

**TRI-PAR ESTATES PARK AND RECREATION DISTRICT
POLICY AND PROCEDURE MANUAL**

ITEM 5.37 NEWS CHANNEL ON CCTV

A. The news channel on Closed Circuit TV channel will be used to provide news and park information to residents. Office staff will maintain current information on the channel.

1. Emergency information messages such as closure of any facilities for repair, water breaks, storm approaching, etc. shall be placed on the crawl across bottom of screen.
2. The Newsletter trustee will be responsible to monitor the channel and determine appropriateness of items.

B. Order of items listed.

1. Station Identification shall be on the first slide at beginning of each cycle.
2. Official Tri-Par information announcements.
3. What's happening (calendar of events) to be listed Monday through Sunday in chronological order.
4. Special events, dinners, dances, parties, trips and other functions. Should be put on no sooner than two weeks prior to event, and be as brief as possible. List in order of date of the events.
5. Birthdays and anniversaries. Put on no sooner than three days prior to be event.
6. Memorial Services and wake information. Put on no sooner than one week prior to service. A family member must supply this information to the office.
7. Listing of persons that are ill, in the hospital, recovering at home or in a nursing facility. The person themselves or a family member must supply this information to the office.
8. Sports scores and card winners. Put on when received and removed within one week. To be listed chronologically from Monday to Sunday.

C. No business advertisements or commercial messages will be permitted.

Adopted by Trustees – 10/20/2015

SECTION 5: POLICY AND PROCEDURE