipment includes being present throughout the check-in and check-out procedures. MTN will allow the access user to designate another person to return equipment. This person must be present for the entire check-in. Responsibility for the equipment remains with the person who checked-out the equipment and does not end until MTN staff has determined the equipment is not damaged or missing.

•10 The portable switcher along with multiple cameras may be checked-out once per month.

•11 Access users must pay fines and replacement costs for missing or damaged equipment before they may use any additional MTN equipment.

•12 MTN charges a \$20.00 per day fine for beginning cameras not returned on the scheduled return date. Repeat offenders may be suspended.

•13 MTN charges a \$40.00 per day fine for advanced cameras not returned on the scheduled return date. Repeat offenders may be suspended.

•14 MTN charges \$2.00 to \$40.00 per day for accessory items not returned in a scheduled equipment check-in. MTN will provide our current listing of accessory fine fees upon your request.

•15 MTN charges a \$5.00 per hour late fee for cameras turned in after your scheduled return time. MTN will allow a one hour grace period. Extensions must be approved by MTN check-out staff.

•16 The use of editing equipment is subject to the following time limits:

**Analog Edit Suites** may be booked in 4 hour increments with a maximum of 8 hours per week.

**Digital Edit Suites** -MTN's terms for digital edit suites will be determined based on availability and demand. See MTN staff for current policy.

**Dub Rack** may be booked in 3-hour increments with a maximum of 6 hours per week.

•17 Paid After Hours Editing  
Certified Access Users may, at the discretion of MTN, reserve editing time after the normal closing time. Rates will vary depending on the type of production.

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### **Studios**

The following rules apply to the use of the MTN studios:

•1 A completed Program Proposal Form must be turned in to MTN Studio Manager a minimum of two weeks before the scheduled production date. The Program Proposal Form, which includes information on the Access User's certified crew, must be approved by the Studio Manager before an Access User may make studio time reservations.

•2 Studio time must be scheduled in advance. Series producers may reserve studio time slots for a 17-week season, which coincides with the channel time season (see page 13).

- 3 An Access User's studio reservations will be canceled if, without prior notice, she/he is more than 1/2 hour late.

- 4 Repeated cancellations and/or failure to appear at your scheduled hour may result in the loss of an Access User's future studio reservations.

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### Mobile Production Truck

- 1 A Truck certification and current membership are required to check out MTN's mobile production truck.

- 2 A program must result from the truck use and be turned in to be cablecast on MTN channels within 30 days of the date of truck use. Exceptions must be approved by MTN staff.

- 3 Truck reservations must be made a minimum of 10 days in advance of the production.

- 4 There will be a minimal charge of \$50.00 per hour for the use of the production truck. MTN will provide a technician/driver to accompany you on your production.

- 5 All truck fees will be paid in advance of your production based on your estimate of hours needed. MTN will adjust the final bill based on the actual hours of your production.

### Live Feeds

Below are the procedures to send a live signal on one of MTN's channels from a Minneapolis location:

- 1 Contact the MTN Program Manager and reserve the time slot 40 days in advance.

- 2 Determine if it is feasible to modulate a signal from your location over the Time Warner Cable system .

- 3 MTN will charge a \$50.00 modulator installation fee and may bill additional charges if excessive staff engineering time is necessary.



Rules for the Use of  
Public Access  
Channel Time

**Program Scheduling**

MTN staff will schedule channel time in a first-come, non-discriminatory manner that will maximize fairness and diversity of expression, and will ensure that no person or group monopolizes channel time to the disadvantage of others. MTN will, to the best of its ability, provide channel time as requested on a first-come, first-served basis, subject to the policies and guidelines herein. MTN will exercise scheduling discretion to ensure access for new channel users, standalone programs, series of limited duration, and special events. MTN will ensure that residents and organizations within Minneapolis will have the highest priority in using the public access channels set aside for their benefit.

MTN may reserve some channel time to provide services to parts of the Minneapolis community not otherwise served.



**Program Priorities**

Minneapolis Telecommunications Network prioritizes scheduling in the following order:

- 1 Minneapolis residents and organizations producing programs with MTN equipment.
- 2 Minneapolis residents and organizations producing programs with non-MTN equipment.
- 3 Minneapolis residents and organizations submitting programs produced by someone other than the individual or organization submitting the program.
- 4 Non-Minneapolis residents and organizations inside of the Twin Cities area submitting and producing their own programs.
- 5 Non-Minneapolis residents and organizations inside of the Twin Cities area submitting programs produced by someone other than the individual or organization submitting the program.
- 6 MTN does not accept programs submitted by non-Twin Cities area residents.
- 7 MTN supports and encourages current and timely programming, programs whose copyright date is five or more years old will not be accepted for cable cast.

## **Standalone Programs**

A Standalone program is defined as a program that is scheduled for a single time slot rather than as a weekly series. Standalone producers must submit a completed Standalone Channel Time Request form with the videotape to be cablecast. Generally, standalone programs will be scheduled within two weeks after submission. MTN will schedule standalone programs as requests are received. MTN will schedule standalone programs subject to available channel time. Standalone programs may be scheduled on MTN a maximum of four times. A schedule of times will be sent to the channel user by mail. Additional dates may be scheduled subject to available channel time and at the discretion of MTN.

All tapes must be labeled correctly (see **Tape Label** section) and have proper leader (see **Tape Leader** section).

## **Series Programs**

Series programs are given a regular weekly time slot. Series producers must submit a completed SERIES CHANNEL TIME REQUEST FORM annually. Series episodes will be scheduled a maximum of four times (averaging approximately one new show a month). MTN reserves the right to cancel a series that does not submit a new program after all other episodes have played the maximum four times and open the

time slot for other programming. Canceling a series does not mean a producer cannot restart the series in the future. MTN encourages producers to submit new programs to be scheduled in a new timeslot when production resumes.

All series programs must be submitted to MTN's Program Manager by 1:00 PM on the Monday of the week they are scheduled to appear.

Series programs must be approximately 28:30 minutes or 58:30 minutes in length. Programs exceeding timeslot length will be cut at the discretion of MTN.

Subject to availability of channel time, an individual producer may schedule a maximum of two separate time slots for two different series per week. No producer may exceed two hours of programming per week.

Live series produced weekly will be given a maximum of two slots per week..

## **Live Programming**

Access users requesting live time slots must be able to show exemplary technical and organizational skills on past productions. Live programs will be considered only if, in the opinion of MTN, the overall content and/or format would be seriously diminished by advance production.

Producers desiring to go live with a remote feed must fill out a request form available from the Program Manager. The producer must apply for approval from MTN through the Program Manager. All remote feed requests must be submitted 40 days in advance.

The scheduling of live programs requires special coordination between MTN staff and Channel Users and may warrant special considerations.

### **Tape Formats**

MTN will accept tapes recorded on VHS, S-VHS, DVCAM, Mini-DV or 3/4 inch formats. Audio may be on channel 1, channel 2, or mixed, but not hi-fi. VHS and SVHS tapes must be recorded at SP speed. Extended play modes will not be accepted. Mini-DV and DVCAM tapes must be recorded at SP or DVCAM speeds. Tapes recorded at extended play modes will not be accepted.

### **Tape Leader**

All tapes submitted to MTN should include:

- 1 minute of color bars and tone at the beginning of the tape.
- 10 seconds of countdown before the program. The countdown should start at 10 and end at 2 followed by two seconds of black before the first frame of the program.
- All tapes submitted to MTN must include at least 1 minute of black at the end of the program.

### **Tape Labels**

All tapes must be in a box with a label on the spine of the tape with the following information:

- Your name
- Your phone number
- The total running time of program (TRT, see Definitions)
- Title of program
- Title of episode

### **Channel Time Request Forms**

Producers must complete a Channel Time Request Form to submit a standalone or series program. Channel Time Request Forms must be submitted by a resident of the City of Minneapolis or a MTN member who is a Twin Cities area resident with the following information:

- The Channel User's name, address, phone number and signature.
- The exact total running time (TRT, see Definitions).
- A summary statement or synopsis of the content or subject matter.
- A statement that no advertising, lottery, lottery information material, obscene, slanderous, libelous material is contained in the program.
- A statement that all appropriate arrangements and clearances have been obtained from broadcast stations, networks, music licensing

organizations, performers, representatives, sponsors and other persons necessary, without limitation to the above, for authorization to transmit program material over the MTN access channel.

- A statement that the Access User accepts full responsibility for the content of programming and the consequences of its presentation.

- A statement that the Access User is familiar with MTN Rules for Public Access and has read and understands the requirements contained within the rules and will comply with them.

- Other additional information as is necessary to enable MTN staff to properly perform its playback duties in accordance with the rules that govern the channels.

#### **Programs Submitted by Minors Policy**

Requests for channel time on behalf of a minor (as defined by Minnesota state law) must be made by the minor's parent or guardian. The minor's parent or guardian must complete a Channel Time Request form and will be responsible for any liability resulting from the program.

#### **Picking Up Tapes**

Producers must call MTN's Program Manager to have tapes returned from playback (located off-site). Producers

wanting to pick up tapes must call after the tapes have aired. The tapes will be ready for pick up at the front desk two business days after requests are made.

MTN will be responsible for keeping tapes a maximum of one year after their last scheduled playing. Unclaimed tapes will be recycled or discarded.

#### **Holidays**

MTN does not cablecast on the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, and Christmas Day.

Series programs will not play in their regular timeslot on these holidays.

#### **Program Content Restrictions**

- 1 MTN guarantees only one playback of any single program. Community access programs may, at the discretion of MTN staff, be cablecast on any channel designated for the use of Community Access programming.

- 2 For residents of the city of Minneapolis or members of MTN, there will be no charge for the non-commercial use of regular access channel time.

•3 No program or presentation shall be cablecast that involves a lottery or any lottery information (see Definitions).

•4 No program or presentation shall be cablecast that involves any obscene material (see Definitions).

•5 No program or presentation shall be cablecast that involves any libelous or slanderous material.

•6 All appropriate clearances (copyright, etc.) must be obtained by and are the responsibility of the producer.

•7 No program or presentation shall be cablecast on public access channels that list a price for any product, service, or event.

•8 No program or presentation shall be cablecast on public access channels that solicit donations.

•9 No program or presentation shall be cablecast on public access channels that contain any advertising material (see Definitions).

#### **Unacceptable Tape Quality**

MTN may refuse to play programs with the following video difficulties:

- The tape is in poor physical condition
- Video level is not properly adjusted or the picture is either too bright or too dark.
- The video level is inconsistent.
- Video displays too much generational loss.

•The picture is too noisy, snowy or grainy.

•The video is unstable, the picture jumps or flickers frequently.

• Loss of control track.

MTN may refuse to play programs with the following audio difficulties:

• Audio has a loud hum or buzz

• The audio level varies greatly from scene to scene.

• Time code has not been stripped from the tape.

• The audio level is too low or distorted.

#### **Programming Requiring Viewer Discretion Message**

MTN wants to provide a means of notifying parents or guardians when programming appears on the access channels that may be inappropriate for children. MTN also wants to assist people in making informed viewing decisions while providing an opportunity for all forms of expression without censorship and in accord with existing laws.

Programs containing vulgar language, nudity, extreme physical violence, extreme degradation, graphic depiction of invasive medical procedures or indecent material will be preceded by a message advising viewer discretion and will be scheduled between the hours of 10:00 p.m. and midnight.

Channel users shall be responsible for notifying MTN on the Channel Time Request forms if their program

contains material requiring an advisory message.

It is a violation of MTN policy to submit for cablecast programming that is obscene or otherwise made unlawful.

After the program's first playback MTN staff may choose to move a program into a viewer discretion category.

### **Commercial and Non-commercial Information**

#### **Phone Numbers**

- Non-commercial phone numbers may be given only at the beginning or the end of a program for no longer than 60 seconds each; they cannot be displayed throughout the duration of the program.
- Commercial phone numbers may never be given.

#### **Addresses**

- Non-commercial addresses may be shown only at the beginning or the end of a program for no longer than 60 seconds each; they cannot be displayed throughout the duration of the program.
- Commercial addresses may not be given. The general location, community or neighborhood may be given, but specific addresses or intersections are prohibited.

### **Websites**

- Commercial and non-commercial website addresses may be shown only at the beginning or the end of a program for no longer than 60 seconds each; they cannot be displayed throughout the duration of the program.

### **Prices**

- Prices for goods, services or events may never be given.

### **Underwriting Policy**

In the event that funds, equipment or other items of value are provided by an individual, business or non-profit organization, the Channel User must identify the person or business, according to the following policy:

- The program must be unrelated to the commercial interests of the Underwriter. The program may not discuss or show products or services made available by persons, corporations or institutions which have a commercial interest in the subject of the program.
- Underwriting credits must be clearly identified as such; the following format is strongly encouraged: "This program has been made possible in part by (Underwriter's full name)."

- Underwriting credits may be no longer than 20 seconds per underwriter and must appear only at the beginning and/or end of the program.

- Prices of products may not be given.

- The Underwriter's phone number may not be given.

- The general location, community or neighborhood of an Underwriter may be given, but specific addresses or intersections are prohibited.

- Underwriting credits may not contain comparative or qualitative language about the underwriter or its product.

- Corporate logos or still photographs of businesses are permitted during credits at the close of the program. Photographs of products are never permitted.

### **Suspension of Violators**

There is a mandatory suspension of six months for any Channel User whose program has been cancelled due to programming violations. The program may be cancelled based on the following considerations:

- Prior violations
- Severity of violation

The following constitutes a programming violation:

- Obscenity
- Solicitations

- Commercialism
- Failure to submit required minimum of series
- Any other violation of MTN's programming policies

### **Public Records**

MTN will maintain a complete record of the names and addresses of all persons, groups, organizations or other entities that request access time and/or access cablecasting equipment. Such records will be maintained in the public inspection file and will be available for public inspection at the MTN official place of business during regular business hours or by appointment.

Persons requesting to inspect the public files shall identify themselves by name and address in order to ensure MTN administrative control of the records.

These records may not be removed from the MTN office. Requests for copies of records will be honored at a set charge.

Access channel time will not be made available to any Channel User who refuses to have her/his identity maintained in the public records available for public inspection as required by this section of the rules.

All records required herein, including requests for access channel time, shall be maintained for a period of at least two years.

**Indemnification and Hold Harmless**

All Access Users shall be fully responsible for the content of their programs. Such full responsibility shall include, but not be limited to, making all necessary arrangements with and obtaining all required clearances from broadcast stations, networks, sponsors, music licensing organizations, performers, representatives, authors, composers and any and all other persons or entities that may be necessary to transmit the Channel User's program material on Access Channel Time. All Channel Users shall indemnify and hold harmless MTN, the City of Minneapolis, and Time Warner Cable, their officers, directors, employees, agents and representatives from any and all liability, damage, injury, judgment, including cost of defending claim (including reasonable attorney's fees) arising from or in connection with any claim for failure to comply with any laws, rules or regulation of federal, state or local government, claims of libel, slander or invasion of privacy, claims of infringement of copyright, patent or unauthorized use of any material or trademark, service mark or image, or for any other injury or damage in law or in equity claimed as a result of or from or connected with Access User's use of Access Channel Time, MTN equipment, facilities,

or other resources. The foregoing shall include obscenity claims as well as any and all other claims related to scheduling or programming on Access Channel Time, and shall include only claims relating to intentional malfeasance of any party or entity to be indemnified hereunder.

**Limits of Liability**

MTN is not liable for any mistakes, omissions or interruptions in the cablecast and any other means of distribution of programs. MTN is also not liable if the program or material submitted is damaged, lost or stolen while in its custody except in the case of gross negligence on the part on MTN resulting in damage or loss of submitted tapes. In cases of gross negligence on the part of MTN, liability is limited to the cost of replacing a blank videotape in exchange for tapes submitted for cablecast. MTN advises against submitting master tapes.



## Suspensions

•1 Access privileges may be revoked from any Access User for any of the following reasons:

- Failure to comply with one or more of the MTN public access rules as determined solely by MTN.

- Failure to comply with the material terms and conditions of these rules in a timely fashion.

•2 The length of suspension will be appropriate to the infringement, and established by MTN.

•3 Gross Misconduct shall be cause for immediate suspension and shall include but is not limited to the following:

- Sexual, physical or verbal harassment, including, but not limited to threats of violence, against any employee, user or guest of MTN.

- Making statements to MTN that are knowingly false or misleading as determined by MTN. This would include but is not limited to statements in any of the MTN producer forms.

- Theft or attempted theft of MTN, guest or employee belongings, materials, supplies or equipment.

- Intentional or unintentional physical injury of other or reckless behavior and/or deliberate destruction of property.

- Consumption of illegal drugs or alcohol on MTN's premises.

- Misconduct involving assault and battery or any intentional or unintentional physical injury of others or reckless behavior including horseplay or stunts for illusion or visual effects.

- Deliberate destruction of MTN property.

- Entering or attempting to enter locked areas, private files, computers or any MTN records.

- Any act involving the bodily fluids of mammals, vertebrates or large invertebrates or other biological materials or wastes on MTN property.

- Bringing or using illegal materials onto the MTN premises including but not limited to pop-caps, firecrackers, fireworks, improvised explosive devices, flash powder or possession of an illegal weapon.

- Any other acts MTN in its discretion believes is cause for immediate suspension.

4. Applications, interpretation and enforcement of the rules are solely the responsibility of and within the discretion of MTN and its designated staff. Appeals of decisions made under these rules may be made according to the appeals procedure as stated in this handbook

## Appeals Procedure

•1 Any Access User who disagrees with a decision of the MTN staff as to the application of any of the foregoing rules may request a review and determination by the MTN Executive Director. A review request must be made in writing to the MTN Executive Director within fifteen (15) days from the time the person or entity is informed of the decision by the MTN staff member. The Executive Director will conduct the review and issue a written determination within fifteen (15) days of receipt of request.

•2 An aggrieved party which disagrees with the decision of the MTN Executive Director may request a review of the decision by the MTN Board of Directors Grievance Committee. Such a request must be made in writing and submitted to the Chair of the MTN Board of Directors Grievance Committee within fifteen days after receipt of the decision by the Executive Director.

•3 Within fifteen (15) days of receipt of the request for review, the MTN Board of Directors Grievance Committee Chair will call a meeting of the concerned parties for the purpose of hearing arguments and receiving evidence and testimony relevant to the grievance. The committee will make a decision concerning the case and notify all interested parties within fifteen (15) days of the final hearing.

The determination of the Grievance Committee shall be the final decision of MTN.

•4 All reasonable costs of such hearing(s) shall be paid for by the aggrieved party unless the MTN Grievance committee determines that the decision by the MTN staff which gave rise to the complaint and review was improper and constituted an abuse of discretion, malfeasance or non-feasance by MTN personnel.

•5 Hearings by the MTN Grievance committee shall be conducted by the chair at a time and place mutually agreed to by the aggrieved and committee chair. All parties will be entitled to be examined under oath. Any party to the proceeding may be represented by legal counsel. The Grievance Committee will make a determination and direct a written statement to the party requesting the review.



**A LISTING OF MTN  
MANAGED CHANNELS**

- 14 - City of Minneapolis Government
- 15 - Minneapolis Public Schools
- 16 - MTN Community Programming
- 17 - MTN Community Programming
- 75 - MTN Community Programming
- 76 - MN Dept. of Transport Traffic Flow
- 77 - NASA Channel
- 78 - Annenberg Educational
- 79 - City Government Meetings