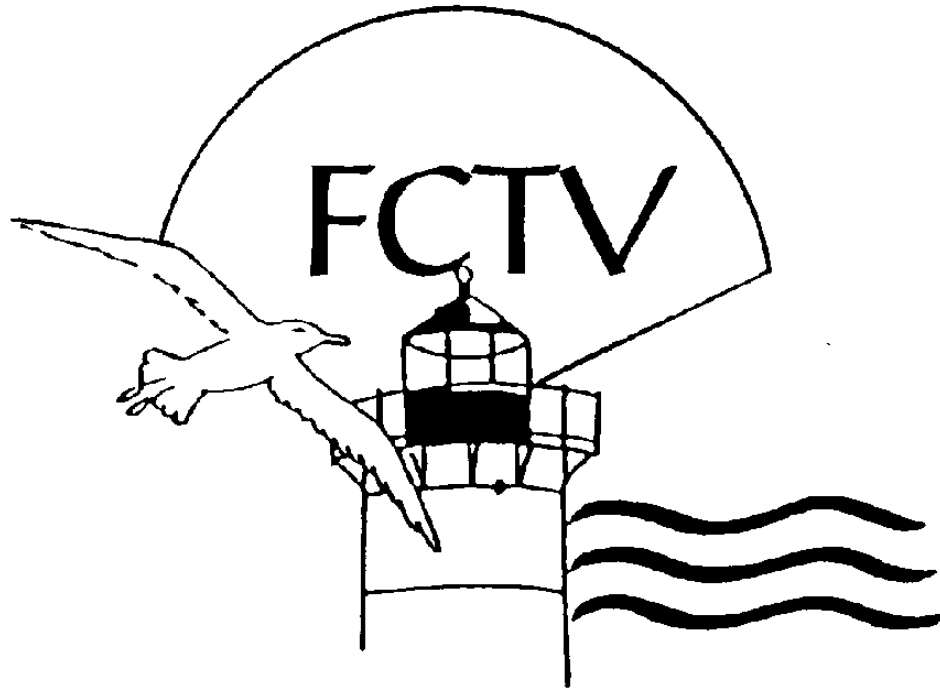


FALMOUTH COMMUNITY TELEVISION  
INC.



Operating Rules and Regulations

*Revised 12/2010*

FCTV OPERATING RULES AND REGULATIONS  
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## **I. FCTV**

Falmouth Community Television is an independent, non-profit organization governed by a Board of Directors from the Falmouth community whose mission is to help all Falmouth citizens and institutions realize their full potential through community communication, and to encourage and facilitate their fullest participation in communicating their message. FCTV operates a community media center which includes a video production facility, public and government access channels, a community art gallery and community computing center. The access corporation is financed by a percentage of the profits earned by the local cable television provider in Falmouth, program underwriting, sponsorship, membership fees and donations.

Falmouth Community Television exists to give the public access to community communication. The public includes all individuals who live, work or have taxpayer status in Falmouth, and to all organized groups with offices in Falmouth - such as schools, hospitals, government agencies, non-profit organizations and fraternal groups. FCTV accepts all types of information and expression and welcomes a diversity of views. Program producers/sponsors are personally responsible for program content. As demands on FCTV's facilities grow, these policies are subject to revision.

Individuals and organizations may utilize the training, equipment and support of staff to produce programming for playback on the access channels subject to these rules and regulations.

## **II. Statement of Purpose**

The Purpose of Falmouth Community Television is outlined in the By-Laws of the Corporation. (pg. 1-Art. II)

## **III. Role of FCTV Staff**

FCTV staff and volunteers designated as interns provide technical assistance to community members and are responsible for the day to day operation of the facility. The Executive Director reports to the Board of Directors. The primary role of FCTV staff is to train community producers, maintain equipment and facilities, schedule programming and equipment, and bring community volunteers together in an environment that will foster community communications in Falmouth. The management of the corporation reserves the right to schedule equipment and the facility as needed to perform operational requirements.

## **IV. Location & Hours of Operation**

FCTV is located at 310A/B Dillingham Ave, Falmouth, Massachusetts.

Regular business hours will be posted on the front door of the facility.

## **V. Membership.**

### **A. Active Membership**

Open to all individuals who reside, work or have taxpayer status in Falmouth, and to all organized groups in Falmouth including; schools, government agencies, hospitals, fraternal groups, social service, arts, environmental, science, religious, political and business groups. Minors require a parent or legal guardian authorize their Active Membership status. Proof of age, Falmouth residency, or local taxpayer status may be required.

### **B. Benefits**

- \* Attend FCTV workshops
- \* Free access to FCTV production facilities and equipment to produce programs for cablecast.
- \* Reserve channel time on FCTV for cablecasting.
- \* Receive FCTV newsletters; enjoy reduced rates on recordable media and other discounts.
- \* Be recognized via the FCTV Honor Roll of Active Members and Supporting Friends
- \* Exercise voting privilege as a Member of the Corporation. (See By-Laws for voting criteria.)

### **C. Membership categories and Dues:**

Membership categories are as follows:

- Individual
- Organizational: Delegate (voting member) & Representative (non-voting)
- Family: Delegate (voting member) & Representative (non-voting)

*Family Membership is restricted to families consisting of not more than two adults and any children (under the age of 18) who reside at the same premise.*

The dues of the corporation shall be determined by the Board of Directors.

All dues must be paid prior to workshop registration. All membership dues are non-refundable.

- D. If membership dues present a hardship, a limited number of scholarships will be made available up to 50% off the regular annual dues in exchange for volunteer time.

## **VI. Supporting Friends of FCTV**

Active Membership dues are kept artificially low to insure that FCTV facilities and equipment remain accessible to everyone in the community, regardless of financial resources. As a consequence, membership dues cover only a small portion of FCTV's expenses. FCTV welcomes financial contributions from anyone who supports our services and programs regardless of involvement in production. Participation in FCTV's Supporting Friends program is not restricted to Falmouth residents, taxpayers and organizations. Anyone may become a Supporting Friend of FCTV. Contributions in any amount are welcome. As a way of thanking Friends for their support, FCTV offers special benefits to different levels of contribution.

## **VII. FCTV Community Bulletin Board**

- A. FCTV's community bulletin board is used for Falmouth not-for-profit and community groups to publicize activities and events. A Falmouth phone number must accompany each press release.
- B. Special Greetings (B-day, anniv., Mothers Day) may be displayed for \$10 per day, prepaid.
- C. Community Calendar forms may be picked up at FCTV during normal business hours.
- D. Forms must be submitted 1 week prior to when you want your message to begin airing.
- E. FCTV Staff reserve the right to edit, re-format, refuse or remove any message.

## **VIII. Out of Town Producers**

All out of town producers must be approved by the Board of Directors.

In order for individuals who do not live, work or have taxpayer status in Falmouth to have access to equipment and/or facilities the individual must:

- A. Be sponsored by a non-profit group or group directly related to Falmouth (i.e. League of Women Voters) and produce a program for that agency/company during which time the individual will have access to the facility.  
OR
- B. Become an FCTV intern. During the internship period the individual may work on programming relative to Falmouth, which will be cablecast on FCTV. The scheduled work hours will be spent working at FCTV, not on the individuals' project unless otherwise directed. Internship hours will be determined on a case by case basis.
- C. All fees must be paid prior to the start of gaining access.
- D. Extenuating circumstances are reviewed and executed at the discretion of the Executive Director.

## **IX. Training**

- A. FCTV offers workshops in basic and advanced video production and post-production courses, as well as training in related topics. Certification must be achieved separately for each type of equipment and production situation.
- B. Experienced producers may demonstrate technical proficiency and be exempt from training classes at the discretion of the Executive Director or Director of Operations. In order to take the proficiency test, the producer must schedule and attend a minimum 1 hour review class with the Director of Operations for each area tested on.
- C. Membership paid in full and satisfactory completion of the basic video production workshop qualifies an individual to be an FCTV community producer. She/he is then eligible to submit a proposal for a program, receive a production project name and subsequently to produce it.
- D. Persons wishing to register for workshops or courses must pre-register. Waiting lists are maintained to insure that trainees are admitted to workshops and other educational programs on a first-come, first-served, non-discriminatory basis.
- E. Attendance at all meetings of a workshop, in the sequence given and all obligations in connection with the class is mandatory. Failure to attend class or meet obligations may result in being dropped from the workshop.
- F. FCTV reserves the right to revoke certification if, in the opinion of FCTV staff, you are unable to demonstrate sufficient working knowledge of the equipment or fail to demonstrate an attitude of respect and care for FCTV equipment.

- G. Course Listings
1. Orientation
  2. Beginning and Advanced Studio Production and Editing (SI,S2,E1,E2)
  3. Beginning and Advanced Field Production (F1,F2)
  4. Additional development courses as time and trainers permit.

- H. Certification Levels  
(additional certifications may be required as equipment and software inventory changes)

**O - Orientation**

*Requirement:* Member must have attended one of FCTV's monthly orientation sessions and have signed an acknowledgement of receiving these operating rules and regulations.

*Access:* Having taken orientation and signed the acknowledgement, the member can then register for S1 or F1 classes listed below

**S1 - Basic Studio**

*Requirement:* Member must display a working knowledge of the FCTV switcher, studio cameras, audio board, lighting equipment, and studio protocols. Member must attend FCTV's basic studio workshop to the Director of Operations satisfaction and serve as crew on 2 studio program tapings as assigned by staff.

*Access:* S1 certification allows the member to run above mentioned equipment and to produce a program at FCTV.

**S2 - Advanced Studio**

*Requirement:* Member must display ability to direct a production from beginning to end without staff assistance. Display a working knowledge of the FCTV studio's basic wiring and engineering. Member must complete FCTV's basic studio workshop to the Director of Operations satisfaction. Produce and prove full studio competence on 2 studio program tapings as assigned by staff.

*Access:* May direct a production and use the vectorscope and wave-form monitor to properly engineer the production.

*Prerequisite:* S1 - Basic Studio

**E – Editing (E1 & E2)**

*Requirement:* Member must display ability to edit a program from beginning to end w/titles using the appropriate equipment for the certification level.

*Access:* May use edit suites to work on post-production. E1 certified editors work under the supervision of training staff. E2 certified editors may work independently.

**F1 - Basic Field**

*Requirement:* Member must display the ability to utilize FCTV's field cameras, tripods and other field equipment, demonstrate the ability to complete a field-produced program to the Director of Operations satisfaction, contribute to a program produced by another F-certified FCTV member and volunteer on (2) programs as assigned by staff.

*Access:* May sign out FCTV field equipment designated for field use. May not sign out FCTV's roadcase or van but may work with the FCTV roadcase or van if under the supervision of an F2-certified FCTV member.

**F2 - Advanced Field**

*Requirement:* Member must display knowledge of FCTV roadcase and/or van to the Director of Operations satisfaction. Volunteer on (2) programs assigned by staff.

*Access:* May sign out FCTV's roadcase or van for the purpose of producing multi-camera programs in the field. Van use is contingent upon valid Massachusetts drivers license with good driving record.

*Prerequisite:* F1 - Basic Field and S1-Basic Studio

**TH – Town Hall Equipment Room**

*Requirement:* Member must display ability to set up live cablecast from Selectmen's Meeting Room using the Town Hall Equipment.

*Access:* May use the equipment to produce multi-camera programs consistent with Government Access criteria.

*Prerequisite:* At Executive Director or Director of Operations Discretion

## **X. Recording Media Format and Policy**

- A. FCTV currently supports the following formats:  
Mini DV                  DVD                  Hard Drives/Removable memory devices
- B. Provision of blank media:
  - 1. Certified community producers must provide their own media a variety of recording media may be purchased from FCTV, through staff. Media other than those provided by FCTV must be from an approved list to insure quality.
  - 2. FCTV attempts to provide the best possible media prices. Prices change as costs to FCTV change.
- C. Retention and use of master DVD:
  - 1. A DVD of the completed program submitted for cablecast must be provided to FCTV. FCTV reserves the right to show a program as many times as there is interest in the community, unless a more restrictive agreement is entered into with the program producer or sponsor. FCTV reserves the right to duplicate the program for FCTV purposes. No duplicates will be made for distribution, nor will the DVD be lent out to other access stations without the producer's permission.
  - 2. Community producers may make up to one copy of their finished, edited program on their own DVD or removable media. For additional copies, producers will pay the going FCTV rate. If the producer sells their copy, FCTV duplication rates will apply.
  - 3. If footage produced or edited at FCTV is at any time sold, rented or brings in any money to the producer, (including, but not limited to; grants & underwriting), FCTV is entitled to 40% of all moneys received. *(Unless a rental agreement is entered into)*

## **XI. Access to Facility and Equipment Use - General**

- A. Authorized Use:
  - 1. FCTV equipment & facilities are available for use by any FCTV member certified by FCTV staff through training.
  - 2. FCTV equipment & facilities are to be used for producing programs for cablecast on FCTV-. Use of equipment for exclusively personal or commercial purposes is prohibited. *(Unless a Rental Agreement is entered into.)*
  - 3. All productions using FCTV equipment or facilities must be cablecast on FCTV . *(Unless a Rental Agreement is entered into.)*
  - 4. Production equipment/facilities are available at no charge to certified members, providing the following conditions are met;
    - a. They are preparing a program for cablecast on FCTV.
    - b. The program is for non-profit, non-commercial purposes.
    - c. All persons operating equipment have completed the appropriate training classes.
    - d. The community producer has filled out a FCTV program proposal for that program or obtained written approval from the Executive Director or Director of Operations.
      - i. It is recommended that producers meet with production staff to complete paperwork and discuss production considerations.
  - 5. The community producer has read and signed an acknowledgment form stating that he/she has read, understands and agrees to abide by these rules.
- B. Use of production equipment and studio facilities is scheduled on a first-come, first-served, non-discriminatory basis. However, no one individual or group may monopolize equipment, and the Executive Director may take whatever actions deemed necessary to rectify such a situation.
- C. Personal property is not the responsibility of FCTV.
- D. Users are responsible for loss or damage due to theft, negligence or abuse while the equipment is checked out to them. All fees in connection with repair or replacement must be paid in full or a

payment schedule agreed upon with the Executive Director before any further equipment use will be allowed.

- E. FCTV production equipment and facilities are not intended to be used as an income-generating source by community producers, but rather as a forum for community communication.
- F. Personal equipment or property used at FCTV must not create a hazard to anyone or anything.
- G. Scheduling:
  - 1. All reservations must be made by FCTV staff to be considered valid.
  - 2. Community producers must have a filled-out and approved Program Proposal form and been assigned a project name before scheduling equipment or facility usage.
  - 3. Equipment and facilities are scheduled on a first-come, first-served basis, subject to availability and consistent with FCTV activities, hours of operation and programming guidelines.
  - 4. While equipment and facilities are available on a first-come, first-served basis, staff will use their discretion to ensure that no individual/group monopolizes equipment or facilities.
  - 5. Access users under the age of 18 must have a signed consent form from a parent or guardian for each program proposal and equipment reservation. Minors must also have approval from the staff before taking equipment on their own.
  - 6. Scheduling priority will be given to members producing programs for cablecast.
  - 7. Scheduling of equipment and facility time for program series are assigned in 13-week time blocks. After 13 weeks those awaiting time receive priority.
  - 8. Cancellations must be made 24 hours in advance of scheduled time. Failure to use the facility or equipment when reserved, or failure to provide the minimum advanced notice of cancellation, is a Minor Violation of FCTV's Policies, as outlined in the "Violations" section of this guide.
- H. Care of equipment and facilities:
  - 1. Individuals using FCTV equipment and facilities will not tamper with or change any wiring or components. No attempt should be made to repair or work on equipment.
  - 2. Any damage caused by unauthorized tampering will be charged to the user. Loss of equipment and facilities privileges will result from such abuse.
  - 3. All equipment defects, damages, and problems must be reported to FCTV staff upon check-in.
  - 4. No food, drink, or smoking is allowed near equipment on FCTV premises or in the field.
  - 5. Equipment may not be kept in a car overnight, or exposed to elements which could cause equipment failure.
  - 6. Facilities must be left in a clean and neat condition:
    - a. Props, media, scripts, etc. should be removed or put away at the end of the session.
    - b. Cables should be wrapped appropriately and portable equipment replaced.
    - c. Power should be turned off and floors swept.
    - d. Repeated failure to clean up properly and on time will result in loss of privileges.
    - e. Staff must be notified when producer is finished with the studio or editing suite.
- I. Rights and Obligations:
  - 1. All programs must adhere to copyright regulations.
  - 2. Anyone producing programming using FCTV equipment retains ownership of the copyright to that program, as well as full responsibility for any disputes which may arise. The producer must secure all releases of copyrights, talents, etc.
  - 3. Anyone producing programs in a normal classroom setting in the Falmouth Schools must have on file at FCTV a signed copy of the FCTV Talent Release Form for each student videotaped prior to cablecast.
  - 4. Producers may identify themselves only as volunteer community producers, not as staff, employees, or in any way representing the FCTV Corporation.
  - 5. If subsequent use of any program produced at FCTV generates income, that income must be shared with FCTV on a 40% basis. *(Unless a prior rental agreement was entered into.)*

## **XII. Field Equipment: Check-out & Check -In**

(See "Access to Facility and Equipment Use: General" for additional regulations.)

- A. To use field equipment, the producer and all crew must be certified for field production. *(F1)*.
- B. All equipment must be checked-in and out by FCTV staff or someone designated by staff.
- C. Equipment check-out forms must be filled out accurately, contain a project name and be signed by user and staff (or designated volunteer).
- D. It is suggested that users set up and test equipment before removing it from FCTV. Failure to do so will be the user's responsibility. The return of damaged or broken equipment will be the responsibility of that person.
- E. Users must report any problems or breakage when returning equipment.
- G. Equipment should be reserved as early as possible, but no more than 13 weeks before it is to be used. *(Exceptions may be made by staff in case of special events)*
- H. Normally equipment may be used for no more than 24 hours or one weekend unless permission is granted by the Executive Director or Director of Operations. An individual or organization may reserve equipment for only one weekend per month unless working on a series program. Additional weekend time may be scheduled on Fridays after 3:00 PM, if equipment is available.
- I. Field equipment reservations for program series are assigned in 13 week time blocks.
- J. One camera is allowed to be used per person per weekend *(Exceptions can be made by staff)*.
- K. No more than 2 cameras out per project, unless approved by the Exec.Dir. or Dir of Operations.
- L. One certified member may reserve 1 camera; additional cameras used for a project must be reserved by certified crew members.
- M. Equipment must be returned on time, by the producer who borrowed it. Failure to return equipment promptly will result in a warning. Subsequent late returns result in loss of privileges.
- N. Eligible users under the age of 18 who wish to borrow portable equipment must be accompanied by a parent, guardian or certified adult FCTV member, who must co-sign the equipment check-out form and accepts responsibility for the equipment and its use by the minor.

## **XIII. Studio Use**

(See "Access to Facility and Equipment Use: General" for additional regulations.)

- A. To use the studio and control room, the community producer and all crew must be certified for studio production. *(See training certification)*
- B. A minimum of two weeks notification for scheduling of the studio is necessary for live programs.
- C. Live studio production may require supervision.
- D. Producers are entitled to a maximum of six hours per session & 12 hours per finished program. Scheduled studio time includes time needed for lighting, set-up, taping, breakdown & clean-up. Exceptions to the length of a session may be granted by the Executive Dir. or Director of Operations.
- E. Studio productions are to be scheduled during regular FCTV station operating hours unless special permission in writing is granted by the Executive Director or Director of Operations.
- F. Community producers are responsible for the behavior and actions of their guests, talent and others in attendance and require their guests comply with these policies.
- G. Studio production times for program series are assigned in 13 week time blocks. After 13 weeks those awaiting studio time receive priority.
- H. FCTV reserves the right to pre-empt a scheduled studio production for another activity or production of special or timely value.
- I. The order of priority for resolving studio conflicts are as follows;
  - Facility Rental *(with approved contract)*
  - Production Workshops
  - Series Program Tapings
  - Single Program Tapings
  - Rehearsals or Crew meetings

## **XIV Editing and Post-Production**

(See "Access to Facility and Equipment Use: General" for additional regulations.)

- A. In order to schedule edit time, a community producer must be certified by FCTV staff. (E1/E2)
- B. Request for editing time should be reserved as early as possible, but no more than six weeks before it is to be used. (*Exceptions may be made by FCTV Production staff*)
- C. Producers may schedule a maximum of three, four-hour sessions at any one time.
- D. Editing times are scheduled for regular station business hours. Interns may be allowed off- hour editing time at the discretion of FCTV staff in keeping with the FCTV key policy.
- E. If user requires staff assistance during edit session, this must be scheduled when time is booked.
- F. Users should not tamper with computers/character generators, or use functions they are not familiar with. Producer will be held financially responsible for abuse or reconfiguring equipment.
- G. Producers may store one project per person on FCTV Hard Drives.
- H. When creating a new project, FCTV production staff must be notified
- I. A project may remain in an FCTV Hard Drive for no more than three weeks. The three week time period begins on the first day/time of reservation of editing for that particular project.
- J. If additional time is needed, a producer may request an extension in writing, to the Director of Operations. The extension is not to exceed six FCTV work days for completion or project will be removed from hard drive.
- K. Extenuating circumstances will be considered providing the producer contacts the Director of Operations in writing prior to the end of the six day extension.
- L. If the project is not completed or removed within the specific time, the FCTV Director of Operations is authorized to remove the project and all associated clips upon completion of the following steps.
  - i. The Director of Operations will notify the producer via telephone and email (if email is available).
  - ii. If there is no reply, return phone call or email response within 24 hours, the Director of Operations will notify the producer in writing via U.S. mail. The letter to be mailed no more than 24 hours following the original phone call or email.
  - iii. If there is no response to the letter, the Director of Operations will make one additional phone call and if available one additional email to the producer within 48 hours of letter being mailed.
  - iv. If there is still no response within 24 hours of this final phone call/email, the Director of Operations may remove the project from the hard drive or direct the production staff to do so.
- M. Producers are encouraged to purchase and use their own hard drives.
  - i. Should a producer purchase his/her own hard drive, an appointment with production staff must be made for usage instruction prior to first use.
  - ii. If a producer does use his/her own hard drive, only FCTV editing rules apply.
- N. The order of priority for resolving scheduling conflicts are as follows;
  - Facility Rental (*with approved contract*)
  - Production Workshops
  - Full length programs
  - Promos
  - Dubs

## **XV. Portable Studio (Roadcase or Van) Use**

(See "Access to Facility and Equipment Use: General" for additional regulations.)

- A. To use the portable roadcase or van, the producer must be certified for portable studio production. (F2)
- B. All camera crew used for the production must be field certified. (F1)
- C. Any additional crew must be F1 or S1 certified.
- D. In order to reserve and check out the portable roadcase or van, members must reserve the equipment with crew equal to the number of cameras to be used, plus one for switcher operation.

- E. The portable studio equipment may be reserved up to six weeks in advance and should be confirmed one week prior to reservation. *(Staff may make exceptions in case of special events)*
- F. 2 week minimum notification for scheduling of a portable studio is necessary for live programs.
- G. Equipment may be used for no more than 2 days per week or one weekend unless permission is granted by the Executive Director or Director of Operations. Equipment may be reserved by an individual or organization one weekend per month unless working on a series program. Additional weekend time may be scheduled on Fridays after 3:00PM, if equipment is available.
- H. Equipment check-out forms must be filled out accurately, contain a project name and be signed by user and staff (or designated volunteer).
- I. It is suggested that users set up and test equipment before removing it from FCTV. Failure to do so will be the user's responsibility. The return of damaged or broken equipment will be the full responsibility of that person.
- J. Users must report any problems or breakage when returning equipment.
- K. In addition to F2 certification, any producer wanting to use the van must have a copy of his/her valid Massachusetts drivers license on file at FCTV and a clean driving record.
- L. The order of priority for resolving scheduling conflicts are as follows;
  - Facility Rental with approved contract
  - FCTV Productions ( i.e. Selectmen's Meetings/Town Meeting)
  - Production Workshops
  - Live Productions
  - Taped Productions

#### **XVI. Falmouth Town Hall Equipment Access Use**

- A. In order to use the Town Hall multi camera robotic production system the producer must be certified in Town Hall equipment (TH).
- B. A minimum of two weeks notification for scheduling of Town Hall equipment is necessary for live programs.
- C. FCTV reserves the right to preempt a scheduled production for another activity or production of special or timely value.
- D. Town Hall control room may only be occupied by TH certified producers unless authorized by FCTV staff.
- E. Town Hall equipment may be used for the following purposes;
  - i. Videotape programs which will provide the public with information about local government workings.
  - ii. Promote the town of Falmouth and showcase services to community.
  - iii. Promote the town to visitors, investors and developers.
- F. Producers will be approved to use the room for a maximum of ten meetings or three months, whichever is shorter, for each particular committee meeting produced. Thereafter, other interested producers will be given reservation priority.
- G. All scheduling will be monitored by the users through the use of a yearly calendar posted in the equipment room. Scheduling conflicts should be reported to the Director of Operations.
- H. All producers must complete the "Town Hall Equipment Check-List" before and after all productions.
- I. All equipment problems must be immediately reported to FCTV staff using the "FCTV Equipment Problem Report Form".
- J. The order of priority for resolving scheduling conflicts are as follows;
  - Live municipal meetings
  - Taped meetings or public affairs events

#### **XVI. No-Shows on Scheduled Equipment Time**

- A. Cancellation of equipment and facility reservations must be made 24 hours in advance, except in cases of emergency. A user who is more than 30 minutes late picking up equipment will be considered a no-show and the equipment may be released to another person. Once the facility or equipment has been released to another producer, the person using it cannot be bumped.

last minute cancellations or no-shows will result in loss of privileges. Consequences are as follows:

1. First no-show: Verbal warning
2. Second no show: Written warning
3. Third no-show: 30 day suspension of privileges.
4. Fourth no-show: 90 day suspension - must meet with Executive Director to be reinstated.

## **XVII. Underwriting and Grants**

A. FCTV community producers are encouraged to apply for & receive underwriting or grants that aid in the development, production, distribution or improvement of programs. Donations can be in the form of in-kind contributions (goods or services) or money. You must adhere to the following guidelines when you plan to solicit or receive contributions on behalf of your program:

1. Before making any solicitations for program funding, you must meet with FCTV staff regarding your plans. We will review with you the policies and procedures governing underwriting/grant solicitations, credits, and help you draft a budget. No solicitation may be made on behalf of a program unless FCTV has given prior written approval. FCTV's name may not be used in connection with any program or solicitation without prior written approval.
2. You must explicitly inform all prospective underwriters and/or grantors you are a community producer acting on your own behalf – not an FCTV official, and that FCTV does not assume any responsibility for your program.
3. All underwriting funds must be paid directly to FCTV. FCTV will reimburse you for your expenses upon the presentation of receipts. After the completion of your program, or in the case of a series, after 1 year, all remaining funds will remain in FCTV's custody.
4. All underwriting funds must be used for production expenses only, such as the costs of recordable media, music rights, set supplies, and props. Since your membership dues cover only a small fraction of the actual costs associated with your production, 40% of your budget will be allocated to offset FCTV's facility and staff time costs.
5. Because FCTV's facilities may not be used for personal gain, the producer and members of the production crew may NOT be paid for their efforts. Use of FCTV facilities for commercial, profit-making, or private use under the pretense of creating community programming is a Major Violation of FCTV policies. If you would like to raise funds in order to get paid (and pay your crew) for your efforts, you must enter into a Rental Agreement with FCTV and pay FCTV's reduced market rates for use of the production facilities. In this instance, FCTV still must pre-authorize all solicitation materials or grant applications involving use of FCTV facilities, but all underwriting funds will be paid directly to you the producer.
6. Where grants are applied for and received, FCTV must be written into and receive 40% of the budget. All grant applications involving use of FCTV facilities must be pre-authorized by the Executive Director.

Per the Corporation's by-laws, policies, agreement with the cable operator, and non-profit, tax-exempt status granted under Section 501(c)(3) of the Internal Revenue code, no commercial content is allowed on the community channels. Commercial content includes, but is not limited to, product placement, advertisements of goods or services of for-profit entities, qualitative or comparative descriptions of products or services, or testimonials for the purpose of commercial exploitation.

1. All acknowledgments shall open with "Support for the following program has been provided in part by..." or something substantially similar. Contributors of products or services may be acknowledged in the credits with specific references to the type of their donation. For example, "Catering provided by..."
2. Underwriting Acknowledgments may include the following:
  - a. Logo's and/or corporate slogans which identify and do not promote;
  - b. Shots of the inside or outside of an underwriter's business;
  - c. Location information and telephone numbers, provided you don't ask the viewer to take any action (see prohibition #3c below);
  - d. Value neutral descriptions of a product line or service;

- e. Visual depictions of up to two (2) specific products in a value-neutral setting, provided they are not shown in use.
- 3. The following practices convey a more "commercial" impression and are NOT permitted:
  - a. Qualitative or comparative language or claims.
  - b. Price information;
  - c. Solicitation of direct viewer response of any kind, such as "...buy one today...", "...give us a call at...", or "...visit our showroom located at...";
  - d. Use of official company spokespersons doing video testimonials or audio voice-overs. Generic employees are acceptable; use of the station's "official voice" is preferred;
  - e. Moving products displayed in use on the air;
  - f. Product sounds (e.g., motor starting in Champion spark plug credit);
  - g. Music with lyrics. Including musical signatures that are part of a company's corporate identity, or an advertising jingle.

As producer, you have the latitude to establish your own schedule of on-air acknowledgments for specific levels of support, subject to the guidelines above. The variables you have to work with include credit length, type of credit, and frequency. FCTV urges you to seek the advice of its staff to insure the appropriateness of your acknowledgments.

- B. FCTV credit must still be included. "This program was produced at Falmouth Community Television."
- C. For additional information and forms see the "FCTV Underwriting Packet".

### **XVIII. Facility Rental**

- A. In order to fulfill the needs of the community to the greatest extent possible, FCTV offers the opportunity to rent video production facilities and equipment for the purpose of recording and/or editing material which is not primarily intended for play on the community access channel.
- B. All material videotaped under the Rental Agreement remains the sole property of the producer.
- C. No FCTV facilities or equipment may be used for personal profit either direct or indirect, unless a rental agreement has been signed by FCTV and the producer.
- D. Any Active Member of FCTV is eligible to rent FCTV's facilities and/or equipment, however, only properly certified members may actually use the equipment.
- E. If a certified member is needed to run the equipment, FCTV will provide one or provide a list of certified producers. There will be an additional charge for labor beyond the rental rate.
- F. Reservations for equipment rental may be made three (3) weeks in advance.
- G. A rental agreement must be signed in advance and all fees in connection with the rental pre-paid at the time of scheduling.
- H. Rates:
  - 1. A rate sheet will be made available at FCTV.
  - 2. Rates will be maintained in two (2) categories: Commercial and Non-Commercial.
  - 3. FCTV may require documentation to determine your projects' correct category.
  - 4. The non-profit rate applies to non-commercial productions and/or producers acting on behalf of a non-profit organization.
  - 5. The Commercial rate applies to commercial productions or producers acting on behalf of commercial entities.
  - 6. The producer is solely responsible for the content of the program and its timely delivery.
  - 7. The producer must inform potential customers or underwriters that they are solely responsible for content and timely delivery and not FCTV.
  - 8. Refunds will be given provided that cancellations are made 24 hours in advance. After that there will be no refunds.

## **XIX. Channel Time Request and Cablecasting Procedures**

- A. Requests for Cablecasting:
1. All requests for channel time on FCTV will be processed on a fair and equitable basis. Only programs submitted for cablecast and/or sponsored by FCTV members will be cablecast. A Request for Cablecast form must be filled out & will be used for scheduling.
  2. A Request for Cablecast and Statement of Compliance form must be filled out and signed prior to the program's being cablecast.
  3. Programs produced outside FCTV may be cablecast on FCTV if they meet the technical and legal standards specified in this document and only if submitted by a member of FCTV. The local sponsor must co-sign all FCTV forms.
  4. Programs submitted for cablecast will be granted one cablecast. Any repeat showings will be scheduled at the discretion of staff.
  5. FCTV retains the right to schedule programming at its discretion.
- B. Series:
1. Regularly scheduled series time slots will be allocated at the discretion of staff, provided ample time remains available for other community programming requests.
  2. A series will be allocated a maximum of 13 programs, after which re-application is required. Re-application will be considered in light of other scheduling demands.
  3. If a series producer fails to produce new, original programming for more than two consecutive showings or regularly fails to have the program ready for scheduled cablecast, the time slot may be reassigned to other users.
  4. A series may be daily, weekly, bi-weekly, bi-monthly or monthly.
- C. FCTV reserves the right to reject any program that does not meet minimum technical standards. Submitted programs which do not carry a stable signal over the cable system or which might damage FCTV equipment will not be cablecast.
- D. Scheduled programs may be preempted for time-sensitive programs.
- E. All media must but be labeled as follows;
- i. The complete program title as it appears on cablecast request form.
  - ii. Total running time in hours - minutes - seconds.
  - iii. Producer name (phone number requested.)
  - iv. Indication by date or number the program series number
  - v. All old labels must be completely removed or covered.
- F. Give completed programs to the Program Coordinator for cataloging and scheduling.
- G. Programs must be received by 2pm - Tuesday to be scheduled for cablecast the following week.
- H. FCTV wants to assist parents with a means of controlling the viewing of programming with indecent, adult content, nudity or violent material by children, as well as provide viewers with notification of programming with potentially indecent material so they can make informed viewing choices.
- While providing such notification, we do not wish to preclude the opportunity for all forms of expression on FCTV in accordance with all relevant laws. Therefore, FCTV requests that community producers place a content advisory at the beginning of any program cablecast on the community channels which may be unsuitable for children and FCTV reserves the right to cablecast programming with adult content after 11:00 PM.
- I. Live Programs:
1. All live programs must be requested a minimum of 2 weeks in advance
  2. A producer who fails to use a live time slot that has been scheduled, or who cancels a live production with less than 1 week notice must submit a written explanation to the Director of Operations. Such cancellation may be a reason to deny other such live program requests. Acceptable reasons for not using a live time slot include sickness, severe personal problems and technical problems beyond the producer's control.

## **XX. Program Content Rules**

- A. The producer of the program accepts all responsibility for the content of the program and must agree to hold harmless and indemnify FCTV Staff, Volunteers, Board of Directors, The Town of Falmouth and Comcast Cable.
- B. The FCTV name and logo shall not be used in any credits or any other part of the program, unless specifically authorized by the Executive Director and as noted below.
- C. All productions using FCTV facilities and/or equipment shall carry the following full page credit for 10 seconds at the open of the program;  
“The following program is a public access production of (Producer’s Name) who assumes full responsibility for it’s content.  
  
The content of this program does not represent the views of Falmouth Community Television, which serves as a forum for community expression and offers TV training, production facilities, and channel time to all Falmouth residents and organizations. “  
*(It is recommended that this credit is done as a “voice over” as well as a written credit)*
- D. All productions using FCTV facilities and/or equipment shall carry the following full page credit at the end of the program;  
“Production Facilities provided by Falmouth Community Television,”
- E. Presentation of the following material on the community access channel is prohibited:
  - 1. Any commercial programming or advertising;
  - 2. Any material which constitutes libel or slander;
  - 3. Any obscene material or pornography;
  - 4. Any unauthorized use of copyrighted material or publicity rights, and invasion of privacy;
  - 5. Any material in violation of FCC regulations **and**,
  - 6. Any material which violates local, state or federal law.
- F. Only Non-Profit organizations and community groups recognized by the Attorney General of the Commonwealth of Massachusetts with approved solicitation status may fund-raise on FCTV.
- G. Non-profit organizations and community groups interested in producing fund-raising programs must submit a proposal to the FCTV Executive Director along with documentation proving IRS and state status, as well as a current state Solicitation Certificate. This request must be received a minimum of two months in advance.
- H. Production crews for fund-raising programs must be trained in accordance with FCTV policies. It is the responsibility of the fund-raising organization to see that enough crew members are properly trained to staff the production.
- I. Organizations are limited to one fund-raising television program per year, with a maximum of 12 hours in length. Fundraising programs will be cablecast one time.
- J. Organizations and community groups may request a specific date for a fund-raising program. FCTV will try to accommodate organizations to the extent possible, but all program scheduling decisions will be made by FCTV.
- K. All requests for cablecast of fund-raising programs must be made by FCTV members in good standing and the non-profit organization or community group must be a member of FCTV.
- L. Falmouth Community Television will receive 25% of all funds earned as a result of locally produced fundraisers cablecast on FCTV including telethons, auctions and other fundraising programs.
- M. Obtaining personal releases is the responsibility of an individual, producer or organization. FCTV reserves the right to request copies of all releases.

## **XXI. Program Content Rules for Town Hall Equipment**

*See "Program Content Rules XX" for additional regulations.)*

- A. When videotaping Town Committee Meetings or other public meetings;
  - i. All meetings must be videotaped and cablecast unedited and unaltered in their entirety.
  - ii. Opening and closing graphics identifying the committee, date, crew and disclaimer are allowed.
  - iii. Producers and their crews will in no way interfere with any meeting.

- B. All programs using Town Hall equipment must be cablecast on FCTV.
- C. All productions using FCTV facilities and/or equipment shall carry the following full page credit for 10 seconds at the open of the program;
 

“This program is a Falmouth Government Access production of “Producer Name Here). All views and opinions expressed in this program are those of the participants and do not necessarily reflect the views and opinions of the Town of Falmouth or Falmouth Community Television. The content contained herein is intended for community television purposes only and should not be considered an official public record”.

## **XXII. Access for Political Candidates**

Political candidates are subject to the same rules and procedures as other users of the FCTV access channels in addition to the following

- A. The public access channel bulletin board will be made available (one page per week) for individual use by political candidates for office. Such use will begin forty five (45) days prior to a primary or general election day.
- B. Programming endorsing any particular candidate will end twenty four (24) hours prior to Election Day.
- C. Public Meetings such as Town Meeting, Board of Selectmen, School Committee, Planning Board, etc. are not considered Political Programming and are not subject to the "24 hour" rule.

## **XXIII. Program Promotion**

- A. All community producers are encouraged to promote their own programs.
- B. Effective promotional techniques include short news releases that FCTV can send with the cablecast schedule to area newspapers and radio stations, in addition to a listing on the FCTV bulletin board, Home page on the World Wide Web and social media platforms.
- C. Members are encouraged to use social media platforms, including but not limited to Facebook, Twitter and YouTube, along with traditional promotion tools.
- D. For special promotion of time-sensitive programs or other major projects, please speak with the Executive Director.
- E. All promotional materials, traditional or social media platforms must be approved by the Executive Director in a press release format to ensure accuracy of information conveyed

## **XXIV. Rules of Conduct**

The following rules of conduct are in place to provide a safe, healthy and comfortable place for all FCTV members while in this facility. Individuals found in violation of these rules will not be allowed to remain on the premises and may be subject to further disciplinary action.

- A. Proper respect and care of the equipment must be maintained at all times.
- B. Possession or use of any illegal substance, drugs, alcohol, weapon, firearm on FCTV premises is strictly forbidden.
- C. Smoking is not permitted in any FCTV facility.
- D. No one will be allowed to operate equipment or remain at FCTV facilities while exhibiting unacceptable behavior. Unacceptable behavior includes, but is not limited to:
  1. Using or appearing to be under the influence of alcohol or drugs.
  2. Harassment or intimidation of staff, members, guests, volunteers or board members.
  3. Abusive language or actions, as determined by FCTV staff.
  4. Inability to handle equipment safely and properly.
- E. FCTV telephones and office machines are for FCTV business only. Volunteers may give out the FCTV phone number for use only in cases of emergency and must have staff permission to utilize telephones.
- F. Members and guests must be fully clothed, including shirts, shoes & pants/skirts
- G. Young children must always remain in the company of their parent (s) or guardian.
- H. Time spent at FCTV is to be used for producing programs, training or specific volunteer services.
- I. Violation of the above rules will result in immediate expulsion from FCTV's premises. Repeat violations can result in permanent loss of privileges.

## **XXV. Violations of Policy**

- A. Major Violations:
1. Major violations include, but are not limited to:
    - a. Commercial or profit-making use of FCTV equipment/facilities.  
*(Unless entered into a Rental Agreement)*
    - b. Misrepresentation of members' affiliation with FCTV.
    - c. Falsifying forms or giving false information to anyone.
    - d. Taking or reserving equipment without staff permission.
    - e. Abuse of equipment, including attempted repair, rewiring, facility reconfiguration, & improper transport.
    - f. Harassment, intimidation or abuse of staff, members, guests, volunteers or board members.
    - g. Copyright infringement.
    - h. Possession of illegal substances, drugs, weapons, firearms or explosives on FCTV property.
    - I. Unauthorized use of alcohol on FCTV premises.
    - j. Interfering with normal FCTV operations or at FCTV sponsored activities.
    - k. Theft, trespassing, engaging in unlawful acts or behaving in lewd, indecent, obscene or harassing behavior while on FCTV premises.
    - l. Default on payment or refusal to pay for replacement or repair of equipment stolen or damaged for which member has taken responsibility.
    - M. Unauthorized use of the FCTV live switching device.
  2. A major violation will result in an immediate 60-day suspension of privileges. Violator (or parent of a minor) may also be held responsible for repair or replacement charges.
  3. Any subsequent major violation will result in the permanent termination of membership and loss of FCTV equipment/ facilities privileges. Terminated members may rejoin or be reinstated only by application to the FCTV Board of Directors.
- B. Minor Violations:
1. Other violations may include, but are not limited to:
    - a. Failure to cancel a reservation for equipment or facilities
    - b. Late pick-up or return of equipment without notification and approval
    - c. Failure to clean up properly and on time after using the facilities.
    - d. Eating or drinking in non-designated areas
    - e. Smoking in FCTV facilities.
    - f. Using equipment without adequate training or proper certification.
    - g. Failure to properly acknowledge FCTV in program credits and publicity.
    - h. Failure to report broken or malfunctioning equipment to production staff.
  2. The first violation of this kind will result in a verbal warning. Further violations within a one-year period will result in:
    - a. Second violation:           Written warning
    - b. Third violation:            One week suspension of privileges
    - c. Fourth violation:           6 month suspension of privileges
- C. Staff Prerogative
1. The Executive Director is authorized to issue warnings and suspensions. In addition, any FCTV staff member or designated facility manager may reasonably refuse access to FCTV's production facilities, equipment, or premises to any individual who appears to be under the influence of alcohol or other drugs, or who interferes with the orderly conduct of business.

**XXVI. Grievances and Appeals**

- A. Members are encouraged to resolve grievances on the staff level.
- B. Grievances regarding disciplinary actions, workshop space assignment, channel time allocation, facility or equipment availability, or any other matter must be discussed first with the Executive Director. If that discussion fails to provide an adequate explanation or solution, the aggrieved member may file an appeal, requesting a hearing before FCTV’s Board of Directors. Requests must be made in writing to the President of the Board, within five (5) working days after the meeting with the Executive Director to discuss the grievance. All decisions of FCTV’s Board of Directors regarding the grievance and appeal shall be final.

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