



WELCOME TO HIGH FIVE ACCESS MEDIA!

MEMBER HANDBOOK

High Five Access Media



Welcome!

Our mission is to empower the local community, through media education and technology, to become civically engaged, express ideas, and advocate for causes.

About

High Five Access Media is a nonprofit, noncommercial, grassroots community organization. We achieve our mission by providing the community coverage of Local Government meetings, free access to Media Education, Facilities and Gear, television and internet distribution, low-cost production services, and unique productions. HFAM is available on Comcast Channel 5 in the upper Eagle Valley. But we're more than just a television station. If you cut the cord, subscribe to satellite TV, or live down valley, HFAM programming is simulcast at Live on Five and available anytime, on demand.

How Does Community Access Work?

High Five is primarily funded by franchise fees provided to the towns of Vail and Avon from Comcast. The towns hold franchise agreements with Comcast. These agreements allow the cable operator to distribute their programming on cables buried in public-owned rights of way and make a profit. In return for using these right of ways, Comcast pays the towns a portion of their revenues to the towns, which approve funding for High Five.

Financial support for community access television stations like High Five is shrinking due to a loss in traditional funding from cable subscribers who are "cutting the cord." In addition, the Federal Communications Commission is making rules that diminish community media in favor of benefiting large cable conglomerates.

Because of these challenges, High Five hopes to show its value to the community and garner support and funding

If you like what we're up to, please consider donating to High Five Access Media at highfiveaccessmedia.org/donate.

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What is High Five Access Media?

We are Vail, Avon and Eagle County's nonprofit community access television station.

We believe:

- In putting the power of media in the hands of the community
- In fostering a creative environment through the free exchange of ideas, opinion, passion and viewpoints
- In supporting local nonprofits so they might yield media productions that advocate their cause
- In sparking a passion for media and community engagement among young people
- In empowering citizens to make informed decisions
- In providing quality media production services that promote noncommercial endeavors

History

Public access television sprouted in Vail during the 1970s, when tenacious residents began a quest to push local officials and the cable company to create a channel on cable television for locals to express their ideas, and talk about issues important to the community.

Vail Valley Community Television began cablecasting on Channel 5 in 1983 from a studio in the old Town of Vail public works shop. With a couple 3/4-inch studio cameras, a field camera and some editing equipment, several residents hopped on board the electronic soapbox and public access television was born in Vail. The station offered the first opportunity for average citizens to produce their own television programs, while the cable channel ensured they could effectively communicate with the community.

Our first program was News Vail, an hour-long, weekly show that offered insight into issues affecting the valley. The station provided video training for dozens of local residents, who pitched in to produce the program. Many of these community producers went on to careers in media. In 1985, Vail Valley Community Television was incorporated as a nonprofit organization.

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Over the years, Channel 5 has offered video production workshops, whose participants, along with staff, went on to create several local-centric programs, including Reading of the Vail Daily with Josh Hall, Altitude Sickness, Mountain Valley Magazine and The Community Project. In the 90's Vail Valley Community Television began its coverage of Vail Town Council meetings, an effort that has grown to include the Town of Avon and several other government entities.



Learn about the history of public access television in the United States on [Wikipedia](#).

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USEFUL INFO:

Staff Contacts

Studio Phone - (970) 949-5657

JK Perry (Executive Director) - jk@highfivemedia.org

Arjun Kale (Government Access Coordinator) - arjun@highfivemedia.org

Barry Eckhaus (Education and Access Coordinator) - barry@highfivemedia.org

Directions to Studio

High Five Access Media is located in Avon at the Metcalf Commercial Park, 281 Metcalf Road Unit 203.

From Nottingham Road, turn right (north) onto Metcalf Road. At .3 miles, turn left into the Metcalf Commercial Park, same building as Comcast. Travel down the parking lot and turn right through the breezeway. We're on the left side, two doors down from Walkin 'the Dog.

Parking

There are three parking spots dedicated to High Five Access Media. There are two located directly in front of the studio, and the third is located on the back wall. All three are labeled for unit 203. There is additional parking located along the walls of the breezeway, and a few guest spots in front of the building.

Lab Hours

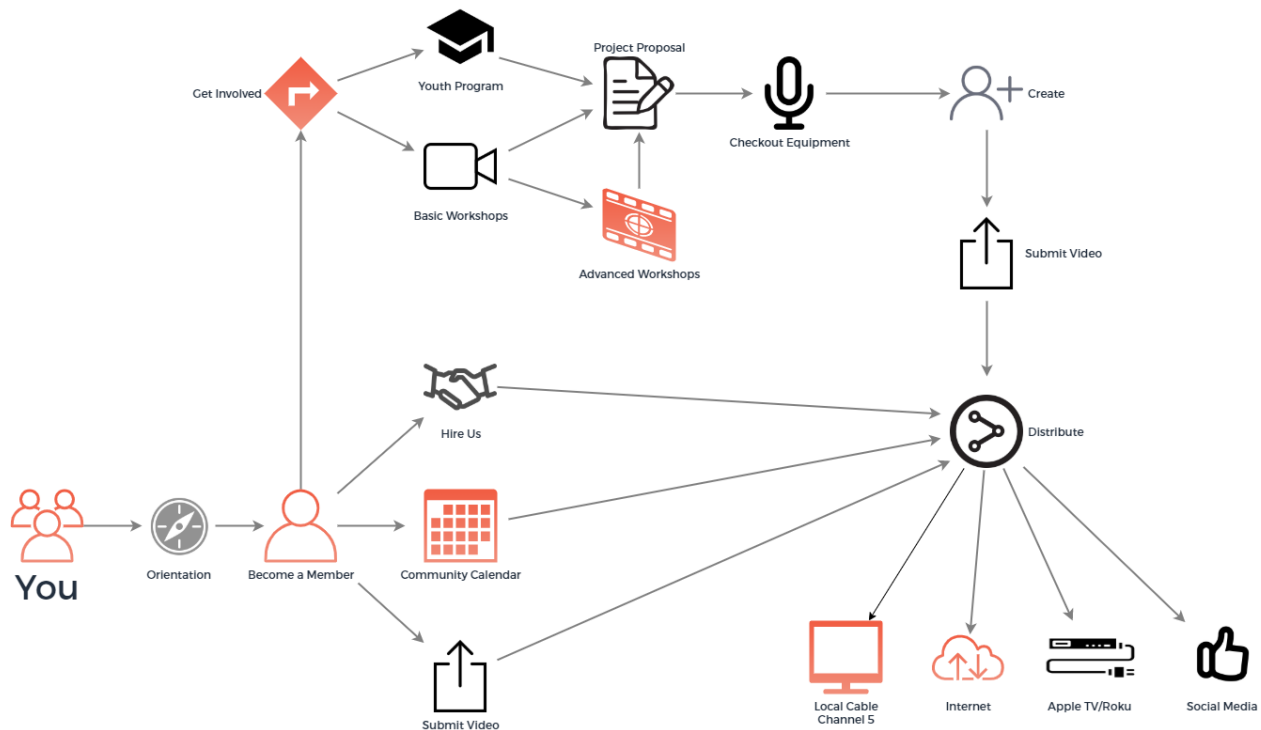
Thursdays from noon to 8 p.m. Other opportunities available by appointment. Please email barry@highfivemedia.org to schedule an appointment. Lab hours are available first come, first serve, for you to come in, discuss project ideas, review equipment, shoot video in the studio or use the editing bays.

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GET INVOLVED



Volunteer

Become a board member and help shape the future of community media here in Vail. Take a free media education workshop. Underwrite programming and show the community your business cares. Support community media with a donation. Become a member and get free access to facilities and gear, submit a video for distribution on cable and the web, plus you can vote for board candidates. Help us shoot music, high school sports, meetings, lectures and teach workshops. You can also join us for educational opportunities throughout the year outside of the workshops. There are also opportunities to help on other community producer productions. For more information, please visit highfivemedia.org/get-involved

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Internships

An internship at HFAM is a rare opportunity for students seeking hands-on media experience in a professional work environment. Stay tuned for Internship opportunities.

Youth Programs

Stay tuned for more information on Youth programs and opportunities. Find out more at highfivemedia.org/media-education

Hire Us

We believe in supporting local nonprofits so they can create media productions that advocate for their cause. High Five Access Media provides quality production services that promote noncommercial endeavors. As a fellow nonprofit, we know resources may be limited. That's why we offer affordable rates to create media that helps your organization grow. If money is an issue, we give you the option to find a sponsor or underwriter to help pay for your production, and give credit where it's due. For more information, contact Executive Director JK Perry at jk@highfivemedia.org.



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GETTING STARTED IN OUR MEDIA CENTER

Orientation

Potential participants must attend an orientation designed to familiarize them with the Community Access Policies and Procedures, HFAM facilities and community access media. Orientations are scheduled at least once a month. Following orientation, residents may become members by completing a [membership form](#) and providing adequate proof of Eagle County residency or employment.

Membership

Membership means benefits. Anyone living or working in Eagle County may become a member, which is free to Vail and Avon residents. Other Eagle County residents annually pay just \$25 for individuals or \$40 for a family of four. Nonprofits may become members for \$50 a year, which is good for up to three people in your organization.

- FREE basic [Media Education](#) workshops
- FREE checkout of [Video Gear and Facilities](#)
- [Submit a Video](#) for distribution on HFAM Channel 5, posting on the HFAM website and more
- Submit a press release about an event or organization to appear on the [Community Calendar](#)
- Get nominated to become a member of our [Board of Directors](#)
- Have a say on critical issues facing HFAM
- Vote for the HFAM Board of Directors

Fill out the membership form at the link above and email to info@highfivemedia.org or mail to the address provided on the form.



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Training and Certification

We understand people want to get started as soon as possible, but HFAM staff must first ensure residents know how to properly handle and operate HFAM equipment. This is done through a certification process. Members may [register for a basic camera or editing workshop](#), which are scheduled monthly on a first-come, first-serve basis.

Members with video experience may choose to test out of the workshops by passing a proficiency exam. If you fail, you must take the certification workshop. No retakes.

Once a member is certified as a community producer, they may check out HFAM equipment and facilities on a first-come, first-serve basis.

Minors between the ages of 14 and 17 may attend all workshops and become certified community producers with permission from a parent or guardian.

In addition to the aforementioned workshops, HFAM may provide preproduction planning, advanced instruction and additional instruction as needed.

Project Proposals

[A project proposal](#) is necessary before you check out equipment and head out to shoot in the field.

Proposals outline the purpose and scope of a project. It proves the viability of a project and will help to increase clarity regarding equipment requirements and offers a project roadmap and a feasible timeline for completion.

Make an appointment with the Education Coordinator or a staff member to review your project proposal. Each member of HFAM has had years of experience and can help you to avoid any pitfalls when it comes to your project. Staff can also offer help, guidance and contacts to help the project move forward.

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EQUIPMENT AND FACILITIES USE

By signing the [Membership Form](#), members agree to abide by the [Community Access Policies and Procedures](#) and assume financial responsibility for the loss, theft or damage of equipment beyond normal wear and tear. A space is provided on the membership form for a credit card number, which will be charged in the event of loss, theft or damage.

Community producers and the parent or guardian of a minor producer shall be responsible for the proper care, use, treatment, protection and prompt return of HFAM equipment and facilities while signed out. Unless otherwise authorized by staff, no one shall disassemble, repair or tamper with any HFAM facilities or equipment.

After a community producer's use of facilities or equipment, that producer shall assure that the facilities and equipment are clean, neat and available for a subsequent producer to use.

Before checking out and upon returning any HFAM equipment, a producer must demonstrate to staff that the equipment is in satisfactory condition. Staff will endeavor to maintain facilities in a ready and functional status and to assist community producers as requested. In general, the equipment falls into several categories and subcategories.

Available Equipment

HFAM maintains and continually updates and upgrades equipment to offer the community state-of-the-art equipment. Different levels of certification may be required for equipment and facility reservation.

Studio and Studio Booth Equipment

- Cameras
- Switcher
- Audio Mixer
- Teleprompter
- Lighting
- Sets
- Associated Gear and Cabling

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Field Equipment

- Cameras
- Tripods
- Microphones
- Lights
- Associated Gear and Cabling

Edit Facilities

- Computer Editing Station(s)
- Editing Software
- External Storage
- Associated Software



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Equipment Reservation and Cancellation Procedures

- Members must be certified as community producers to use equipment within each category, including field, studio and editing.
- Equipment and facilities are available on a first-come, first-serve basis and must be reserved one week in advance of anticipated use.
- Field equipment may be reserved for a period not to exceed 72 hours.
- Studio equipment may be reserved for up to four hours.
- Editing facilities may be reserved for up to eight hours.
- Community producers who arrive more than 15 minutes late for their scheduled reservation risk losing the time slot.
- Reservations must be canceled 24 hours before scheduled time.
- Community producers who are chronically late, return equipment late or fail to cancel may have their privileges suspended.
- Walk-in reservations may be possible, but HFAM cannot guarantee these reservations.
- Facilities and equipment may be reserved by phone, in person or by emailing info@highfivemedia.org. When making a reservation the producer shall provide the project title for which the equipment reservation is being made.
- An [Equipment Checkout Form](#) must be completed by the producer before leaving the access center. Reservation forms for HFAM facilities will be available for public inspection.
- Once reserved, facilities and equipment may not be used or operated by people not certified by HFAM to use the equipment.

Check-in and Check-Out Procedures

Community producers must indicate on the [Equipment Checkout Form](#) the items they intend to check out and the duration they intend to reserve the equipment. By signing the form, community producers attest that the equipment is in working order upon checkout and agree to pay upon return for any loss, theft or damage beyond normal wear and tear with the credit card number provided on the Membership Form. The Equipment Checkout Form must be initialed by HFAM staff at checkout and return.

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Equipment/Facilities Use by Minors

Equipment and facilities may be used by certified Eagle County youth between the ages of 14 and 17 with permission from a parent or guardian, who is ultimately responsible for equipment.

Getting Paid for Your Work

HFAM exists for not-for-profit creation and cablecast and web distribution of noncommercial content. HFAM does not charge for noncommercial equipment rental or channel time. Any community producer found to be charging for production services, equipment or program distribution will be restricted from HFAM equipment, facilities and services.

Commercial Content

HFAM equipment and facilities may not be used for production of commercial content, either in whole or part. Members found to have used equipment or facilities for commercial content will be charged commercial rental fees.



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PROGRAM OWNERSHIP AND DISTRIBUTION

Content Rights and Responsibilities

Programs remain property of the community producer, but HFAM reserves the right to cablecast your program at any time and use portions of your program to promote HFAM. We require a clear credit of at least 15 seconds following your program that reads "Produced through High Five Access Media, Avon, Colorado and year produced" with our logo. Include the word "copyright" followed by your name and the year to clarify ownership. There is a credit "bumper" that has already been created for you to use. Please ask the education coordinator for details.

HFAM strongly encourages community producers to license their works with Creative Commons. Creative Commons "is a nonprofit corporation dedicated to making it easier for people to share and build upon the work of others, consistent with the rules of copyright. We provide free licenses and other legal tools to mark creative work with the freedom the creator wants it to carry, so others can share, remix, use commercially, or any combination thereof." For more information, visit www.creativecommons.org.

How to Submit

High Five Access Media provides the community access to several methods to distribute your video so you can express your ideas, advocate for a cause and become civically engaged. For more information, please visit highfivemedia.org/submit-video.

Whether you're a community producer, a nonprofit with an existing video or you're interested in sponsoring a show, here's how you can submit your video:

1. [Become a Member](#)
2. Format your video to ProRes Quicktime Movie or DVD (these formats are preferred, but we will accept others)
3. Email a downloadable link to info@highfivemedia.org
4. Or, request access to the HFAM Dropbox by emailing info@highfivemedia.org
5. Or, [mail or drop off](#) a DVD, flash drive or hard drive
6. Include a completed [Cable and Web Distribution Consent](#) form

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Distribution Channels

- HFAM Channel 5 on Comcast cable in the upper Eagle Valley
- Simulcast on Live on Five at HighFiveMedia.org
- High Five Access Media app on Apple TV
- Roku on the PEG.TV channel
- YouTube: HFAM
- Vimeo
- Social Media
- DVD

First Presentation Requirement

HFAM facilities may be used only for production of noncommercial projects to be cablecast initially on Channel 5 and distributed on its website.

Subsequent Distribution

Segments or pieces produced through HFAM for promotional purposes may be distributed to other outlets before cablecast as long as proper credit is given to HFAM as outlined in this document. The community producer has the right to use their project for any purpose after it has cablecast on Channel 5 and distributed on its website.

Talent Release Forms

It is the responsibility of the Community Producer to have their talent fill out a [Talent Release Form](#). Release forms are how you get and give permission. They define who has the right to publish their likeness, whether on social media, at a public exhibition, online, in print or on television. These forms give the producer the right to make a recording of the talent, and also gives the producer all intellectual property rights to this recording. The document may address other ways the producer may use the recording in future, and would also include terms relating to copyright. They essentially “cover your butt” in a legal sense. You are encouraged to use them when doing interviews, when you are doing reenactments, or when you use someone’s name.

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MEMBER STANDARDS OF CONDUCT

As a member, you agree to each item on the following list of user responsibilities.

- Take full responsibility for the content of any programming that you distribute on cable channels
- Take full responsibility for your production, including the behavior of your crew and guests
- Comply with the Community Access Policies and Procedures
- Treat equipment and facilities with respect and care, both inside and outside of the facility
- Use equipment and facilities only in support of productions you intend to distribute on High Five channels
- Respect the rights of others to use High Five resources
- Make and cancel reservations in a timely manner
- Treat staff with courtesy
- Maintain up-to-date contact information
- Eating and drinking is permitted in the conference area, but is prohibited in other areas
- Smoking tobacco, marijuana or other substances by any method is not allowed within the access center
- There are three designated (marked unit 203) parking spaces, two directly outside our door, and one against the retaining wall. Additional parking is available in the breezeway and front of the building
- Community producers may not identify themselves as employees of High Five Access Media

Failure to comply with any of the above-identified responsibilities, or any other responsibility identified in these Policies and Procedures may result in sanctions, termination of membership or other actions permitted by law.

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The Rules

We operate resources according to our Community Access Policies and Procedures. You may read the entire document [here](#), or get familiar with the basics below. All members are expected to adhere to the policies and procedures.

- Membership is available to students, residents, employees, nonprofits and government representatives in Eagle County. There is a nominal fee for residents who live outside Vail and Avon, and for all nonprofits
- High Five's media-making equipment may only be used in the production of noncommercial content
- All content created in whole or part using High Five equipment and/or facilities must be intended for, and submitted for playout on local cable Channel 5 and the High Five website and must include a credit that clearly states the production was created using High Five facilities or equipment
- High Five does not censor content submitted for playout on Channel 5. Members bear all responsibility for the content they submit
- Restricted content includes Commercial Content, Solicitation of Funds for Nonprofits (may be approved by High Five Board), Adult Content, Hate Speech, and Illegal Content, all defined in the Community Access Policies and Procedures



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CABLECAST ON ACCESS CHANNEL

Available Channels

Community-produced programs may be cablecast locally on cable Channel 5 and webcast on Live on Five and available on demand at highfivemedia.org.

The Fine Print

All video submissions must adhere to a few guidelines. For a more thorough explanation of these guidelines, check out our [Policies and Procedures](#).

- No commercial content
- No gambling or promotion of gambling
- No copyrighted material you don't have permission to use
- No content that is obscene or indecent as defined by law

Restricted Content

Programs shown on Channel 5 and its website do not necessarily reflect the views of HFAM, the towns of Avon and Vail, Comcast or other organizations affiliated with HFAM.

Video submitted to HFAM may be subject to restrictions. HFAM does not prescreen video. It is the responsibility of the member submitting the content for payout to inform HFAM if the video contains restricted content as defined below.

- **Commercial Content.** Commercial content is not allowed on Channel 5. Programs produced in whole or part using HFAM equipment or facilities may not include commercial content. If you are unsure whether your program contains commercial content, please ask. HFAM defines commercial content as any content, in whole or part, which depicts, demonstrates, or discusses products, services or businesses with the intent or substantial effect of monetarily benefiting an individual, organization, agency or business. A call to action is any audio, text or video that encourages the viewer to take action to purchase a product or service or to visit a specific business. Calls to action are commercial.

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- **Solicitation of Funds.** HFAM does not permit its access channel to be used for the solicitation of funds. However, permission may be granted to certified HFAM users on a case-by-case basis. Any certified HFAM user may submit a request in writing and on company letterhead to the HFAM Board of Directors (c/o HFAM staff), asking for permission to use HFAM channel time for fund-soliciting purposes. Whether to grant such permission rests solely with the discretion of the HFAM Board of Directors. You may use the following language in your request:

Dear High Five Access Media Board of Directors,

(Organization Name) intends to produce a video using High Five Access Media equipment, facilities or services that will contain a fundraising solicitation.

(Description of the video and its community benefit.)

We ask that the High Five Access Media Board of Directors approve this video for showing on local cable television and the internet.

Thank you in advance.

Sincerely,
(Name and Title)

- **Adult Content.** Adult content is defined as any legal content of a sexually explicit or graphically violent nature. Programming that contains adult content will be scheduled for playout between midnight and 4 a.m. during “Safe Harbor” hours and must include a disclaimer that clearly states: “The following program contains material that some viewers may find objectionable or inappropriate for viewing, particularly by children. The community producer/sponsor who submitted this program for broadcast is solely responsible for its content. The views, opinions and content of this program do not necessarily reflect the views or opinions of HFAM’s staff or board of directors. For more information about this program or HFAM content policies, call 970-949-5657.”

The disclaimer must be read aloud and displayed on screen for a minimum of 20 seconds. Responsibility for including the viewer advisory rests with the program's producer/sponsor.

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“Adult Content” is subject to approval or denial for cablecast by the HFAM Executive Director or Board, based on community standards. The producer is responsible for all content and must mark the Cablecast Request Form in the appropriate area if their program contains Restricted Content.

- **Hate Speech.** Programs that contain hate speech will be scheduled for playout between midnight and 4 a.m. during “Safe Harbor” hours and must include a disclaimer that clearly states:

“The following program contains material that some viewers may find objectionable or inappropriate for viewing, particularly by children. The community producer/sponsor who submitted this program for broadcast is solely responsible for its content. The views, opinions and content of this program do not necessarily reflect the views or opinions of HFAM’s staff or board of directors. For more information about this program or HFAM content policies, call 970-949-5657.”

The disclaimer must be read aloud and displayed on screen for a minimum of 20 seconds. Responsibility for including the viewer advisory rests with the program's producer/sponsor.

HFAM defines hate speech as content that encourages hatred and violence against a particular class of people because of their race, color, religion, national origin, sex, ancestry, citizenship, age, service in the armed forces, physical or mental disability, sexual orientation, marital status, gender identity or status with regard to receipt of public assistance. If there is a question about whether a program includes hate speech, a determination will be made by HFAM.

“Hate Speech” is subject to approval or denial for cablecast by the HFAM Executive Director or Board, based on community standards. The producer is responsible for all content and must mark the Cablecast Request Form in the appropriate area if their program contains Restricted Content.

- **Illegal Content.** HFAM does not knowingly cablecast illegal content. Illegal content is any content that is not protected by the First Amendment of the Constitution of the United States. Unprotected content may include (but may not be limited to) slander, sedition, copyright infringement and obscenity, as defined by applicable laws. HFAM reserves the right to refuse to cablecast any program that it reasonably determines may contain obscene or otherwise unprotected content. HFAM and cable operators (including but not limited to

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Comcast) are prohibited by statute from cablecasting obscene or otherwise unprotected programming. Consequently, HFAM may consult with the cable operators, law enforcement or other entities as needed when there is reason to believe a program may contain obscenity or otherwise unprotected content.

HFAM will not knowingly cablecast “indecent” speech (as defined by the State of Colorado in C.R.S. 18-7-101) unless safe harbor time restrictions, parental advisories, and/or other methods adequate to protect such programming from being viewed by minors are applied.

HFAM expects its users to be aware of applicable laws and also be aware that producers are legally responsible for the content of their own programming. HFAM strongly suggests that producers who think their programming might contain illegal content consult with legal counsel before submitting their programs for payout.



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RULE VIOLATIONS/SANCTIONS/LOSS OF PRIVILEGES

To ensure that HFAM equipment and facilities remain available and in good working order, the following rules have been established. Upon verifying that a rule violation has occurred, a written statement will be issued to the producer describing the rule violation (and subsequent sanctions, if applicable). Infractions are divided into major and minor violations. By far, the most common minor violations involve HFAM users' arriving late for appointments or neglecting to cancel reservations. In general, HFAM users can avoid these minor issues by simply phoning the HFAM studio and speaking to a staff member before the reservation's start time.

Rule Violations: Major Violations

1. Failure to submit a program produced with HFAM equipment and/or facilities for initial cablecast on a HFAM channel
2. Abuse, vandalism or willful neglect of HFAM equipment and/or facilities
3. Return of equipment in damaged or unworkable condition, beyond normal wear and tear
4. Failure to return equipment through intent, negligence, loss or theft
5. Use of equipment and/or facilities for any purpose not related to the production of content intended for HFAM cablecast
6. Removal of equipment from the access center without proper checkout procedures and/or without signing an Equipment Checkout Form
7. Reserving or checking out equipment or facilities for use by a non-certified producer or a producer on suspension
8. Repeated breach of distribution contract warranties
9. Attempted equipment maintenance or disassembly
10. Changes to cabling of the studio or editing stations without advanced authorization from HFAM staff
11. Rude, abusive or discourteous treatment of HFAM staff, volunteers and other producers
12. Production of or attempted production of illegal content or commercial content
13. Submitting a program with "adult content" or "hate speech" without a viewer advisory
14. Committing two (2) or more minor violations

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Rule Violations: Minor Violations

1. Failure to cancel equipment or facilities prior to the reservation time
2. Late return of equipment without an extension authorized by a staff member
3. Failure to vacate studio or editing facilities when the next scheduled producer has arrived
4. Return of dirty equipment
5. Leaving trash or debris in studio or editing facilities
6. Operation of equipment or use of facilities in an incorrect, unsafe or inappropriate manner that might result in damage
7. Improper packaging of equipment for transport
8. Tardiness in excess of 15 minutes in claiming reserved equipment or facilities without an extension authorized by a staff
9. Reserving, checking out or returning equipment for another producer, unless specified and approved in advance
10. Canceling equipment or facilities reservations three or more times within a 30-day period
11. Submitting a program without HFAM's required credit
12. Identifying oneself as an employee of HFAM
13. Failure to properly and accurately complete any form or paperwork required by HFAM
14. Any other infraction of these Policies and Procedures

Sanctions

1. HFAM user sanctions typically involve a suspension of HFAM privileges for a period of time, the length of which will depend on the nature of the violation. While a HFAM user is suspended from equipment/facility use, that user may continue to distribute legal, non-commercial content on HFAM channels.

Major Violations. A "major" violation of HFAM policy results in an immediate suspension of use of HFAM equipment and facilities for a period of one year. If damage to or loss of equipment and/or facilities has occurred, suspension may remain in effect until a full compensation is made for the lost resources or until an installment payment contract or other arrangement is signed with HFAM. There are no written warnings prior to suspension in the case of a major violation.

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Notwithstanding the immediately preceding paragraph, the HFAM Board of Directors reserves the right to evaluate each major violation and determine

whether a more severe sanction is reasonably required. Said additional sanctions are at the discretion of the HFAM Board of Directors and may include suspension from using HFAM equipment or facilities for an indefinite term, repayment for any damage to equipment or facilities, and/or the implementation of legal action against the user.

2. **Minor Violations.** A Minor Violation will result in a written warning for the first minor violation and suspension from equipment and facilities for the second minor violation that occurs within a 90-day period of the first minor violation.

An initial suspension from equipment and facilities (resulting from two minor violations within a 90-day period) will be for 90 days. Any subsequent suspensions will be for a period of one year each. Recertification (including HFAM orientation) is required following any suspension of a year or more. Staff will file a written report on any suspension.

Equipment Damage and Loss

If equipment is damaged or lost while under contract to a HFAM user, the user will have equipment privileges suspended until full compensation is made or until an installment payment contract or other arrangement is signed with HFAM. In the event that a producer fails to meet the terms of repayment (or mutually agreed upon arrangement), the producer shall be suspended from all equipment and facilities privileges and the case will be submitted to the Board of Directors for resolution.

Appeal of Sanctions

A HFAM user may appeal any sanctions by submitting a written statement to the HFAM Executive Director. If suspension from equipment and facilities is imposed, the suspension will remain in effect throughout the appeal process. The Executive Director will investigate the circumstances surrounding the sanction and will return a written report to the HFAM user within two weeks of receiving the appeal. The HFAM user may then continue the appeal process by submitting a written statement to the HFAM Board of Directors within 30 days of the issuance of the Executive Director's report. The Board of Directors will then consider the appeal at its next regularly scheduled meeting.

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Indemnification

Notwithstanding any prior statement in these HFAM Policies and Procedures, each user agrees to indemnify and hold HFAM harmless from any and all content produced by the user.



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OTHER QUESTIONS

Compliments and Complaints

We welcome your compliments, complaints, and suggestions. Members who have had a particularly positive or negative experience with HFAM are encouraged to email the Executive Director. Input from users helps HFAM to maintain an environment that is pleasant and fair to everyone.

Program Underwriting

A HFAM community producer may give on-screen credit to an individual or organization that underwrites any of the production costs and/or materials associated with the content's creation as long as said individual or organization consents in writing, a copy of which is provided to HFAM in advance of the cablecast. Credit may be given through the use of a title at the beginning and/or end of the program that identifies the contributor and includes the language:

"This program is underwritten in part by ..."

Each display shall be no longer than 15 seconds, and may include the contributor's name, address, telephone number and website address (url). A corporate logo or photo/video of a business may be used as well.

Political Policy

High Five Access Media does not differentiate between political speech and other forms of speech protected under the First Amendment. All Eagle County residents may become members of High Five Access Media, attend workshops to become certified community producers, and then create media to be shown on Channel 5 and its website, according to its [Community Access Policies and Procedures](#).