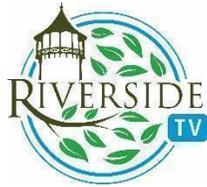


MEETING AND PUBLIC COMMENT PROCEDURES: The Riverside TV Commission will meet in person and physical spacing will be observed. Any individual with a disability requiring a reasonable accommodation in order to participate in the meeting should contact Village Manager Jessica Frances at least 48 hours in 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, May 9, 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. April 11, 2022 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, June 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**

April 11, 2022

7:00 PM

**Room 4, Riverside Township Hall
27 Riverside Road, Riverside, IL 60546**

1. Call to Order

Commissioner Koncius called the meeting to order at 7:01 PM

2. Roll Call

Commissioners Present: Commissioner/Acting Chair Karina Turner Koncius; Commissioners Thomas Orgler, and Mark Yurkiw

Commissioners Absent: Chair Colin Hughes and Commissioner Eric Sundstrom

Also Present: Assistant Village Manager Ashley Monroe; Communications, Marketing, and Events Specialist Amy Downing; Production Supervisor Joe Doria; and Technical Director Lorenzo P Cordova

A. Motion to Appoint an Acting Chair:

Commissioner Koncius explained that Chair Hughes was still overseas and that he asked her to step in as acting chairperson.

Motion: Yurkiw

Second: Orgler

All were in favor.

The motion carried.

3. Approval of the following Minutes:

A. March 14, 2022 Regular Meeting

Motion: Orgler

Second: Yurkiw

All were in favor.

The motion carried.

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)
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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	Regular Meeting
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(1st Wednesday)	(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

4. Old Business

- **Technical Director Report** — Director Cordova issued a detailed report to the Commission of all productions completed since the March 14 TV Commission meeting.
- **Production Supervisor Update** — Supervisor Doria stated that he had an introductory meeting with Communications, Marketing, and Events (CME) Specialist Downing during which he explained Riverside TV's operations and responsibilities.

Supervisor Doria then ceded the floor to CME Specialist Downing so that she could formally introduce herself to the Commission.

CME Specialist Downing stated that she was excited to be there and called the TV station a great asset. She further stated that she would like to work with Riverside TV to develop videos for the village's website and social media platforms. She informed the Commission and staff present that she plans to use Riverside TV's promotional video of the Farmers' Market as part of a campaign to promote the upcoming opening of the market.

CME Specialist Downing also stated that she and other members of the village administration are working on a refresh of the village website. Downing informed the Commission and staff present that she is working with the web development company CivicPlus to rethink certain things on the backend of the village website. Part of this effort, she explained, would include bringing content from Riverside TV under the umbrella of the website.

After CME Specialist Downing finished her introduction, Supervisor Doria continued with his report and informed all those present that he was still working on a spreadsheet containing a detailed listing of all of Riverside TV's content for the Economic Development Commission to use as reference.

Supervisor Doria informed all those present that Jason Valley, Riverside TV's creative lead, was out of town and unavailable for an extended period of time but that he is now back in town and available to work. Doria explained that Valley will be working on several Riverside TV projects for the summer.

Supervisor Doria informed Director Cordova of a request from CME Specialist Downing to access the still images submitted to Riverside TV for the #ThisIsRiverside video project. Cordova responded that he would check to see if the still images were still in Riverside TV's possession, and he further explained that the files for the #ThisIsRiverside project were shared by Economic Development Chair Jennifer Fournier from her personal Google account. Hence, if the files were not in Riverside TV's possession, Cordova explained, perhaps the request for the images could be directed to Chair Fournier.

Supervisor Doria informed all those present that Assistant Village Manager (AVM) Monroe has reviewed the latest draft of the proposed filming policy and that he suggested some revisions to her. Doria stated that the policy is looking good and that he believes it will be ready to enforce soon.

Supervisor informed all that he was now in possession of the contact information for the village's new crisis social worker from Amita Health and that he planned to schedule an on-camera interview with her as soon as possible to inform residents of the services she will be providing.

Commissioner Yurkiw stated that he had heard that Amita Health had been split into two companies with one of them possibly being named Adventist. Director Cordova asked if one of the companies was possibly Presence Behavioral Health, as he believed he heard the name of that company mentioned during a presentation to the Village Board. Yurkiw replied that he was unsure.

Supervisor Doria informed all that the social worker's contact person is Amy Laverty and that her title is Supervisor for Crisis Services.

- ***Assistant Village Manager Update*** — Assistant Village Manager (AVM) Monroe reintroduced CME Downing and mentioned the proposed update to the village website.

AVM Monroe added that part of the website update will move village groups with websites outside the village website into the village website for security purposes.

AVM Monroe also stated that she is working to ensure that Riverside TV is being staffed as quickly as possible, and she asked Supervisor Doria if the latest new hire is ready to work. Doria replied that the new hire is still in the processing stage of the employment process and that he has already interviewed her. Doria further informed all those present that the new hire is a current student at Oak Park and Riverside Forest High School and that he hopes that she will be able to begin work on Thursday, April 21, which is when the next meeting of the Village Board will take place.

AVM Monroe concluded her report by mentioning the upcoming discussion on the filming policy and offered the Commission the option to finalize the policy at the current meeting with the alternate option of finalizing the policy at a future meeting at which Chair Hughes will be present.

Acting Chair Koncius asked AVM Monroe if all content from the existing Riverside TV website will transfer to the village website. CME Downing replied by stating that she will meet with CivicPlus to determine whether everything can be transferred.

Acting Chair Koncius asked if anything might be lost when Riverside TV moves into the village website and away from its existing website. Director Cordova stated that nothing would be lost when moving away from the existing Riverside TV website as no content is actually stored on a server dedicated to that site. Cordova explained that all content on the Riverside TV website originates from YouTube and Facebook. Cordova continued by stating that he hopes all YouTube and Facebook content will easily transfer to the village's website.

Director Cordova gave some history on a previously planned move from the existing Riverside TV website to the village website. He stated that the portion of the village website dedicated to the TV Commission currently has a branch which showcases an old Riverside TV programming guide. Cordova stated that the TV Commission section of the village website was once envisioned to have more branches to showcase all of Riverside TV's content. However, he continued, this did not happen, likely, in his estimation, because the village became busier with more pressing matters.

AVM Monroe stated that there is now the ability to build a new Riverside TV website under the village website with input from the TV Commission and Riverside TV staff.

AVM Monroe asked Cordova if he knew who owned the domain to the current Riverside TV website. Cordova replied by stating that the owner is former TV Commission Chair Greg Gorski.

- **RTV Billing Structure — Draft Update** — Acting Chair Koncius asked all those present if this was something that could be discussed at the current meeting or if it would be best to table discussion until Chair Hughes was present. Supervisor Doria opined that the discussion should be tabled until Hughes's return.

AVM Monroe explained that the most current version of the RTV Billing Structure has redlined portions highlighting changes from a previous billing policy as well as updates, denoted by blue highlighted text, from the latest discussion the TV Commission had on this item. Monroe also noted suggested changes from Supervisor Doria with regard to DVD production and rental fees. Monroe stated that she and Doria will discuss these suggestions in detail and then bring them back to the Commission.

- **Hauser Jr. High Communications Project Update** — Acting Chair Koncius stated that she will have three options for projects that her students can choose to pursue. She stated that her students will have to select two of the three options.
 1. **Riversider You Should Know** — Koncius explained that for this project, students will create a video about a community member going above and beyond to make Riverside a special place with a strong sense of community.
 2. **Riverside Backstory** — Koncius explained that for this project, her students will choose something interesting about Riverside to research. From there, she explained, the students will create a script and produce a video about what they chose to highlight.
 3. **My Riverside** — Koncius explained that for this project, her students will showcase why Riverside is special to them and what makes the village, in their opinion, a wonderful community.

Acting Chair Koncius explained that each project will be a two minute video and that she anticipates close to thirty projects being developed. She stated that her students will produce their video projects in teams of two and that each team will be responsible for producing two projects. For the Riversider You Should Know project, Acting Chair Koncius is putting in place safety parameters because, she explained, her students are still too young to walk up to random strangers.

Acting Chair Koncius concluded by stating that she has a good group of students who are hard workers.

5. New Business:

- **Memories of Riverside Season 2 Subject Discussion** — Acting Chair Koncius asked for an update on this project. Commissioner Orgler stated he did not reach out to anyone since the last meeting, but he pointed out the previously suggested potential interview subjects.

Acting Chair Koncius stated that he was informed by Chair Hughes that Riverside resident Judy Jisa has agreed to participate in an on-camera interview for this series.

Supervisor Doria stated that Village President Joe Ballerine contacted Judy Jisa to ask her to participate. Doria continued by informing all those present that Jisa provided her phone

number and agreed to set aside up to three hours for her Memories of Riverside interview. He concluded by stating that he wanted to ensure Riverside TV creative lead Jason Valley would be available to work on this series before reaching out to Jisa to schedule an interview.

Commissioner Orgler asked if Supervisor Doria had reached out to anybody else who was previously identified by the Commission as a potential interview subject, such as Jack Wiaduck or Bridget Doherty. Doria replied by informing Orgler that he doesn't have contact information for anyone else mentioned. Doria also stated that interviews would likely not happen all at once and that this means that there will be time to schedule other potential interview subjects at a later time.

Acting Chair Koncius asked for the average length of a Memories of Riverside episode. Director Cordova stated that episodes from the first season usually ran between twenty to thirty minutes. Koncius followed up by asking if any b-roll footage was incorporated into the episodes. Cordova responded by offering some background on the first season of the series, enlightening the Commission regarding artifacts previously brought to the interviews by the individuals being interviewed, and by suggesting that visually appealing items or artifacts continue to be incorporated in future interviews. Doria suggested that interview subjects be asked to bring old photographs of themselves or the village along with anything that would bring some color into the video.

Supervisor Doria concluded by stating that once an interview is scheduled, he will schedule a video production crew to record the interview at the resident's home.

- ***Frederick Law Olmsted's 200th Birthday Celebration Recording Request*** — Supervisor Doria informed the Commission that he received a request from Historical Commissioner Constance Guardi to record Frederick Law Olmsted's 200th birthday party at the Riverside Train Station.

Supervisor Doria further informed the TV Commission of highlights of the birthday party which the Historical Commission wanted recorded, such as the presentation of a bench to the Frederick Law Olmsted Society of Riverside and the announcement of the Person of the Year by the Riverside Township Lions Club.

Acting Chair Koncius asked if Supervisor Doria wanted formal approval from the TV Commission to record the event. Supervisor Doria responded affirmatively and further informed the Commission that Village Manager Jessica Frances had given her approval for Riverside TV to record this event.

Motion: Orgler
Second: Yurkiw
All were in favor.
The motion carried.

- **Programming**
 - *Saturday Morning Programming — Update* — Commissioner Yurkiw stated he is working on new material for this programming block but that he did not have anything to submit for the current meeting. Acting Chair Koncius asked Director Cordova if Riverside TV was in need of more cartoons from Commissioner Yurkiw. Cordova stated that Riverside TV currently has twenty-eight cartoon programming blocks in rotation so there is not a pressing need for new cartoons.
 - *RTV Weekend Movies* — Commissioner Yurkiw stated that he is looking at new movies to add to this portion of Riverside TV's programming.

- **WCCA Roku Channel Update** — Supervisor Doria gave the Commission an update on the ongoing West Central Cable Agency (WCCA) Roku channel project.

Supervisor Doria reminded the Commission that Chair Hughes had suggested a streaming service named Castr to upload content to the proposed WCCA Roku channel. He further informed the Commission that Riverside TV now has a Castr account. In addition, Doria stated that the Village of Riverside had paid a \$3,000 fee, which will be billed annually, for this service.

Supervisor Doria also informed the Commission that Director Cordova assisted Chair Hughes by providing him video content to add to the Castr account.

Commissioner Orgler asked CME Downing if she had a background in producing podcasts. Downing replied that she did have such a background. Orgler suggested exploring the idea of creating podcasts to add to the Roku channel once it is created.

6. Next Meeting: Monday, May 09, 2022 at 7:00 PM — Township Hall Room 4

7. Adjournment

Motion: Yurkiw
Second: Orger
All were in favor.
The motion carried.

The meeting adjourned at 7:34 PM.

Minutes recorded and respectfully submitted by:
Lorenzo P Cordova

Riverside TV Filming Policy Guidelines

Revised DRAFT April 2022 / Revised DRAFT May 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 on behalf of community organizations is to assist them with the creation and production of high-quality 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.
- 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.

- 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:
 - 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. A flat \$100 fee for rental/use of RTV equipment will be applied. This rental fee supports replacement and repair costs for RTV equipment. 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 at the hourly rate of the RTV personnel creating the copy/copies. 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.

Riverside TV Filming Policy Guidelines

Revised DRAFT April 2022 / Revised DRAFT May 2022

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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;
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- 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-for actual costs of setup, filming, and post-production staffing and any other expenses incurred, including but not limited to travel costs. A flat \$100 fee for rental/use of RTV equipment will be applied. This rental fee supports replacement and repair costs for RTV equipment. -or Some projects require rental of additional equipment. Additional rental fees 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.

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- 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 at the hourly rate of the RTV personnel creating the copy/copies, 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.