



# **COMMUNITY ACCESS USER'S GUIDE**

## **WELCOME TO KMVT COMMUNITY TELEVISION!**

Congratulations on deciding to get involved with KMVT Community Television, your community public access station!

Community Access television exists to provide members from our community the opportunity to use the public television airwaves. To meet this objective, Comcast makes available to the public a channel specifically for local use, enabling any individual or organization from the community access to the television airwaves.

KMVT, a nonprofit corporation, was formed specifically to operate the public access channel in the greater Mountain View area, but KMVT is operationally independent from Comcast and the cities it serves. Since 1982, KMVT has provided the training and facilities necessary to produce and distribute local television. Funding for KMVT comes from a combination of franchise and city fees, direct donations, and fees for production and training services.

KMVT is committed to its mission to "create a digital marketplace for the stories that connect our community." Welcome!

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## KMVT SERVICES

Ranging from public service announcements to public access training and production, KMVT's services enable community members to produce programming that has a local flavor, expressing the views, interests and talents of ordinary – and extraordinary – people in our neighborhoods.

The following defines the types of programming and services available at KMVT:

**Public Access** – Programs created, planned and produced by a crew of volunteers who have completed KMVT's training program for studio production or field camcorder production.

**Local Origination** – Programs produced and directed by KMVT staff. The emphasis is on programming that benefits the greater Mountain View area. Staff selects programming based on community interests.

**Import Programming** – Programming produced outside of KMVT, usually at another public access facility or film shorts from independent producers. Import tapes are accepted and aired based on the programming interests of our community.

**SpeakOut:** Residents from Mountain View, Los Altos and Cupertino can visit the studio to express their views and opinions in a three minute, pre-recorded message to the community. This service is free of charge.

**Public Service Announcements:** KMVT offers 30 and 60 second spot opportunities for local nonprofit organizations to promote their mission, fund raising activities and upcoming events.

**Infonet Bulletin Board:** KMVT will post messages from local nonprofit organizations on its multi-zoned bulletin board system, reaching over 38K people in our service area. Infonet runs a minimum of 12 hours each day. Business sponsorships also available.

**Video Equipment Rental:** All KMVT Access Users have access to high quality video equipment at nearly 75% off KMVT's professional client fees.

**Video Production:** Serving primarily nonprofit organizations, KMVT offers client and nonprofit video production packages for event fundraising, public awareness and educational multimedia, and historical video documentation.

**Professional Client Services:** KMVT will work with for-profit businesses to support their business media objectives.

**Government Access:** KMVT contracts with cities in the greater Mountain View area to provide video coverage of city council meetings and other special programming.

## KMVT ACCESS USER PROGRAM

KMVT opens its doors to the public offering high quality video equipment and television facilities for public use. General operating costs for running the station – including equipment purchase and maintenance – are not fully covered by the cable franchise fees or by city funding. Therefore, beginning June 1, 2005, anyone who uses KMVT services must become a KMVT Access User.

As an annual KMVT Access User, you can enjoy the following benefits:

- Access to television training services and workshops provided by nationally recognized KMVT Community Television Professional Staff
- Access to KMVT's state of the art television studio and edit suites
- Access to professional video camcorders at 75% off published client rates
- Access to professional video accessories at 75% off published client rates
- Guaranteed playback for all independently produced programming
- Invitations to all KMVT public events
- Subscription to all KMVT publications

Categories of KMVT Access Users are as follows:

**Access Resident:** For residents of Mountain View, Los Altos, or Cupertino who plan to use KMVT services, facilities and equipment. Access Residents will be given priority placement when scheduling studio, playback and workshops.

**Youth and Seniors:** For youths (age 17 and under) and seniors (55 and older living in Mountain View, Los Altos or Cupertino)

**Affiliate/Non-Resident:** For non-residents (living outside Mountain View, Los Altos, and Cupertino) who plan to use KMVT services, facilities and equipment.

**Import Producer:** For all Independent Producers who produce content, but do not use KMVT facilities or equipment to create it.

**Organization:** Applies to employees/volunteers of nonprofit organizations located in Mountain View, Los Altos, or Cupertino; serves up to three individuals

## KMVT ACCESS USER CARDS

In order to receive a KMVT Access User Card, prospective users must:

1. Attend a KMVT Orientation (this is free!)
2. Pay appropriate Access User fee (cash or credit card accepted)
3. Sign a KMVT Access User Agreement
4. Complete and sign the Access User Information Form
5. Bring in a proof of residency (e.g. utility bill; drivers license does not qualify)
6. Have your photo taken by KMVT staff person

Access Users should bring their Access User cards whenever using KMVT equipment and facilities. When checking out equipment, KMVT keeps cards and returns them when the equipment is returned. If an Access User's card is lost or stolen, a new one will be re-issued for \$10.00. All access cards will be re-issued after one year from date of paying fee, at which time Access Users will be asked to update their information for our database.

## DEFINING KMVT ACCESS USERS

**Community Member:** All community members who want to crew a television production, produce a community access show, or use KMVT's equipment and facilities for the purpose of creating video content, are required to take KMVT's free Orientation Class. This class is specifically designed for the Community Member in order to become familiar with the opportunities, policies and procedures required by KMVT.

**Access User:** Many community members become Access Users at KMVT for the opportunity to participate in KMVT's television training programs. After successfully completing the Studio Production class, volunteers may crew on any KMVT staff or access studio production. All Access Users must sign a KMVT Access User Agreement.

**Access Producer:** Production volunteers are qualified to produce their own shows after they have volunteered on two staff or access studio productions, taken the Producers Workshop, and have met with a KMVT Staff Representative to propose and discuss their ideas. Access Producers must receive project approval from KMVT before getting started, and must sign a KMVT Producers Compliance Form.

Access Producers have unique responsibilities at KMVT. The Producer of an access program is defined as, "The person who most actively exerts influence over the production of the program." The producers signs the producer compliance forms, accepts full responsibility for the show, including but not limited to, content (including releases and copyrights), conduct of crew and guests, and financial accountability. The Access Producer must attend and supervise all studio productions.

**Independent Field Producers:** KMVT supports independent television producers by offering training and video equipment rentals for productions. Completion of the Field Production Training, and a signed KMVT Access User Agreement are required before renting KMVT equipment.

**Import Producers:** Import Producers are any producers who create programming outside of the KMVT facility, and must pay a fee for distribution. Import Producers must also sign a KMVT Import Producers Compliance Form.

# **KMVT GENERAL OPERATIONS**

## **ACCESS USER RESPONSIBILITIES**

KMVT Access Users must be aware of all of the rules detailed in the documents provided. Access Producers are responsible for the conduct of everyone participating in their production at KMVT. Failure to observe these rules could result in a loss of privileges at KMVT.

1. Public usage of KMVT equipment and facilities is for the sole purpose of producing and airing programming on KMVT, which includes internet streaming. KMVT has the right to air and distribute electronically any program produced using our equipment. At KMVT's discretion, any user who does not deliver a program in the times agreed upon after using the KMVT facility, may have their access privileges suspended, subject to re-evaluation.
2. Access Users agree to have full knowledge of equipment operation before productions or rentals. Upon request of KMVT Staff, all Access Users must demonstrate remote equipment know-how prior to rental. Equipment may be set up upon return to assure that all is in working order.
3. Access Users are to exercise extreme care and common sense when operating studio and portable equipment.
4. Equipment is available for use by only those Access Users who have completed the appropriate KMVT training. A deposit may be required for check out of portable equipment.
5. Under no circumstances shall any Access User attempt any maintenance, repair, or adjustment to any equipment in the KMVT facility. Any Access User attempting any of the above shall have their production privileges revoked for the period of one month. All problems should immediately be brought to the attention of a KMVT staff person.
6. Access Users may not operate the studio lighting grid. Any Access User attempting to adjust or move lighting instruments will be permanently banned from the facility. Producers, crewmembers and all by-standers must stay clear of lights while staff members adjust them.
7. Access Users will be held financially liable for missing equipment and for the repair or replacement of equipment damaged by negligence.
8. In no case shall an Access User represent himself or herself as an employee or agent of KMVT.
9. It is the Producer's responsibility to obtain crew for each production from KMVT's volunteer database, located in the Producer's Room.
10. All Access Users must obtain all necessary clearances, rights, release and permission from any and all organizations, individuals and groups as may be needed to tape or cablecast material on public access channels (eg Talent Release Forms).
11. Access Users and Producers are solely liable for the content of their programs, and are encouraged to keep an open dialogue with viewers.

12. Access Users are allowed only in the Studio, Control Room, Edit Suites, Dub Room, Green Room, Producers Room, kitchen and restrooms. All other rooms and staff cubicles are off limits unless accompanied by a KMVT staff member. Individuals having no regard for these limitations may have their usage privileges revoked.
13. Each Producer has a mailbox in the Producers' Room to be used for correspondence between KMVT and the producer. Producers should not use KMVT's address as their mailing address for correspondence regarding their shows or their business.
14. Access Users should not use KMVT's phone number as a contact number for themselves. Staff cannot take messages for Access Users. Access Users may briefly use the phone in the Producers' Room for local calls only. Access Users may use the computer in the Producers' Room for the purpose of supporting their access program only.
15. KMVT is a smoke free facility. There is no smoking allowed anywhere inside the facility. No food or drink is allowed at any time in the edit suites, dub room or control room. There is no eating or drinking allowed in the studio except during special events at the discretion of the staff.
16. The Green Room may be used by for the comfort of guests and crew members during the production of a show. Eating and drinking is allowed in this room provided that the room is clean upon departure. Groups leaving a mess will lose access to the Green Room.
17. The Conference Room may be reserved for meetings to support your access program, however KMVT staff will have priority.
18. KMVT Management reserves the right to suspend any User's access privileges at any time if Management believes that the User has in any way infringed upon another member's rights or violated any KMVT policies and procedures.

## **KMVT RESPONSIBILITIES**

1. Studio and portable remote equipment will be provided by KMVT for use by Access User and will be maintained by KMVT.
2. KMVT will provide qualified staff to offer technical programming and create assistance to Access Users.
3. KMVT will provide at least one trained staff member during production time to answer technical question and troubleshoot problems. At no time is this person expected to serve as a crewmember.
4. KMVT will offer trainings to teach User's proper use and care of video equipment.
5. KMVT will provide facilities for electronic editing of taped footage.
6. KMVT will maintain a record of the names and addresses of all person, groups, and organizations requesting time on the community access channel. These records will be available for public inspection. Personal information and records will be for KMVT use only.
7. KMVT will notify Access Producers of any comments and/or complaints received about a particular production.

# **KMVT CONTENT POLICIES**

## **PROGRAM CONTENT GUIDELINES**

KMVT has designed its policies and facilities so as to encourage quality and creative programming. In signing the Producer's Statement of Compliance, the Access Producer commits to accepting sole responsibility for programming content. Additionally, the following rules govern the program content of all community access programming. Content of programming must not contain material which:

1. is disparaging of any racial, ethnic or religious group or discriminates against anyone based on sex and/or sexual preferences.
2. is defamatory or obscene, as defined by Title 18 of the US Criminal Code, Title 9 of the California Penal Code or breaks any city code or ordinance.  
  
A cable program is considered obscene if:
  - a) the average person, applying contemporary community standards for the cable medium, would find the material, taken as a whole appeals to prurient (sexual interest);
  - b) the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable state law; and
  - c) the work, taken as a whole lacks serious literary, artistic, political or scientific value.
3. constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright, or which might violate any local, state or federal law.
4. is protected under copyright law unless written authorization is obtained.
5. contains material designed to promote the sale of commercial products or services.
6. is commercial programming that in whole or in part depicts, demonstrates, or discusses products, services or businesses with the intent or substantial effect of benefiting or enhancing a profit-making enterprise.
7. solicits or appeals for funds or other things of value for any and all purposes not in accordance with KMVT fund raising and underwriting policies.
8. promotes any lottery or gambling enterprise in a manner, which is in violation of any applicable local, state or federal law.

## TECHNICAL STANDARDS

The following formats will be accepted for playback on KMVT Community Television Cable Channel 15.

1. DVD
2. S-VHS (Super VHS)
3. VHS (Must be recorded in standard play or SP mode. This is the 2-hour length when using T-120.)

All programs submitted must have technical standards high enough to deliver a clear and unbroken picture to cable subscribers. Audio must be clear, understandable, and at audible levels without distortion.

### For DVD Disc

1. DVD Media must be on DVD-R/RW (Minus or Dash R)
2. Program must start at beginning of disc, NO color bars, countdown or slate needed.
3. The program title should be near the beginning of the program.
4. Program credits and copyright must appear at the end of the program. *(See Program Credit and Disclaimer below)*
5. At least 60 seconds of black and no audio must be recorded after the end of the program.
6. Program has continuous control track.

### For S-VHS or VHS Tape

Technical information, which must be recorded on the submitted tape:

1. 40 seconds of color bars and "zero" level tone at the head of the tape.
2. Color bars should be followed by a 10-second slate with program title, production date, name of producer, and TRT (exact total running time).
3. The slate should be followed by an 8-second countdown. The first frame of the program should appear at "0" on the countdown.
4. The program title should be near the beginning of the program.
5. Program credits and copyright must appear at the end of the program. *(See Program Credit below)*
6. At least 60 seconds of black and no audio must be recorded after the end of the program.
7. Program has continuous control track.

## **PROGRAM CREDITS AND DISCLAIMERS**

All productions using KMVT's facilities must contain the following credit:

***"This program was produced at the facilities of KMVT Community Television"***

If an Access Producer has obtained programming sponsorship, credits for that sponsor must appear at the end of the show, and shall not contain any advertising information. All sponsorships must first be approved by KMVT management. Please see Sponsorship Section in the User's Guide for more information.

## **PROCESS FOR HANDLING PROGRAM CONTENT, COMMENTS AND/OR COMPLAINTS**

KMVT's content guidelines have been designed to help Access Producers understand their responsibilities to viewers. However, every program that airs on KMVT is subject to public scrutiny, and though some viewers will support a program's content, others could find it offensive. Therefore, the following steps will be taken when a viewer submits a comment to KMVT:

1. The specific comment and viewer information (if given) will be logged into the KMVT files and given to the Executive Director. The Executive Director will establish correspondence with the viewer and define the policies of cable access television. The viewer will be offered the opportunity to express his or her ideas openly on KMVT through SpeakOut.
2. The Executive Director will notify the producer immediately of the viewer's comments. With viewer permission, KMVT will forward viewers contact information to the producer. In turn, with the producer's permission, KMVT will forward producers contact information to the viewer.
3. If a viewer wishes a particular program to be removed from the schedule, or aired in a later time slot, the Executive Director will view the show in question to determine if it egregiously violates any station policy as defined in the User's Guide. If the show in question is deemed in violation of any policy, it will be removed from the program schedule until the violation is resolved. If the program does not violate any policy, it will remain on the air, but may be subject to airing at a later time slot.

**NOTE: IF AN ACCESS PRODUCER OR VIEWER WISHES TO APPEAL THE EXECUTIVE DIRECTOR'S DECISION, THEY CAN INITIATE THE GRIEVANCE PROCESS AS OUTLINED IN THE USER'S GUIDE.**

## **PROGRAM OWNERSHIP AND DISTRIBUTION**

The Access Producer retains ownership of the creative rights to his or her programs and may register and establish copyright at their discretion. Any program using KMVT equipment and/or facilities must be cablecast at least once on KMVT prior to cable cast on any other cable system and prior to any other form of distribution; KMVT Access Producers will be guaranteed two airings per show, per month. Unless otherwise agreed to by the Executive Director, the producer must also leave the master program tape, or a copy at KMVT, until the program has aired at least twice on KMVT's access channel. Upon the Executive Directors request, the Producer must leave the master program tape or a copy of the production at KMVT in perpetuity.

***NOTE: If the producer has not picked up the master program or copy from KMVT within one month of it's last airing, the tape will automatically be recycled.***

Beyond cablecast and KMVT web streaming, all other uses of a program or materials produced with the equipment, facilities, and services of KMVT must be agreed to in writing by the producer and KMVT.

KMVT retains the right to air at any time or include any excerpts of any program or materials developed using KMVT equipment and/or facilities without payment to the producer in KMVT sampler tapes, training materials, or promotional materials.

Any Access Users not following the guidelines or any rules and/or policies as defined in this User's Guide will have their programs removed from the program schedule. They can apply for re-instatement, but the decision to reschedule will be the at the Executive Director's discretion.

## **KMVT GRIEVANCE POLICY**

If any Access User, guest or viewer has an issue or situation that cannot be resolved through discussions with the Executive Director, or has had their access privileges suspended by station management, they can address the KMVT Program Committee. If the Program Committee cannot satisfactorily resolve the issue within ten (10) days, the issue will go before the KMVT Executive Committee and/or full Board of Directors for final resolution.

# **KMVT PRODUCTION GUIDELINES**

## **PRODUCING AT KMVT**

There are many considerations when producing a program at KMVT. Each stage of a production has forms which will help KMVT staff assist in the progress of productions. All necessary forms are available from the KMVT staff.

The following is an outline of the steps an Access User should take to become an Access Producer:

1. Complete the Orientation Class
2. Complete the Producer Compliance Agreement and User Information form
3. Complete a Program Proposal Form
4. Meet with a designated KMVT staff person to discuss your program proposal and the equipment you will need for your production. Get production approval and a Project Number.
5. Sign up in advance for the equipment needed to produce. There are three areas of production that can be incorporated into a program: Studio, Camcorder/Field and Edit. All Access Producers must be trained to use the equipment before signing up.
6. Access Resident Users will be given priority placement when scheduling studio, playback and workshops.

## **IMPORT/FIELD PRODUCING**

1. Import Producers are encouraged to take KMVT's Orientation Class
2. Become an Access User at KMVT, and pay appropriate fees.
3. Complete the Import Producer Compliance Agreement and User Information form.
4. Complete an Import Producer Program Proposal Form for each program submitted.
5. Once a program is accepted by KMVT, an Import Producer is guaranteed two airings per month, for twelve months. However, only one original program can air a total of six times over a three month period.
6. Import Producers can air one show at KMVT per month. Exceptions can be granted with the approval of the KMVT's Executive Director.
7. Import programs cannot exceed 30 minutes in length. Playback exceptions can be granted with the approval of KMVT's Executive Director.
8. Import producers may not act as an agent, or distributor, of programming content created by another entity (e.g. individual, organization or business), without written permission of the KMVT Executive Director.

## **PROJECT NUMBERS**

Upon approval by KMVT, each production at KMVT is assigned a project number. Those productions that have more than one person working on the show need to give the correct project number when signing up for facilities and equipment so that the proper account will be invoiced. Producers with more than one project will have a letter added to their project number to track equipment and facility use for each production.

## **FACILITIES SIGN UP**

All equipment and studio time must be reserved in advance in person or by phone. The facilities sign-up books in the office are for staff members only; reservations found in the book without a staff initial are not valid and will not be honored. Drop-ins are allowed, but the same fees apply.

It is KMVT's expectation that producers can shoot a half hour studio show in two hours of studio time. Time constraints in programming require that with the exception of occasional specials, producers may only submit half-hour shows.

If a signed-up Access User is more than 15 minutes late, and another Access User drops in to use equipment, the signed up Access User forfeits his/her rights to use the equipment.

## **ACCESS FEES AND POLICIES**

Recognizing the continuous need and expense for equipment replacement, improvement and repair, KMVT has implemented access user fees in order to keep the facility open to the greater Mountain View community. A current rate sheet is available upon request, and the following fee policies apply:

1. All Access Users must "pay as you go". Corporate or nonprofit organizations may request a monthly billing system from KMVT management; each request will be reviewed by the KMVT Executive Director and granted accordingly.
2. All facilities and equipment will be rented by the hour (unless otherwise specified); usage will not be prorated.
3. Equipment rental and edit room cancellations must be made 24 hours in advance, or Access User will be charged full usage fee.
4. Studio rental cancellations must be made seven (7) days in advance, or Access User will be charged full usage fee.
5. All training workshops must be paid for in advance. Full refund will be given if cancellation occurs 24 hours in advance. If cancellation occurs within 24 hours prior to the start of the class, KMVT, at its sole discretion, will retain all or part of the workshop fee.
6. A receipt will be issued by staff for all cash and check payments.

7. If Access Users use less time than signed up for when renting equipment or facilities, they will still be obligated to pay for the entire rental time period.
8. Access Users and Producers who cancel the use of the facility or equipment at a rate which the Executive Director deems to be excessive will have their privileges suspended for a period of not less than three months with future use of the facility subject to review by the Executive Director.
9. All Access Users who have outstanding invoices over 30 days will be denied KMVT privileges until payment is received in full. Once all past-due charges have been paid and the account is current, Access User may resume KMVT privileges.

## **VOLUNTEERING**

From time to time, KMVT will offer volunteer opportunities on staff produced programs or in the KMVT offices so that Access Users can earn studio or equipment "credit". Each volunteer offering will be negotiated with KMVT management, and credit determined prior to the start of a job. Volunteer credit will be recorded and kept track of by KMVT staff. No credit will be given without staff documentation. Additionally, all credit must be used within six months of volunteer date.

**Volunteer hours accumulated prior to June 1, 2005, will be valued at \$10 per hour, and can be applied to the rental of KMVT equipment and facilities through December 31, 2005. Documentation of volunteer hours must be provided upon request.**

## **KMVT PLAYBACK POLICIES**

### **PLAYBACK POLICIES**

1. A "Request for Programming" form must be completed for all prospective programming. Upon receipt of a request, KMVT will guarantee two scheduled playbacks within one 30-day period, not to exceed 120 minutes of programming.
2. No Producer can be guaranteed playback on more than one production in any 30-day period.
3. Requests for playback and tapes should be submitted at least one week prior to the playback time requested.
4. All playback slots will be assigned by KMVT, and KMVT will make every effort to schedule regularly produced access shows in the same timeslot each month. However, KMVT, at its sole discretion, reserves the right to change the playback schedule at any time.
5. Programs containing adult material not suitable for minors will be scheduled to air after 10 p.m., and will be required to contain a disclaimer of responsibility. Additionally, a graphic and verbal warning are required at the beginning of the show stating that the upcoming production may contain information and material that may not be suitable for minors. Audience members should be encouraged to view at their own discretion.
6. Producers will be guaranteed two airings, per show, per month.
7. Playback tapes must be picked up within one month after last air date. KMVT will not be responsible for tapes left at the station for more than one month.

# ACCESS SHOW SPONSORSHIP POLICIES

KMVT is a nonprofit organization. Therefore, any program funding acknowledgement must be non-commercial in nature, or be perceived as commercial by our viewers.

For Access Members seeking business sponsors for their program produced with the facilities or equipment at KMVT, the following guidelines apply:

## Working with Sponsors

1. Any Access User interested in seeking Sponsors must first complete the Producers and/or the Sponsorship/Underwriting training class. Sponsorship Agreements, Project Proposals and reimbursement forms will be provided in these classes. Producers must submit all required forms to KMVT prior to receiving any reimbursement or credits for production costs.

2. Access Users must never represent themselves as an agent of KMVT. Access Users seeking sponsorships should represent themselves as the Access User/Producer of a Community Access Television program that is created with KMVT equipment and facilities.

3. Remember, Access Users can obtain SPONSORS, NOT ADVERTISERS. Television credit of for a Community Access Sponsor must comply with the following:

a. Program funding acknowledgments are allowed at the start of the body of a program and at the end of the program in the credits.

b. The underwriting announcement may not last longer than 15 seconds for each occurrence of acknowledgment.

c. The sponsor credit can include the name, logo and phone number OR website address. Street addresses are not allowed.

d. For audio acknowledgement, producers can voiceover the visual acknowledgement with the following statement (NOTE: THIS IS THE ONLY ACCEPTABLE STATEMENT).

*"Program Title" was made possible in part through a grant (or donation)  
from "Sponsor Name"*

4. Duplication of video tapes cannot be used as means to garner sponsorship funds.

5. Producers are responsible for informing their sponsors of KMVT policies and procedures, particularly those policies that pertain to restrictions on program use.

6. KMVT reserves the right to contact the underwriters of producers to inform them of KMVT's policies and procedures for sponsorships of Community Access Programs.

**Private or commercial use of KMVT channel time, equipment or facilities is strictly prohibited.**

## **Managing Sponsorship Funds**

1. Access Users and Producers are expressly prohibited from charging clients for use of KMVT's facilities and equipment.
2. A minimum donation of \$50 must be acquired through sponsors in order for an Access Producer to open a sponsorship account, and have their sponsor receive an acknowledgement. No sponsorships will be accepted under \$50.
3. Sponsors must make their checks out to KMVT Community Television, and the Program Title and Producer's Name should be placed somewhere on the check.
4. Sponsorship funds will be retained by KMVT until reimbursement requests are submitted. Receipts must accompany any request for reimbursement.
5. KMVT is responsible for sending an acknowledgment letter to the Sponsor for tax donation purposes.
6. Funds acquired by Access Producers through sponsorships must be used within one year. Any unused funds after one year will revert into KMVT's general fund, and cannot be reallocated.

**Failure to comply with any of the above requirements may result in a loss of KMVT Access User privileges for a minimum of three months.**