

**Rules and Regulations for Mt. Lebanon's Community Cable Access Channel**  
**Mt. Lebanon Municipality**  
**710 Washington Road**  
**Pittsburgh, PA 15228**

[www.mtlebanon.org](http://www.mtlebanon.org)

The Mt. Lebanon Community Channel provides a forum for residents and local community organizations to produce and present television programs that communicate their views on a wide variety of public policy issues, engage in artistic or cultural expression, or contribute to the marketplace of ideas. This channel is designated for non-commercial, non-discriminatory use by the public on a first-come, first serve basis. Mt. Lebanon does not have studio facilities but will air programs or program series submitted by residents or groups/organizations based in Mt. Lebanon according to the following regulations:

A. PRODUCERS

1. All producers of programming must reside in Mt. Lebanon and be at least 18 years of age, or if under 18 years of age, must be directly supervised by a parent or guardian who shall assume all legal responsibility for the producer.
2. Producers are responsible for all aspects of production of their programming.
3. Producers are responsible for the marketing and promotion of their own programs.

B. CONTENT

1. All materials submitted must comply with the laws of Mt. Lebanon Municipality, Allegheny County, the Commonwealth of Pennsylvania and the Federal government.
2. Individuals and/or groups supplying the programming must be responsible for obtaining all clearances, approvals, licenses for use of program material including, but not limited to, approvals by broadcasting stations, networks, underwriters, music licensing organizations, copyright owners, performers' representatives, all persons appearing in or referred to in the program material and other approvals that may be necessary to transmit the program. All

- clearances, approvals and/or licenses described above must be provided at the time the programming is submitted to the Municipality.
3. Programs will be reviewed for appropriate content and quality by the Municipality.
  4. The following programming will not be accepted:
    - a. Obscene material
    - b. Lottery or lottery programming information
    - c. Materials promoting products or services presented for the purpose of soliciting money or other items of value
    - d. Material that constitutes libel, slander, invasion of privacy or public rights, violation of trademark or copyright law.
  5. All programs must meet certain technical standards. All programs will be screened and will not be aired if they have:
    - a. Excessive video glitches or breakups due to poor editing
    - b. Distorted audio that lasts for an excessive amount of time
    - c. Any other technical problems as determined by the Municipality in its sole discretion.

### C. SCHEDULING

1. Programs typically will be scheduled on the hour or half hour and will be placed in time slots determined in the sole discretion of the Municipality to be appropriate based upon their intended audience and time constraints. The scheduling of programming shall be subject to reasonable time, place and manner limitations. Programs will be run between the hours of 7 a.m. and 11 p.m. Community needs also will be considered.
2. Time constraints may make it impossible for multiple programs submitted by the same organization to run during any given month.
3. Mt. Lebanon reserves the right to refuse to air any program that is not in accordance with this policy and makes no guarantee that programs submitted will be cablecast at the time, date or frequency requested.

4. No program may exceed one (1) hour in duration.
5. Single programs will run at intervals to be determined by the Municipality in its sole discretion for no longer than one month, after which time they may be resubmitted. If approved after resubmission, they will run for a month after a month's hiatus.
6. Any plan for a series of programs must be discussed in advance with the Municipality.

D. INDEMNIFICATION

1. Producers must agree in writing to hold the Municipality of Mt. Lebanon harmless for erasure of video programs and loss of material resulting from playback or recording on Mt. Lebanon equipment.
2. Producers must agree in writing to indemnify and hold harmless the Municipality of Mt. Lebanon, its elected and appointed officials, officers, agents and employees, and their successors and assigns, from any and all liability, loss, injury, cost, or expense, including reasonable attorneys' fees and costs, arising from or in connection with claims for failure to comply with applicable federal, state, or local laws or regulations that result from any program, the production of any program, or the use of any equipment or facilities owned or managed by the Municipality of Mt. Lebanon. Such claims include, but are not limited to, claims for libel, slander, invasion of privacy or the infringement of common law or statutory copyright; claims for unauthorized use of trademark, trade name, or service mark; claims for breach of contractual or other obligations owing to third parties; claims for obscenity; claims for personal injury or property damage; and claims for any other injury or damage in law or equity.

E. SUBMISSION GUIDELINES

1. All programs must be supplied in the Municipality's current cablecast format (9/1/09 - DVD format). The Municipality of Mt. Lebanon reserves the right in its sole discretion to reject any program that is not capable of playback on the cable system.

2. Video programs may be submitted in person or by mail to Mt. Lebanon Municipality, Community Cable Channel, 710 Washington Road, Pittsburgh, PA 15228. Items also may be dropped off at the customer service center in the Municipal Building.
3. All programs submitted must include a one paragraph summary of the content for the benefit of the municipal staff that will review the program.
4. Forty-five seconds of sync black must be placed before the beginning of the first video on all programs turned in for cablecast.
5. All programs must have a title and clearly indicate the name and contact information of the producer at the beginning and end.
6. Programs must be submitted made at least one week in advance of the requested air date and (unless a regular series) should include a requested beginning and end date.
7. At the conclusion of their airing, media may be picked up in person at the municipal building. They will not be returned at municipal expense.

September 1, 2009