

STATION ACCESS

The following policy is in effect from 5:00 p.m. to 9:00 a.m. weekdays and at all times on Saturdays, Sundays, and holidays on which the station is closed:

1. The producer/programmer or engineer is responsible for controlling access to the station, except by staff or persons authorized by staff to have keys. Such persons should let the producer/programmer or engineer know when they are at the station. Access to the station, except for station business, is strongly discouraged.
2. Persons on the access list in the airroom or who otherwise have legitimate business at the station, such as volunteers signed up for production rooms or doing other station-related work, people attending meetings, and people to be interviewed or musicians who are to perform as scheduled by producers, are to be admitted.
3. Persons on the banned list in the airroom are not to be admitted.
4. Guests of persons on the access list or who otherwise have legitimate business at the station may be admitted if accompanied by their host or the host makes prior arrangements with the producer/programmer or engineer. Such guests are the responsibility of their host.
5. Any other persons admitted, including guests of the producer/programmer or engineer, are the responsibility of the producer/programmer or engineer, including making sure they leave the building when the producer/programmer or engineer does, unless the next producer/programmer or engineer agrees to the visitor remaining in the building during his or her shift.
6. Any behavior by volunteers or their guests in violation of KBOO policies should be reported to staff.
7. Any person whose behavior immediately endangers KBOO or personal property or the health or safety of any person at the station may be required to leave the station by the producer/programmer or engineer. Any such instance shall be reported to staff as soon as practicable.

Adopted by Board of Directors 6/24/92, as amended 8/25/93