



**CITY OF HINCKLEY
PUBLIC ACCESS CHANNEL POLICY
Adopted June 6, 2006**

1. Public access channel time will be available to any non-profit group or organization, entity or non-profit event for announcements and notices.
2. The following priority rules shall apply to requests channel time.
 - a. Access priority shall be given to City of Hinckley and HF Public Schools
 - b. Priority may be given to users from the Hinckley City TV service area.
3. An application for space should be made to the City Clerk at least one week prior to the date requested. This rule does not in any way preclude last minute requests due to special situations. In those cases, City Clerk/Deputy Clerk will attempt to make facilities available.
4. The following is a list of groups and activities that will be allowed to place notices on the Hinckley Access Channel:
 - a. Non-profit group meetings, fund raisers and announcements
 - b. City of Hinckley, HF Public Schools
 - c. Hinckley Chamber of Commerce announcements
 - d. Hinckley Senior Citizens programs & announcements
 - e. Hinckley Lions Club notices and announcements
5. The following is list of announcements that will not be allowed on Access Channel:
 - a. Advertising material designed to directly promote the sale of commercial and retail products or services
 - b. No personal business "For Profit" ads
 - c. No Political Adds.
6. Request for air time should be made to City Clerk at least one week prior to date requested, as stated in item 3 of this policy. Groups and individuals may use one of the following means to submit their notice or announcement:
 - a. Call City Administrator or Deputy Clerk at 320-384-7491
 - b. Fax to City Hall at 320-384 7492
 - c. Email presentations or requests to Deputy City Clerk at jwitte@scicable.net
 - d. Visit our website for request forms and policies
7. All disputes arising from use of public access time shall be resolved by the Hinckley City Council.
8. Fee: \$2.00/week \$5.00/month

Attest:

Mayor Tom Lymburner

Jim Ausmus, Clerk-Administrator

