

LEASING OF INSTRUCTIONAL TELEVISION FACILITIES

THE LEASING OF INSTRUCTIONAL TELEVISION CENTER FACILITIES BY OUTSIDE AGENCIES SHALL BE PERMITTED WHEN NOT IN CONFLICT WITH REGULAR PROGRAMMING, PRODUCTION OR STUDENT TRAINING SCHEDULES.

THIS POLICY SHALL NOT BE INTERPRETED AS OFFERING COMPETITION TO COMMERCIAL TELEVISION, BUT RATHER AS OFFERING TO PROVIDE ASSISTANCE TO GOVERNMENTAL AND PRIVATE AGENCIES IN THE PREPARATION, DISTRIBUTION AND PRESENTATION OF EDUCATIONAL AND PUBLIC SERVICE PROGRAMS

AUTHORITY: F.S. 230.22 (1) (2)
POLICY ADOPTED: 10/8/70;
POLICY READOPTED: 9/5/74

AMENDED POLICY APPROVED: 7/23/91

RULES

ITV Center facilities may be rented or leased by governmental agencies, other educational agencies or private agencies in accordance with the following provisions:

1. The Director of Instructional Television shall be responsible for the screening of all applications for the use of the ITV Center and shall eliminate those which are not consistent with prevailing Board policies and ideals, and with such statements as are set forth in this policy and the rules and regulations pertaining thereto.
2. The Director of Instructional Television upon receiving a written request must determine that the time requested by the lessee shall neither conflict with nor interfere with Instructional Television programming, production or student training schedules.
3. ITV equipment used at the Center must be operated by the ITV Center personnel.
4. An ITV technician, or other ITV employees of the Board, approved by the Director, must open and close the building and remain on duty during the entire time any outside agency personnel or performers are present.
5. The Director of Instructional Television shall use discretion as to the amount of overtime any one individual may work.
6. The agency contracting for the use of ITV Center facilities shall be responsible for all property damage and liability arising out of the use of the facilities and show proof thereof.
7. Contracts covering the use of ITV Center facilities shall be executed for a maximum period of one year and must be signed by the Superintendent and Board Chairperson. Any contract executed after July 1 shall run only for the remainder of that fiscal year (through June 30). Contract renewals date from July 1.
8. Any violation of the terms of the contract or misuse of the equipment or facilities may be grounds for immediate termination of the contract.
9. In emergency situations, agencies may be granted the use of ITV Center facilities for a short term period, provided that approval for such use shall be obtained at the next Board meeting and that all other provisions of the policy and rules shall pertain.
10. Charges must be established, maintained and updated. These charges shall be based on complexity of production, the number of employees required, time and a half pay scale plus the additional cost of fringe benefits when applicable, the type of facilities required, the number of places and types of equipment used and sales tax where applicable.
11. Records shall be maintained for auditing purposes. These records shall include copies of all correspondence, signed copies of contract(s), the number of personnel employed, hours worked, type of facilities used, and number of pieces and types of equipment used.
12. Checks must be made out to the Board and deposited in the General School Fund in accordance with appropriate Standard Practice Bulletins.
13. The Director of Instructional Television shall request specific approval from the Superintendent for the use and/or the lease of Instructional Television equipment or facilities for any purpose which constitutes an exception to the policy and the rules outlined herein.

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