

## **TRAILER ESTATES PARK AND RECREATION DISTRICT COMMUNITY CHANNEL POLICY PP14A**

The Trailer Estates Community Channel is a local government channel, overseen by the Board of Trustees, that is broadcast to TE residents only and is pursuant to an agreement with our cable provider. The District authorizes the Community Channel Manager to include community information on the community channel, but is prohibited from including any information for the purpose of solicitation or commercial uses.

Clubs, groups and organizations may submit items to the District for inclusion in the community channel broadcast provided all the following criteria are met:

1. Membership in the club or organization must be open to all residents within the Park, be not-for-profit in nature and must further the recreational purposes of the District, such as by providing social or recreational activities to the residents.
2. The club, group or organization must be in good standing in the TE office with current bylaws, list of officers, etc. on file. See the Policy and Procedures "Rules for Clubs, Groups and Organizations".
3. The information provided should be positive and non-judgmental. Due to space limitations, the District may edit requests.
4. Item submissions must be made by a named officer or principal of the club, group or organization.
5. Community Channel requests from clubs, groups or organizations shall be limited to a description of upcoming activities or events. They can run for three (3) weeks prior to the event unless more time is needed to sell tickets or secure food.
6. Items which serve a political or commercial purpose shall not be accepted by the District. The District monitors for copyright information or safety violations before the data is approved for broadcasting.

All items are to be submitted to the Trailer Estates office for placement on the community channel by completing a request form. Requests shall be reviewed and approved by the Chairman, or designee, by 10:00 a.m. each Tuesday and provided to the Community Channel Manager for placement on the community channel. If the Chairman, or designee, determines the item does not comply with the above requirements they shall provide a written explanation of the deficiency to the club, group or organization and a description of the means, if any, to bring the request into compliance with this policy. The Chairman shall also provide a timeframe within which to submit an amended request. If amendments are not made by the stated deadline, the item shall not be included on the community channel.

In the event an item is determined by the Chairman not to comply with the above requirements, the Club, group or organization can request, in writing a review by the Media Committee be initiated.

If needed, Trailer Estates shall, within two (2) business days, schedule a meeting of the Media Committee to consider such review. The times and locations of the Committee meetings shall be posted on the District bulletin boards and minutes shall be kept. District Counsel shall be provided copies of all denials and any notices of review hearings related to denials under this policy and procedure.