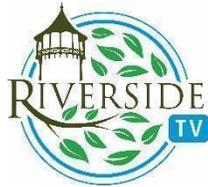


MEETING AND PUBLIC COMMENT PROCEDURES: The Riverside TV Commission will meet in person and physical spacing will be observed. Any individual with a disability requiring a reasonable accommodation in order to participate in the meeting should contact Village Manager Jessica Frances at least 48 hours in advance of the meeting at (708) 447-2700 ext. 254. Public comments are welcome on any topic related to the business of the Commission at Regular and Special Meetings during the portion of the meeting devoted to a particular agenda item, or during the period designated for public comment for non-agenda items. Individuals who wish to comment must be recognized by the Commission Chairperson and then speak at the podium, beginning by identifying themselves.



**REGULAR MEETING
RIVERSIDE TV COMMISSION
Room 4, Riverside Township Hall, 27 Riverside Road, Riverside, IL 60546
Monday, April 11, 2022
7:00 p.m.**

Agenda

1. Call to Order
2. Roll Call
Chairperson: Colin Hughes
Commissioners: Karina Koncius, Tom Orgler, Eric Sundstrom, Mark Yurkiw
3. Approval of the following Minutes:
 - A. February 14, 2021 Regular Meeting
4. Old Business
 - Technical Director Report
 - Production Supervisor Update
 - Assistant Village Manager Update
 - RTV Billing Structure — Draft Update
 - Hauser Jr. High Communications Project Update
5. New Business
 - Memories of Riverside Season 2 Subject Discussion

- Programming
 - Saturday Morning Programming — Update
 - RTV Weekend Movies

Riverside TV Commission 2022 Meeting Dates

(7:00 p.m., 2nd Monday, Township Hall Room 4 or Zoom)

January 10	April 9	July 8	October 10
February 14	May 13	August 9	November 14
March 14	June 11	September 12	December 12

6. Next Meeting: Monday, May 13, 2022 at 7:00 p.m. – Township Hall Room 4

7. Adjournment

CH/ch

cc: Commissioners
Assistant Village Manager Ashley Monroe, Production Supervisor Joe Doria, Technical Director Lorenzo Cordova

**Riverside TV Commission
Regular Meeting**

March 14, 2022

7:00 PM

**Room 4, Riverside Township Hall and via Zoom
27 Riverside Road, Riverside, IL 60546**

Call to Order:

Meeting called to order at 7:06 PM

Present: Chair Colin Hughes; Commissioners Karina Turner Koncius, Thomas Orgler, Eric Sundstrom, and Mark Yurkiw

Absent: None

Also present: Village President Joseph Ballerine; Village Trustee Liaison Cristin Evans; Assistant Village Manager Ashley Monroe; Production Supervisor Joe Doria; Technical Director Lorenzo P Cordova; and L.J. Hauser Jr. High School students Akemi Delemos, Eden Kohnke, Valeria Martinez, Soleil Kaciuba, Mason Myslinski, and Claire Shaddock

2022 Meeting Production Schedule

Last amended — 01-25-22

VILLAGE BOARD OF TRUSTEES MEETINGS – 2022

(7:00 PM, 1st and 3rd Thursday, except as noted*)

(Meetings are held in Room 4 at Township Hall or as noted)

Regular Meeting (1st Thursday)	Regular Meeting (3rd Thursday)
January 06	January 20 — CANCELLED
February 03	February 17
March 03	March 17
April 07	April 21
May 05	May 19
June 02	June 16
July 07	July 21
August 04	August 18
September 01	September 15
October 06	October 20
November 03	November 17
December 01	December 15

TOWNSHIP OF RIVERSIDE MEETINGS — 2022

(7:00 PM, except as noted; 2nd Wednesday, except as noted*)**

(Meetings are held in Room 4 at Township Hall or as noted)

Regular Meeting (2nd Wednesday)
January 12
February 09
March 09
April 12** & * — Second Tuesday at 6:01 PM
May 11
June 08
July 13
August 10
September 14
October 12
November 09
December 14

DISTRICT 96 BOARD OF EDUCATION MEETINGS – 2022

(7:00 PM, 1st and 3rd Wednesday, except as noted*)**

(Meetings are held in the Ames Elementary School Multi-Purpose Room or as noted)

Committee of the Whole Meeting (1st Wednesday)	Regular Meeting (3rd Wednesday)
January 05 — CANCELLED	January 19
February 02	February 16
March 02	March 16
April 06	April 20
May 04	May 18
June 01	June 15
July 06	July 20
August 03	August 17
September 07	September 21
October 05	October 19
November 02	November 16
December 07	December 21

RIVERSIDE TV COMMISSION MEETINGS – 2022

(7:00 PM, 2nd Monday, except as noted*)

(Note: These meetings are not recorded, but crew is welcome to attend)

(Meetings are held in Room 4 at Township Hall or as noted)

Regular Meeting (2nd Monday)
January 10
February 14
March 14
April 11
May 09
June 13
July 11
August 08
September 12
October 10
November 14
December 12

VILLAGE OF RIVERSIDE PLANNING AND ZONING COMMISSION MEETINGS – 2022

(7:00 PM, 4th Wednesday, except as noted*)

(Meetings are held in Room 4 at Township Hall or as noted)

Regular Meeting (4th Wednesday)
January 05* — First Wednesday/Special Meeting
January 26
February 23
March 23
April 27
May 25
June 22
July 27
August 24
September 28
October 26
November 30* — Fifth Wednesday
December 28

New Business (agenda section taken out of order):

- ***Hauser Jr. High Communications Project Presentation*** — Commissioner Koncius introduced this agenda item, which focused on a project for which her students will produce content that will broadcast on Riverside TV's platforms. She opened the floor for President Ballerine to offer suggestions and direction to the students.

President Ballerine stated that he uses Riverside TV to introduce the Village of Riverside to new residents. As part of a letter he sends to new residents, he sends a link to the Riverside TV YouTube channel so that residents can see what events take place in the village. President Ballerine envisions video segments introducing to village departments, such as the Public Works Department. President Ballerine suggested a video segment showing residents how to safely traverse the roads to get to Riverside Brookfield High School.

Akemi Delemos was the first student to speak. He asked how often new content is accepted.

Supervisor Doria responded that new content can be accepted any time it is submitted.

Eden Kohnke asked for the amount of lead time Riverside TV requires to record an event.

Supervisor Doria responded that he would prefer no less than a two week notice, and he also stated that there is a filming policy to which Riverside TV must adhere. He stated that if a student would like Riverside TV to assist in recording video, he would prefer two weeks' notice and to ensure that there are Riverside TV crew members available to assist.

Valeria Martinez asked what Riverside TV is and how it came about.

Commissioner Yurkiw took the question and gave a brief history of how Riverside TV came into existence. Commissioner Yurkiw stated that in the 1980s, he and his father took classes at the first iteration of a Riverside community cable TV channel, which later ceased operation. Commissioner Yurkiw further elaborated that, during the absence of a Riverside community cable TV channel, Dr. Bob Novak and Mr. Don Farnham attended a Village Board meeting to suggest the establishment of a TV station. This resulted in the establishment of Riverside TV. Commissioner Yurkiw stated that Riverside TV then evolved over time into the professional operation it is today.

Soleil Kaciuba asked what content is most popular and what he thinks residents would like to see.

Chair Hughes took this question, and he stated that people want to see themselves. More specifically, he elaborated, people want to see events that they care about. In Riverside TV's event videos, people see their neighbors and friends gathered. Hughes also spoke about the

project with the Economic Development Commission in which residents submitted content to Riverside TV to be showcased on the channels.

Commissioner Sundstrom stated that, per Village Trustee Alex Gallegos, the Scuff Gross Memorial Riverside Regatta video has many views online. Sundstrom continued by stating that Trustee Gallegos has used the video to promote the event and grow its attendance and participation.

Commissioner Orgler stated that people are proud of their town and would also like to see landmarks, homes, and parks. He suggested that students look to their churches, local organizations, or the Parks & Recreation Department to see what events can be video recorded in the spring. He opined that Riverside has great schools and that people looking to move into town look at the quality of schools. He suggested that students record events at their schools or at the grammar schools.

President Ballerine suggested "Hidden Hauser," a project in which students record interesting landmarks or points of interest at L.J. Hauser Jr. High School. Ballerine further stated that he recently learned that Rouser the Bulldog is the name of the mascot of RB and that this is the kind of fact this project could illuminate.

Mason Myslinski asked what the difference between Riverside Township and the Village of Riverside is.

President Ballerine answered this question. He stated that the boundaries of the Township are different from those of the village. He further stated that they are two different taxing bodies. Ballerine explained that the Township offers mental health and senior citizen assistance services. The Village of Riverside offers services such as public safety. Ballerine further explained that the Township also has the assessor's office.

Commissioner Sundstrom stated that the Township also has a food pantry.

Claire Shadduck asked how many people it takes for Riverside TV to cover an event.

Director Cordova responded that the number of crew members needed depends on the type of production.

Soleil Kaciuba asked what Riverside TV covers in its programming.

Supervisor Doria responded that Riverside TV covers meetings of the Village Board, the District 96 Board of Education, the Township Board, and the Planning and Zoning Commission while also covering events such as the Riverside Memorial Day Program, the 9/11 Memorial Program, Riverside Arts Weekend, Riverside Concert in the Park, the Independence Day Parade, and the Chamber of Commerce's Holiday Stroll. He stated that any community events of interest that come up throughout the year may also be covered.

Commissioner Koncius asked if there were further questions.

Chair Hughes asked if Commissioner Koncius received the suggestions for this program from Village Manager Jessica Frances. Commissioner Koncius stated that she was in receipt of the suggestions and would discuss them with her class.

Eden Kohnke thanked the Commission for their time.

With that last comment, Commissioner Koncius dismissed her students.

Chair Hughes opined that that was the best public comment the TV Commission had ever received.

Commissioner Koncius thanked the Commission for their time and for listening to her student's suggestions. She stated that they will now move on to their brainstorming phase.

Commissioner Orgler stated that the idea for this program aligns with the direction from the Village Board to involve the community in Riverside TV content.

Commissioner Koncius stated that when she was a seventh grade student at Hauser, she wrote an article about the school's swimming pool. While writing the article, she stated, she was allowed to access the then-closed pool. She concluded by stating that she believes Hauser has more hidden items of interest.

Approval of the following minutes:

February 14, 2022 Regular Meeting

Motion: Orgler

Second: Sundstrom

Ayes: Koncius, Orgler, Sundstrom, Yurkiw

Nays: None

Motion carried.

Old Business:

- **Technical Director Report** — Director Cordova issued a detailed report to the commission of productions completed since the January 10 TV Commission meeting.

Commissioner Orgler asked about the progress of the edit of the Farmers' Market video.

Supervisor Doria replied that the video is in the editing stage with Jason Valley and that more verbiage is being added to the video at the request of Manager Frances.

- **Production Supervisor Update** — Supervisor Doria stated that there are two video excerpts from Design for the Ages — also known as “the Landscape Advisory Commission video” — which will be published to Riverside TV’s platforms.

Supervisor Doria updated the Commission about Riverside TV’s staffing situation, and he informed the Commission that he is asking for commitment from the crew.

He stated that he knows Production Assistant Zach Cameron plans to return for the summer months. He further informed the Commission that, going forward, Creative Director Jason Valley will be unavailable for editing and for meetings. Supervisor Doria concluded by informing the Commission that the crew members have commitments outside of Riverside TV, such as other jobs, which sometimes prevent them from working on productions.

Supervisor Doria informed the Commission that he is exploring the possibility of using contract editors for future projects, and he stated that, while some crew members may be capable of editing, their work may not be as high caliber as Director Valley’s.

Supervisor Doria stated that staffing for meetings is currently okay while staffing for creative projects will need to be evaluated.

Supervisor Doria stated that he received an application from an Oak Park and River Forest High School student. However, he stated, the processing time for a new applicant can sometimes take up to two months.

Supervisor Doria concluded by stating that he will look at recruiting new crew members.

- **Assistant Village Manager Update** — Assistant Village Manager (AVM) Monroe informed the Commission that she had an update from the Economic Development Commission (EDC). Per AVM Monroe, the EDC decided that they do not believe that they want to repeat the request for the community to submit content to be edited into a highlight reel as they did in late 2021.

AVM Monroe complimented the editing done by Riverside TV.

AVM Monroe stated that the EDC is asking that an inventory of Riverside TV’s content be available to them.

Supervisor Doria stated that an inventory list could be created but that all content is available on Riverside TV’s website.

Chair Hughes interpreted the request from the EDC as a request to be able to view raw footage recorded by Riverside TV.

Supervisor Doria responded by stating that the best content is included in the broadcast versions of Riverside TV’s videos.

AVM Monroe elaborated that EDC asked for the inventory of content to be made available in an Excel spreadsheet document.

Supervisor Doria volunteered to create a spreadsheet of content to be organized by category, and he stated that the EDC should not be given access to Riverside TV's computers to view unedited videos.

Director Cordova informed the Commission that the Riverside TV website, which was created and initially established by former TV Commission Chair Greg Gorski, features all of Riverside TV's content and that the content is organized by category.

Chair Hughes stated that, given former Chair Gorski's retirement, a discussion needs to be had regarding the current Riverside TV website and its future.

AVM Monroe informed the Commission that Communications, Marketing, and Events Specialist Amy Downing has begun her tenure with the village. She further stated that the plan is for Specialist Downing to join the TV Commission at their meeting in April. AVM Monroe concluded by stating that Specialist Downing is interested in working with Riverside TV and that Specialist Downing has podcast experience which may be helpful to Riverside TV.

Supervisor Doria asked AVM Monroe for the name of the Amita Health representative for mental health services assigned to the village. AVM Monroe replied by informing Supervisor Doria that the Amita representative only began her work with the village earlier that day.

- ***RTV Billing Structure — Draft Update*** — AVM Monroe stated that the next step on this item is to redline the existing policy. She informed the Commission that an update will be ready in April.

New Business:

- ***Hauser Jr. High Communications Project Presentation*** — This item was taken out of order and handled earlier in the meeting.
- ***WCCA Roku App*** — Chair Hughes stated that he has attended several West Central Cable Agency (WCCA) meetings at which discussions regarding the creation of a Roku app took place. The proposed app would be shared amongst the five member entities of the WCCA.

Chair Hughes informed the Commission that he reached out to several companies which create and design apps for streaming media but he only received a response from one company. Per Hughes, the company that responded quoted him an exorbitant amount of money to create the app.

Chair Hughes informed the Commission that he will instead work to create an app using the Roku Direct Publisher program. Per Chair Hughes, members of Western Springs Internet Technology (IT) Department graciously agreed to volunteer their time on the project.

Chair Hughes further elaborated that Riverside TV will be the “guinea pig” for the proposed Roku app. In addition, he informed the Commission that the WCCA will pay for the equipment necessary for a 24-hour live stream, which will be hosted on a cloud platform for Riverside residents to view. According to Chair Hughes, the Roku app will allow those who do not subscribe to Xfinity and U-Verse to view Riverside TV.

Chair Hughes explained that this is the first time the WCCA has collaborated to such an extent with one of its community TV stations. He explained that the WCCA-member high schools are the agency’s largest producers of content and that the level of coverage of government meetings by the community TV stations vary from station to station.

Lastly, Chair Hughes stated that Riverside TV is the only station in the WCCA with a cable TV commission behind it.

Director Cordova suggested the possibility of including Production Assistant (PA) Zach Cameron in future meetings with the WCCA as PA Cameron serves as Riverside TV’s de facto broadcast engineer-in-charge.

- ***New Programming (item taken out of order)*** — Commissioner Sundstrom mentioned an event dubbed “Riverside Rocks,” which is slated to take place in April. He stated that, as part of the event, residents will be playing music on their front porches to raise money for St. Jude’s Children’s Hospital. President Ballerine stated that Riverside residents Amy and Matt Benson are running this event and that it is not a village-sponsored event but rather a private event.
- ***Memories of Riverside Season 2 Subject Discussion*** — Chair Hughes mentioned this as part of the Commission’s 2022 work plan and re-introduced the project to the Commission.

Commissioner Koncius suggested former President Jack Wiaduck as an interview subject.

President Ballerine mentioned former Village Attorney Dave Newman as a potential interview subject.

Commissioner Orgler mentioned Riverside resident Judy Jisa as a possible interview subject. President Ballerine stated that Jisa’s grandfather donated the money necessary to place a clock on top of the Township Hall.

Trustee Evans suggested Bridget Doherty, whose great-grandfather signed the village charter, as a possible interview subject.

Commissioner Orgler mentioned Riverside resident Joan Wert as another possible interview subject.

Commissioner Sundstrom suggested Riverside resident John Damore as an interview subject.

Commissioner Koncius mentioned the family which owned the former Henninger's Drug Store as possible subjects for an interview.

Chair Hughes reminded the Commission that their 2022 work plan has three episodes slated for recording within the year. He explained that the editing of the episodes will also be done within the year if there is money available in Riverside TV's budget to do so.

Chair Hughes asked all meeting participants with personal connections to the individuals suggested as possible interview subjects to reach out to those individuals to determine their willingness to be interviewed. He reminded everyone that the time commitment for an interview is two hours.

Supervisor Doria stated that he planned to reach out to the individuals mentioned as possible interview subjects, and he asked the Commission for a strong set of questions for the interviews.

Chair Hughes suggested a more targeted approach for the formulation of questions, and he asked for more research to be done when formulating the questions.

Director Cordova offered some background information as to the recording of the first season of Memories of Riverside.

Commissioner Orgler suggested reaching out to the interview subjects' family members to get a sense of what questions to ask to elicit the best stories.

Commissioner Yurkiw stated he knew John Damore's daughter, Allison.

Chair Hughes asked all meeting participants to reach out to Supervisor Doria, Director Cordova, and himself with contact information for the potential interview subjects.

- **Programming**
 - *Saturday Morning Programming — Update* — Commissioner Yurkiw stated he will have more content for this programming block shortly.
 - *RTV Weekend Movies* — Commissioner Yurkiw's response above also applies to this item.
- **New Programming**
 - This item was taken out of order and handled earlier in the meeting.

Next Meeting: Monday, April 11, 2022 at 7:00 PM — Township Hall Room 4

Adjournment

Motion: Sundstrom

Second: Koncius

Ayes: Koncius, Orgler, Sundstrom, Yurkiw

Nays: None

Motion carried.

The meeting adjourned at 8:23 PM.

Minutes recorded and respectfully submitted by:

Lorenzo P Cordova

Riverside TV Filming Policy Guidelines

Revised DRAFT April 2022

The Village of Riverside is a member of the West Central Cable Agency (WCCA), an intergovernmental body comprised of the communities of Indian Head Park, LaGrange, LaGrange Park, Riverside, and Western Springs. The WCCA administers the cable television franchise(s) in these communities.

The primary role and responsibility of Riverside TV (RTV) is to broadcast Village Board Meetings, Commission Meetings (as required by the Village Board or Village Manager), Riverside School District 96 and Riverside Township meetings.

RTV may also, in the sole discretion of the Village, film and broadcast community programming which promotes the community and/or community events or which is of interest to and pertains to issues affecting the Village of Riverside. Eligible community organizations may apply for filming of such programming. The purpose of filming ~~for on behalf of~~ community organizations is to assist ~~these organizations~~ ~~them with~~ ~~in~~ the creation and production of high-quality ~~shows~~ programming consistent with this Policy. Services may be limited based upon the capacity and resources available for the project requested.

The guidelines below govern the usage of community programming resources:

ELIGIBILITY

- Community programming resources may, in the sole discretion of the Village, be made available to recognized local 501(c)(3) not-for-profit organizations that serve the Village of Riverside.
 - Programming resources, in the sole discretion of the Village, may also be made available to other organizations, to be reimbursed according to this Policy.

APPLICATIONS

- Any party interested in applying for community programming *must* provide a completed application (attached), along with an outline of the program to be produced and proof of non-profit status; if applicable, ~~and submit documentation to the Village of Riverside.~~
- Applications are available from the Village Clerk and on the Village of Riverside website.
 - Required approvals for RTV filming may take longer than 30 days, therefore it is strongly recommended to submit ~~C~~ completed applications up to six months prior to the proposed production date. Applications shall be submitted a minimum of at least thirty (30) days prior to the proposed production date. Applications will be accepted up to six (6) months in advance of the proposed production date.
- Community programming must be of a non-profit, non-commercial nature.
- Programs must not contain:
 - * any solicitation of funds;
 - * any advertising or promotion of a commercial nature;
 - * cursing or language deemed inappropriate by the Village Board;
 - * any material that is considered illegal under federal, state, or local law, including, but not limited to, obscenity, libel, and slander;
 - * any material that is copyright protected or subject to ownership of royal rights;
 - * any advocating for a political position, matter or issue;
 - * an affiliation with any political party or candidate.

• The Village reserves the right to film community events and to prioritize filming of events based on the availability of resources.

• Applications, which conform to program guidelines and are considered for approval, are done so on a first-come, first-serve basis.

• The Village Manager or their designee shall have sole authority to review applications for consistency with the requirements or purposes of this Policy, and to approve or deny applications. Applications that do not comply with the requirements or purposes set forth in this Policy shall not be approved.

• Upon approval of a submitted application, the Village will notify RTV of the approved application. RTV will contact approved applicants to arrange a mutually agreeable time for production/taping of the show.

- Accepted applicants will be charged for filming and production of the program. Filming Fees are as follows:

The Village requires a - A deposit of \$200.00 is required at the time of the request. This deposit contributes to administrative scheduling and staff management costs, initial staff and production for the film event, and any post-production costs.

The applicant will be billed \$75.00 RTV will issue a per hour, flat-rate estimate for RTV staff time. This fee and will provide reimbursement - reimburses the village for actual costs of setup, filming, and post-production staffing and any other expenses incurred, including but not limited to travel costs. -or

Some projects require rental of additional equipment. A rental fee will be applied as necessary, in order to cover commensurate expenses to RTV for rental of such additional equipment.

- These costs will be deducted from the deposit and remaining funds will be refunded to applicant at the conclusion of editing.

~~• The Village Manager or his or her designee shall have sole authority to review applications for consistency with the requirements or purposes of this Policy, and to approve or deny applications. Applications that do not comply with the requirements or purposes set forth in this Policy shall not be approved.~~

• All applicants will be notified within fourteen (14) days as soon as is feasible, as to the status of a submitted application.

~~• Upon approval of a submitted application, the Village will notify RTV of the approved application. RTV will contact approved applicants to arrange a mutually agreeable time for production/taping of the show.~~

• The Village reserves the right to refuse or withdraw approval of an application at any time.

• The Village, by creating this Policy, and allowing the production of community programming, is not creating a public forum for public discourse or free expression, but is instead creating a limited public forum for the sole purpose of promoting the community and/or community events or the creation of programming in conformance with this Policy which is of interest to and pertains to issues affecting the Village of Riverside.

PRODUCTION/BROADCAST

• If an applicant and/or members of the applicant's party are more than fifteen (15) minutes late for the scheduled appointment, the production time may be forfeited and the applicant will be ~~forbidden-unable~~ to re-apply for a period of thirty (30) days. Upon resubmission of the application, the party will be placed on a list of applications received after the forfeiture of the time slot, if such a list exists.

• At the scheduled time, the applicant and members of the applicant's party should be prepared for a final taping. Rehearsals and run-throughs should occur prior to the scheduled production time. All production appointments shall not exceed one hundred twenty (120) minutes in duration, unless otherwise noted and agreed upon by RTV.

- A production appointment may be canceled and rescheduled if notification is given at least seventy two (72) hours in advance of the scheduled production time. The applicant **must** contact RTV to reschedule. In the event that a production appointment is canceled with less than forty eight (48) hours' notice, the applicant(s) shall be responsible for ~~a \$75.00 staffing~~ the deposit fee and any required equipment rental fees. ~~These reimbursements is fee~~ shall be made payable to the Village of Riverside.
- The applicant does retain rights for the content of their production but relinquishes all editing rights to ~~his/her~~ their program and understands that RTV will perform final editing in order to assure that the finished product looks professional and conforms to Village standards and the appropriate time constraints, as provided for in the submitted application. Should additional edits be desired beyond the scope of the original approved application, additional permissions or fees may be required.
- The Village reserves all rights in regard to the number of times and the time of day which the program is aired.
- At the completion of the production project, copies of the finished product will be made available to any person or group for the cost of \$15.00 each. Any material contained on the production project will remain the property of the Village and shall be protected by any and all federal, state, and local laws protecting video productions.

DRAFT

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Revised DRAFT April 2022

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- Applications are available from the Village Clerk and on the Village of Riverside website.

Required approvals for RTV filming may take longer than 30 days, therefore it is strongly recommended to submit completed applications up to six months prior to the proposed production date. Applications shall be submitted a minimum of at least thirty (30) days prior to the proposed production date.

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- Programs must not contain:
 - * any solicitation of funds;
 - * any advertising or promotion of a commercial nature;
 - * cursing or language deemed inappropriate by the Village Board;
 - * any material that is considered illegal under federal, state, or local law, including, but not limited to, obscenity, libel, and slander;
 - * any material that is copyright protected or subject to ownership of royal rights;
 - * any advocating for a political position, matter or issue;
 - * an affiliation with any political party or candidate.
- The Village reserves the right to film community events and to prioritize filming of events based on the availability of resources.
- Applications, which conform to program guidelines and are considered for approval, are done so on a first-come, first-serve basis.

- The Village Manager or their designee shall have sole authority to review applications for consistency with the requirements or purposes of this Policy, and to approve or deny applications. Applications that do not comply with the requirements or purposes set forth in this Policy shall not be approved.
- Upon approval of a submitted application, the Village will notify RTV of the approved application. RTV will contact approved applicants to arrange a mutually agreeable time for production/taping of the show.
- Accepted applicants will be charged for filming and production of the program. Filming Fees are as follows:
 - A deposit of \$200.00 is required at the time of the request. This deposit contributes to administrative scheduling and staff management costs, initial staff and production for the film event, and any post-production costs. RTV will issue a per hour, flat-rate estimate for RTV staff time. This fee reimburses the village for actual costs of setup, filming, and post-production staffing and any other expenses incurred, including but not limited to travel costs. Some projects require rental of additional equipment. A rental fee will be applied as necessary, in order to cover commensurate expenses to RTV for rental of such additional equipment.
- All applicants will be notified as soon as is feasible, as to the status of a submitted application.
- The Village reserves the right to refuse or withdraw approval of an application at any time.
- The Village, by creating this Policy, and allowing the production of community programming, is not creating a public forum for public discourse or free expression, but is instead creating a limited public forum for the sole purpose of promoting the community and/or community events or the creation of programming in conformance with this Policy which is of interest to and pertains to issues affecting the Village of Riverside.

PRODUCTION/BROADCAST

- If an applicant and/or members of the applicant's party are more than fifteen (15) minutes late for the scheduled appointment, the production time may be forfeited and the applicant will be unable to re-apply for a period of thirty (30) days. Upon resubmission of the application, the party will be placed on a list of applications received after the forfeiture of the time slot, if such a list exists.
- At the scheduled time, the applicant and members of the applicant's party should be prepared for a final taping. Rehearsals and run-throughs should occur prior to the scheduled production time. All production appointments shall not exceed one hundred twenty (120) minutes in duration, unless otherwise noted and agreed upon by RTV.
- A production appointment may be canceled and rescheduled if notification is given at least seventy two (72) hours in advance of the scheduled production time. The applicant *must* contact RTV to reschedule. In the event that a production appointment is canceled with less than forty eight (48) hours' notice, the applicant(s) shall be responsible for the deposit fee and any required equipment rental fees. These reimbursements shall be made payable to the Village of Riverside.
- The applicant does retain rights for the content of their production but relinquishes all editing rights to their program and understands that RTV will perform final editing in order to assure that the finished product looks professional and conforms to Village standards and the appropriate time constraints, as provided for in the submitted application. Should additional edits be desired beyond the scope of the original approved application, additional permissions or fees may be required.
- The Village reserves all rights in regard to the number of times and the time of day which the program is aired.
- At the completion of the production project, copies of the finished product will be made available to any person or group for the cost of \$15.00 each. Any material contained on the production project will remain the property of the Village and shall be protected by any and all federal, state, and local laws protecting video productions.