

A RESOLUTION ADOPTING THE AVON LAKE COMMUNITY TELEVISION (ALC-TV) RULES AND REGULATIONS.

WHEREAS, the City, through its Communications & Technology Department, operates Avon Lake Community Television (ALC-TV) to provide community access programming, promote local information sharing, and increase public awareness of community and government activities; and

WHEREAS, ALC-TV serves as a vital communication link between residents and their local government, fostering civic engagement and encouraging participation in community life; and

WHEREAS, the Communications & Technology Commission, acting in its advisory capacity, has reviewed and recommended adoption of the updated ALC-TV Rules and Regulations to ensure continued compliance with applicable federal, state, and local laws, as well as current operational and technological practices; and

WHEREAS, Council desires the City to provide clear and consistent guidelines for the operation, use, and management of ALC-TV and its facilities, equipment, and services.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the Avon Lake Community Television (ALC-TV) Rules and Regulations, attached hereto and incorporated herein, are hereby adopted as the official Rules and Regulations governing ALC-TV.

Section No. 2: That the Communications & Technology Department and the Communications & Technology Commission shall administer and enforce these Rules and Regulations under the direction of the Mayor and Council.

Section No. 3: That this Ordinance shall supersede all other formerly adopted versions of the ALC-TV Rules and Regulations.

Section No. 4: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees, which resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 5: That this Resolution shall be in full force and effect from and after the earliest period allowed by law.

1st reading: 10/14/2025

2nd reading: 10/27/2025

3rd reading:

PASSED: 11/10/2025

/s/ Jennifer G. Fenderbosch
Council President

POSTED: 11/14/2025

APPROVED: 11/11/2025

ATTEST: /s/ Valerie E. Rosmarin
Clerk of Council

/s/ Mark A. Spatzel
Mayor

Avon Lake Community Television (ALC-TV)

Rules and Regulations

Introduction

Avon Lake Community Television (ALC-TV), located in the Avon Lake Public Library, is part of the Communications and Technology Department of the government of the City of Avon Lake (City). ALC-TV operations are carried out and administered by City employees governed by an advisory Communications and Technology Commission comprised of members appointed by the City's Mayor and subject to the approval of City Council (Council). ALC-TV produces programming of general public interest and community news and provides community members with access to ALC-TV production equipment.

These rules and regulations have been adopted by Council to govern access and use by the public of the facilities, equipment, and services provided and maintained by the City through ALC-TV.

Mission Statement

Avon Lake Community Television (ALC-TV) empowers residents to share their voices and stories, fostering civic engagement, and strengthening community through accessible local media.

Section 1. Definitions

For the purposes of these Rules and Regulations, the following definitions shall apply.

1.1. Avon Lake Community Television or ALC-TV – The community access television station operated by the City of Avon Lake that provides Community Access Programming and access to production equipment under these rules and regulations.

1.2. Bulletin Board – ALC-TV allows community messages of citywide relevance to be displayed in between Community Access Programs as rotating slides. (See Section 4.3)

1.3. Community Access Program(s) or Community Access Programming – Video and audio content created using ALC-TV facilities and equipment or provided to ALC-TV for broadcast.

1.4. Communications and Technology Commission or CTC - An eight (8) member advisory commission established under Avon Lake City Ordinance Chapter 278 for the purpose of managing ALC-TV, the City of Avon Lake website, the City of Avon Lake's social media presence and outreach, digital communications with and among city departments and the community, branding, and marketing of the City of Avon Lake and its programs, and to advise and make recommendations to Council on the various areas of technology utilized by the City.

1.5. Community Producer – Any approved adult individual, community group, community organization, or local business that produces noncommercial Community Access Programming for viewing by the general public on ALC-TV; or borrows ALC-TV equipment for noncommercial purposes. Community Producer status is subject to eligibility and requirements (see Section 3).

1.6. Community Sponsor – Nonresidents and minors under 18 years old who wish to broadcast Community Access Programming on ALC-TV must be sponsored by an Avon Lake resident that meets ALC-TV's Community Producer requirements. The resident serves as the Community Sponsor for the nonresident or minor and assumes full responsibility for the content of the programming. Community Sponsor status is subject to eligibility and requirements (see Section 3).

1.7. Public Access Channel – ALC-TV maintains a Public Access Channel that airs noncommercial content of general public interest to the residents of Avon Lake. Limited recognition of underwriter support is not consider commercial content (see Section 4.9e).

1.8. Government Access Channel – ALC-TV maintains a Government Access Channel to increase Avon Lake residents' awareness of government functions. Programming aired on the Government Access Channel must originate from a federal, state, county, or local government entity.

1.9. Underwriter – Any individual, group, organization, or business that provides financial support for Community Access Programming (see Section 4.9).

Section 2. Availability

2.1. - Location

The ALC-TV studio is located on the lower level of the Avon Lake Public Library, 32649 Electric Blvd., Avon Lake, OH 44012.

2.2 - Hours of Operation

ALC-TV studio facilities are typically available Monday through Friday, 10:00 a.m. to 4:00 p.m. The ALC-TV studio facilities are closed on City and Avon Lake Public Library observed holidays, emergencies, or when the City or Library is closed for any other reason.

2.3. - Access to Facilities and Equipment

2.3a. Use of ALC-TV studio facilities is limited to a maximum of two (2) hours per week. Access to ALC-TV studio facilities may be made available outside of normal business hours, and/or for a longer duration, subject to the approval of station management in its absolute discretion, and the availability of ALC-TV staff.

2.3b. Use of ALC-TV facilities and equipment must be requested at least 24 hours in advance and scheduled through ALC-TV staff. Facilities and equipment are available on a first come, first served basis.

2.3c. If the recording of a Community Access Program is not completed within the scheduled appointment time, a new appointment must be scheduled.

2.3d. An ALC-TV employee must be present when any member of the general public is in the ALC-TV studio.

2.4 - Community Access Programming Schedule

2.4a. The ALC-TV Community Access Programming Schedule begins on Wednesday and runs through Tuesday of the following week.

2.4b. Public Access Channel Programs produced using the ALC-TV studio facilities must be filmed at least seven (7) days prior to the Community Access Programming Schedule to be considered for playback.

2.4c. ALC-TV cannot guarantee airdates, time slots, post-production completion dates, or airing frequency for any Community Access Program.

2.4d. The Community Access Programming Schedule is determined at the sole discretion of ALC-TV management.

Section 3. Eligibility and Requirements

3.1 Eligibility

Use of ALC-TV's facilities is limited to approved Community Producers and nonresident or minor users sponsored by a Community Sponsor as defined in Section 1 of this document. Adult Avon Lake residents may apply for Community Producer/Sponsor status as an individual or on behalf of an Avon Lake-based community group, organization, or local business.

Who is eligible to apply:

3.1 a. Avon Lake residents ages 18 years and older. A driver's license or state ID is required as proof of Avon Lake residence.

3.1 b. Adult representatives of Avon Lake-based groups, organizations, or businesses.

3.1 c. Avon Lake residents under 18 years of age under the direction of a parent or guardian. The parent or guardian's driver's license or state ID is required as proof of Avon Lake residence. The parent or guardian assumes full responsibility for the content of the programming and any damage to ALC-TV owned equipment.

3.1 d. Nonresidents and minors who wish to apply for Community Producer status and broadcast Community Access Programming on ALC-TV must be sponsored by an Avon Lake resident. The resident serves as the Community Sponsor for the nonresident or minor and assumes full responsibility for the content of the programming. The non-resident must meet all ALC-TV Community Producer requirements (See Section 3.2).

3.1 e. Non-residents are not eligible to borrow ALC-TV production equipment under any circumstance.

3.2 - Requirements

Before using the public access designated facilities and specified equipment, all Community Producers/Sponsors must fulfill these requirements:

3.2 a. Provide their driver's license or state ID as proof of Avon Lake residency.

3.2 b. Complete a required orientation session administered by ALC-TV staff and demonstrate competency in the safe handling and operation of all equipment, if applicable. Orientation training sessions must be scheduled with ALC-TV staff at least 24 hours in advance. Sessions may only be scheduled during regular ALC-TV operating hours and are subject to ALC-TV staff availability (See Section 2.1).

Non-resident users sponsored by Community Sponsors must complete the required orientation session.

3.2 c. Community Producers/Sponsors must complete an ALC-TV Playback Agreement for each program submitted for broadcast on ALC-TV.

Community Producers/Sponsors must complete an Equipment Checkout Form each time they borrow equipment from ALC-TV.

Section 4. Terms of Use

4.1 - Damage and Loss of Equipment

Community Producers/Sponsors who borrow ALC-TV equipment agree to be financially responsible for any damage or loss of the equipment and must make payment in the full amount of repair or replacement within 30 days or make reasonable arrangements with ALC-TV management for such repair or replacement. Failure to meet these conditions will result in loss of access to ALC-TV facilities and equipment.

4.2 - Community Access Programming on ALC-TV

4.2a. All Community Access Programming submitted to ALC-TV for broadcast must conform to these rules and regulations.

4.2b. Programming submitted for playback must clearly display the name of the Community Producer/Sponsor, if applicable, at the end of each program.

4.2c. All Community Producers/Sponsors are subject to federal, state, and local laws regarding libel, slander, obscenity, incitement, invasions of privacy, or other similar laws. ALC-TV facilities and equipment may not be used to present material that violates federal, state, or local law.

All Community Access Programming produced for ALC-TV must conform to all current Federal Communications Commission (FCC) rules and regulations.

If ALC-TV becomes aware that a Community Access Program submitted for broadcast contains material proscribed pursuant to federal, state, or local law,

ordinance, rules and regulations, or pursuant to these ALC-TV Rules and Regulations, ALC-TV shall notify the applicable Community Producer/Sponsor, who may edit or withdraw the program.

4.2d. Community Producers/Sponsors are required to alert ALC-TV staff to any Community Access Programming that may be unsuitable for certain audiences, including younger or sensitive viewers.

4.2e. ALC-TV reserves the right to decline to broadcast a Community Access Program it reasonably believes contains obscene material, otherwise illegal content, or material that violates these terms of use.

4.2f. ALC-TV has the sole discretion regarding whether or not to re-broadcast any Community Access Program.

4.2g. ALC-TV reserves the right to run disclaimers or content warnings before any Community Access Program to inform viewers of topics, themes, or subject matter.

4.2h. With the permission of the Community Producer/Sponsor, Public Access Channel Programming aired on ALC-TV may be uploaded and made available on the City of Avon Lake's website, the ALC-TV app, and City-managed online video hosting platforms within one (1) week of the program's first airing. Public Access Programs may remain available for a period of up to one (1) year, subject to storage space and bandwidth.

4.2i. Government Access Channel Programming will remain available on the City of Avon Lake's website for a minimum period of one (1) year. Programming may be made available for a longer duration depending on program format and content, at the sole discretion of the City of Avon Lake.

4.2j. Community Access Programming is subject to the City of Avon Lake's records retention schedule: one (1) year for Community Access Programs and Bulletin Board requests, five (5) years for Government Access Programs.

4.2k. Copies of Community Access Programs may be purchased from ALC-TV.

4.2l. All broadcast, playback, and Community Bulletin Board equipment is to be operated by ALC-TV staff only.

4.3 - Bulletin Board Content

4.3 a. At its discretion, ALC-TV may allow community messages to be displayed on the Public and Government Access Channel bulletin boards as rotating slides that air between other programming. ALC-TV cannot guarantee any specific airtime or frequency of bulletin board messages.

4.3.b. Bulletin board messages must be of citywide purpose and pertain to activities that are open to the general public, and located within the City of Avon Lake, or sponsored by an Avon Lake organization.

4.3 c. Bulletin board requests must be submitted in writing at least two weeks before airing. Requests must include the name of the contact person and a contact email address or phone number, and should follow a “who, what, where, when, and how” format. Messages will not necessarily appear verbatim.

Any additional supporting material, such as logos or other graphics, should be submitted with the request.

4.3 d. Bulletin board messages will appear for a maximum of 14 days. The same or similar messages may not be repeated within any three (3) month period.

4.3.e. The following types of messages are prohibited:

- Commercial advertising, including promoting the sale of products, services, or businesses.
- Information directly or indirectly promoting lotteries as defined in Section 7.6.213 of the FCC Rules, including games of chance, bingo, raffles, etc.
- Political statements, campaign messages, or calls to action (e.g. “Vote for me”).
- Announcements promoting any religions or form or worship, religious opinion, or religious services.
- Any messages that the City of Avon Lake or ALC-TV management consider inappropriate.

4.4 - Political Programming

4.4 a. In conjunction with its mission, ALC-TV provides a forum for political speech. Community Producers/Sponsors and their guests may discuss issues, candidates, and other political topics provided they abide by all ALC-TV rules and regulations.

4.4b. ALC-TV is not a commercial broadcast station and therefore is not bound by FCC mandated rules for equal airtime. If Community Access Programming submitted to ALC-TV for broadcast is of a political nature, opponents are welcome to submit their own programming and ALC-TV will, to the best of its ability, air programs in similar time slots.

4.4c. ALC-TV is not responsible for contacting any political party, politician, candidate, or levy organization prior to an election.

4.4d. Issues and/or candidates for elected office appearing on the ballot will not be included in ALC-TV programming during the fourteen (14) days before the election, with the exception of official Avon Lake government meetings and regularly scheduled government programming.

4.5 - Government Access Channel

4.5a. Information pertaining to City of Avon Lake government activities, events, issues, legislation, and meetings is aired on the ALC-TV Government Access Channel. Programming aired on the ALC-TV Government Access Channel must originate from a federal, state, county, or local government entity. The primary objectives of this channel are:

- To provide governmental information to the residents of Avon Lake.
- To increase awareness of the activities and deliberations of the legislative and other governmental bodies.
- To increase residents' awareness of government functions.

4.6 - Indemnity

4.6a. Community Producers/Sponsors are fully responsible for the content of their Community Access Programming and shall indemnify, defend, and hold harmless employees, officials, and agents of the City of Avon Lake, ALC-TV, and the CTC from any and all liability, claims and/or costs, or legal fees incurred arising out of any claim or cause incurred as a result of their Community Access Program.

4.6b. Community Producers/Sponsors are not permitted to identify themselves as employees, agents or representatives of the City of Avon Lake, ALC-TV or the CTC.

4.6c. The City of Avon Lake, ALC-TV, and the CTC accept no responsibility for Community Access Programming submitted for broadcast. Community Producers/Sponsors agree to release the employees, officials, agents and

authorized representatives of the City of Avon Lake, ALC-TV, and CTC from any liability in the event any program or media is damaged, lost, or stolen while in ALC-TV custody.

4.7 - Rules of Conduct

4.7 a. Community Producers/Sponsors are responsible for any injuries to themselves and their crew members that occur in ALC-TV studio facilities or as a result of using ALC-TV provided equipment.

4.7 b. Community Producers/Sponsors are directly responsible for the conduct and actions of their guest(s) at all times while utilizing ALC-TV studio facilities.

4.7 c. If a Community Producer/Sponsor, or their guest(s), become verbally or physically abusive, or engage in behavior that is threatening, dangerous, or disruptive to ALC-TV staff or operations, they will be asked to leave the premises and may lose their Community Access Programming privileges indefinitely.

4.8 - Copyright and Ownership

4.8 a. Community Producers/Sponsors maintain ownership of the content they produce.

4.8 b. By submitting Community Access Programming to ALC-TV, the Community Producer/Sponsor authorizes ALC-TV to broadcast their work product.

4.8 c. ALC-TV reserves the right to retain copies of any Community Access Program aired on its access stations. Programs may be re-aired indefinitely, at ALC-TV's sole discretion, unless the Community Producer/Sponsor submits a request in writing to ALC-TV management.

4.8 d. Copies of all Community Access Programming featured on ALC-TV may be purchased, with the funds going solely to ALC-TV.

4.8 e. All copyright laws regarding subject matter, trademarks, logos, and music must be strictly observed. It is the responsibility of the Community Producer/Sponsor to obtain all copyright permissions associated with their Community Access Programming. Any copyright releases obtained by the Community Producer/Sponsor must be provided in writing from the copyright holder and in possession of ALC-TV before the content can be aired. Community Producers/Sponsors assume full responsibility for any disputes arising from unauthorized use of copyrighted materials.

4.8f. All persons in attendance in public venues or at public events, including, but not limited to, government, school, and community meetings or events; City-owned or operated buildings, properties, and outdoor areas, may be recorded and broadcast by ALC-TV, as allowable by law.

4.8g. ALC-TV staff are not qualified nor authorized to advise on the legality of program material. Legal considerations are the sole responsibility of Community Producers/Sponsors.

4.8h. ALC-TV reserves the right to have the City's Law Director review any Community Access Program for compliance with these rules and regulations, and the rules and regulations of the FCC, and federal, state, and local laws.

4.9 - Underwriting

4.9a. Community Producers/Sponsors may seek underwriting funds to help defray production costs. Community Producers/Sponsors must solicit underwriting as individuals and are not permitted to refer to The City of Avon Lake, ALC-TV, or the CTC as partners in any capacity. The City, ALC-TV, and CTC bear no responsibility for securing underwriting for Community Producers/Sponsors and accept no liability for any disputes between Community Producers/Sponsors and their underwriters.

4.9b. Underwriting proposals must be submitted to ALC-TV management in advance of filming. ALC-TV management reserves the right to approve or disapprove of all underwriting proposals at its discretion.

4.9c. Underwriting must be limited to direct costs associated with the production of the Community Access Program.

4.9d. Community Producers/Sponsors must follow the underwriting and sponsorship guidelines outlined in ALC-TV's Underwriting Guidelines form.

4.9e. Underwriter credits may only appear before and after the Community Access Program and must be limited to the underwriter/sponsor's name, address, phone number, email and website address.

4.10 - Violations and Appeals

4.10 a. ALC-TV may suspend from playback and/or production any program or material that appears in violation of these rules and regulations. Community Producers/Sponsors will be notified of suspension in writing by ALC-TV management.

4.10 b. Community Producers/Sponsors may appeal suspensions in writing to the City's Law Director. If the suspension is upheld the Community Access Program will be permanently removed from playback. If the suspension is overturned, the Community Access Program will be added back to the schedule at the earliest opportunity.

4.10 c. Violation of these rules and regulations by a Community Producer/Sponsor or any person for which they are responsible, including falsification of any information provided to ALC-TV to determine eligibility, may result in loss of access to ALC-TV facilities and equipment and/or appropriate legal action. Subsequent or repeated violations will result in loss of access indefinitely.

4.10 d. Questions or disputes arising from the application and or interpretation of these rules and regulations should be directed to ALC-TV management. Matters that cannot be resolved by ALC-TV management or involve an appeal of a decision made by ALC-TV management will be referred to the Mayor of the City of Avon Lake and City Law Director.

4.11 - Audiovisual Transfer Services

As a service to Avon Lake residents, ALC-TV digitizes and copies legacy audiovisual formats such as Hi-8mm video, VHS, VHS-C, SVHS, Mini DV, DVD, and CD, and transfers them to DVD or thumb drive. Fees apply. Audiovisual Transfer Services are available during regular ALC-TV hours of operation.

4.11 a. ALC-TV assumes no responsibility for damage and/or loss of audiovisual materials provided for transfer or copying.

4.11 b. ALC-TV reserves the right to decline whether to transfer or copy copyrighted materials, damaged materials, or that contain obscene material, otherwise illegal content, or material that violates these terms of use.