



Riverside TV Filming Policy Guidelines

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.

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 sixty (60) 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 \$300.00 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. Additional rental fees 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 forty eight (48) 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.
- Any changes to the scheduled appointment that may lead to abnormal work hours (9:00pm to 7:00am) must be approved by the Village Manager or their designee.



**Village of Riverside
Riverside TV
Application for Community Programming**

Please type or print clearly!

CONTACT NAME: _____

ORGANIZATION: _____
(if applicable)

ADDRESS: _____

PHONE: (Day) _____ (Evening) _____

NOT FOR PROFIT STATUS: _____

TYPE OF PRODUCTION REQUESTED: _____

DATE(S) OF TAPING: _____

TIME: _____

☐ Indoor Location Shoot ☐ Outdoor Location Shoot

PLEASE PROVIDE ADDRESS OF TAPING LOCATION

PROVIDE A DETAILED DESCRIPTION OF THE PRODUCTION: _____

NUMBER AND NAMES OF PERSONS ASSOCIATED WITH PRODUCTION TAPING:

THE APPLICANT(S) MUST PROVIDE AN OUTLINE OF THE PROPOSED PRODUCTION. PLEASE PROVIDE A DETAILED DESCRIPTION OF THE PRODUCTION. IF MORE SPACE IS NECESSARY, PLEASE ATTACH ADDITIONAL SHEETS.

PLEASE READ AND SIGN THE FOLLOWING WAIVER:

I have read, understand, and agree to abide by the terms and conditions identified by the Village of Riverside Community Programming Guidelines. I relinquish all rights regarding the editing, broadcast time, and number of broadcasts related to this program. I agree to ensure parental consent for the broadcast of any individual under age 18 who is part of this production. I acknowledge and understand that the Village of Riverside may, at its sole discretion, remove myself and/or members of my party from their facilities if, at any time, our behavior is considered to be dangerous or distracting. I, and all members of my party, agree to indemnify and hold harmless the Village of Riverside from and against any damages, liabilities, and costs of any nature, including attorneys' fees and disbursements, arising out of or resulting from any action or use of equipment of facilities.

Signature: _____

Date: _____

Please submit completed applications to:

**Village of Riverside
27 Riverside Road
Riverside, Illinois 60546
(708) 447-2700 extension 254**