



**OLD ROCHESTER COMMUNITY TELEVISION
(ORCTV)
POLICIES AND PROCEDURES**

Old Rochester Community Television, Inc . 345 Front Street Marion, MA 02738
508-748-1600 * www.orctv.org

Revision date: February 2008

TABLE OF CONTENTS

INTRODUCTION

ORCTV Mission Statement	3
What is PEG Access Television?.....	4

USER REQUIREMENTS

1. Statement of Compliance	5
2. Membership	5
3. Parental Permission for minors	5
4. Membership Application	6
5. Membership Fees	6
6. Membership Benefits	6
7. Producer's Responsibilities For Guests	6

TRAINING

1. Orientation	7
2. Workshops.....	7
3. Workshop lengths and fees.....	7

PROGRAMMING

1. Programming Priorities	7
2. Channel Access.....	8
3. Program Proposals.....	8
4. Assisted Production.....	9
5. Objectionable Content	9
6. Privacy and Rights.....	9
7. Programming Standards	10
8. Commercial Content Restrictions	10
9. Series Programs	10
10. Technical Standards	10
11. Formats.....	11
12. Promotion and Scheduling	11
13. Playback and Scheduling Procedure.....	11

EQUIPMENT AND FACILITIES

1. Conditions for Use.....	12
2. Studio Reservations	12
3. Cancellations	13
4. Equipment Checkout.....	13
5. Checkout Form.....	14
6. Equipment Check-in.....	14
7. Editing Equipment	14
8. Community Bulletin Board.....	14

MISCELLANEOUS AND FORMS

ORCTV Facility Rules of Conduct	15
Appeal of Sanctions	16
Forms	17-21

ORCTV MISSION STATEMENT

Old Rochester Community Television (ORCTV) is a Public, Education, and Government (PEG) non profit, non commercial access television center offering community members the tools and training to produce their own programs for airing on local cable access television in the towns of Marion, Mattapoisett and Rochester Massachusetts.

ORCTV's mission is to stimulate community dialog, enhance understanding of government, showcase the diverse and various people of our communities, and encourage civic participation. We actively seek to include all segments of the communities in the production, promotion, and presentation of programming. We support the First Amendment of the United States Constitution, without restrictions of bias or prejudice.

ORCTV provides access to training, video equipment, and channel time to individuals and organizations residing in Marion, Mattapoisett and Rochester Massachusetts, on a first-come, first-served, non-discriminatory basis.

In support of this mission, ORCTV is committed to the following goals:

- Establishing a broad base of community understanding, support, and involvement in PEG access television.
- Providing information, instruction, and resources to ensure the effective use of the access channel(s).
- Assessing community response to programming on the channel(s), to ascertain areas of need and aid in the implementation of additional programming.
- Providing sound management and financial strategies to ensure continued community access to, and use of the access channel(s) in the years to come.
- Participating in the development of further community uses of telecommunication technology throughout the towns of Marion, Mattapoisett and Rochester.
- Working cooperatively with other similar organizations locally, regionally and nationally to promote and develop meaningful community uses of the cable access channel(s).

WHAT IS PEG ACCESS TELEVISION?

PEG television, often referred to as Community Access or Local Access television, exists in many communities around the country as a way of allowing the residents of a community the ability to use the local cable television system to reach out and communicate with their fellow citizens on subjects of local interest.

Depending on resources, PEG media centers often provide equipment, technical training and airtime to members of the local community. The local cable operator provides one or more dedicated PEG channels as a condition to receiving the cable television franchise.

Although Federal law does not require the local cable operator to provide PEG access channels, franchising authorities, cities, counties, etc., may legally require PEG access as a part of the cable franchise.

Essentially, a cable TV company secures the right to do business in a community and to use the public rights-of-way to place cables and equipment, and in exchange compensates the community with franchise fees paid to the local government. Some of these fees may go directly or indirectly to the PEG access television facilities and operations. PEG Access television differs from commercial television in many ways. In PEG access television there is no editorial control of content, no ratings, and no advertising. In commercial broadcast television, programming decisions are based on the desire to generate as much paid advertising as possible by reaching the largest number of TV viewers. In contrast, PEG access television is often referred to as "narrowcasting." That is, the programs seen on a PEG channel are often likely to appeal to a very limited audience. Providing a voice to individuals is one of the many things that makes PEG access such a unique community resource. Instead of being broadcast over the airwaves, PEG channels are usually seen only on cable systems. The programming is therefore referred to as being "cablecast".

ORCTV also serves the educational and governmental institutions (the E and G of PEG) in the towns of Marion, Mattapoisett and Rochester Massachusetts and provides specific channel capacity and resources to serve those interests. Separate programming guidelines apply to these channels or programming blocks. Qualified institutions and agencies may use their own criteria for program submission, scheduling and cablecasting.

In an era of media consolidation where fewer individual companies control more media outlets such as TV, local newspaper and radio, PEG television is a unique and special entity. PEG TV has frequently been referred to as the last remaining voice of the independent viewpoint remaining on television. It is special; use it, enjoy it, take care of it. It is truly a community resource.

Individual interests are most effectively served in a system that is open to all voices.

MEMBERSHIP/USER REQUIREMENTS

1. STATEMENT OF COMPLIANCE

Before using the Media Center at ORCTV, the scheduling of channel time or operation of any equipment, all persons (producers and volunteers including minors and their parents) are required to attend an orientation session, read the ORCTV Policies and Procedures and sign a Statement of Compliance. Failure to sign and adhere to the terms of the Statement of Compliance will result in the forfeiture of privileges to use ORCTV facilities and equipment. All users need to become members of ORCTV.

The Statement of Compliance is at the end of this guide.

2. MEMBERSHIP

Upon completion of a membership application, attending the ORCTV orientation and paying the annual membership fee, membership is open to:

- Residents of the in the towns of Marion, Mattapoisett and Rochester Massachusetts with minimum age for membership being 12. A Junior Membership is categorized by members ages 12-17. Junior Membership does not have voting privileges. The minimum age for the voting members is 18.
- Any legal non-profit organization, governmental entity, or institution with an office located in the in the towns of Marion, Mattapoisett and Rochester Massachusetts.
- Any person who is an employee or member of such non-profit organization or institution and who is in agreement with the objectives of ORCTV and is involved in a production on behalf of the non-profit organization or institution.
- Students, employees, and faculty of any accredited learning institution located within the in the towns of Marion, Mattapoisett and Rochester Massachusetts, or the local school district's jurisdiction including tri-town students who attend Old Colony or Upper Cape.
- Businesses for profit with headquarters in the tri town area.
- Non-residents within a 10 mile radius of ORCTV Studios

3. PARENTAL PERMISSION

Parental permission is required for youths 17 years of age or under to work at the ORCTV Media Center that serves the towns of Marion, Mattapoisett and Rochester Massachusetts. Youths using ORCTV must have on file a signed Parental Consent form. The parent or guardian who signs the form assumes all responsibility for any liability arising from the minor's involvement in ORCTV. Youth may work in the studio but portable equipment may only be checked out with the express written permission of a parent or guardian, and also only with the consent of ORCTV staff. Staff may, at its discretion, refuse to permit a minor to use ORCTV equipment, based on failure of how to demonstrate sufficient knowledge to safely and properly handle equipment.

4. MEMBERSHIP APPLICATIONS

Membership applications are available online at www.orctv.org and at ORCTV's Media Center located at 345 Front Street Marion, MA 02738. Membership is available without discrimination.

5. MEMBERSHIP FEES

Membership fees are \$1.00 during your first year of involvement at ORCTV. Residents, individuals, families, institutions and organizations who reside in the towns of Marion, Mattapoisett and Rochester Massachusetts can freely participate.

Membership fees are \$75.00 a year for any non-resident, business or corporation in the towns of Marion, Mattapoisett and Rochester Massachusetts.

6. MEMBERSHIP BENEFITS

As an active member in good standing you will be eligible to:

- Enroll in ORCTV training workshops
- Utilize ORCTV facilities and equipment
- Schedule programs on an ORCTV access television channel.
- Able to vote during ORCTV's annual meeting (ages 18 and up).
- Business or corporate members have the option to sponsor a program of their choice and within ORCTV sponsorship guidelines with business information displaying at the beginning and end of a program. Business information can include business name, address and web address. It cannot include any call to action statements or promotion of for profit products or services.

7. PRODUCER RESPONSIBILITIES FOR GUESTS

Producers must inform their guest(s) regarding arrival time, parking, and entry to the studio and other information from the ORCTV's Policies and Procedures pertinent to the guest(s) appearance including not handling equipment unless they are a certified current member.

Producers shall meet their guest prior to show time and brief them on the ORCTV commercialism policies as covered in these Policies and Procedures and in the pre-production meeting with ORCTV staff.

TRAINING

1. ORIENTATIONS

All members of ORCTV must attend a new users orientation session conducted by ORCTV staff. These free sessions consist of an overview and introduction to ORCTV with special emphasis on policy, safety and rules regarding equipment use. Orientation session attendance is a prerequisite to training workshops. However, at the discretion of the ORCTV staff, a user who can demonstrate proficiency in operating video equipment may be considered for a waiver.

2. WORKSHOPS

Training workshops will be developed and taught by qualified ORCTV staff. They will be available on a first-come, first-served, non-discriminatory basis.

ORCTV offers on going classes in Orientation, Camcorders, Digital Editing and Studio Production. Current class schedules can be found on ORCTV web site or by calling ORCTV. Class size will be limited to a minimum of three people and a maximum of eight people depending on the class type. Classes outside the regular schedule can be arranged with staff.

Members who attend and/or complete any ORCTV workshop and use ORCTV equipment or facilities do so with the sole intent of producing and submitting non commercial programming for ORCTV channels. ORCTV equipment and facilities cannot be used for personal use or private commercial gain.

PROGRAMMING

1. PROGRAMMING

ORCTV specifically wishes to encourage programming designed to meet the general and specific needs of the communities of Marion, Mattapoisett and Rochester to reflect the values, wishes, and activities of all three towns. One does not have to be an ORCTV member to submit programming but every show must be accompanied by a completed Request for Cablecast form signed by a Tri-town resident. All programs need to be submitted with a signed Request for Cablecast form. Accordingly, ORCTV encourages programming of the following nature:

- Programs produced locally involving subjects, events, or people unique to the area.
- Programs which represent "narrowcasting" or airing of programs of limited interest and scope due to the fact that the audience for these programs, being necessarily very small, are under-served by traditional broadcast or print media.
- Programs tailored to the needs of the entire area.
- Programs, which are innovative and free from traditional restrictions on length, format or subject.
- Quality programs on subject matter demonstrating educational, artistic or technical excellence or extraordinary effort in the planning, production or editing of the program.

POLITICAL PROGRAMS

ORCTV offers its resources in training, equipment, facility use and channel time to all candidates and political points of view in a fair and unbiased, non partisan first come

first served basis. ORCTV offers these resources equally to all points of view, candidates and political parties.

Political programming on the channel must follow ORCTV programming policies procedures, be of technical standards and not violate any ORCTV regulation such as slander or copyright issues as stated in these policies and regulations. Programming times and replays will be fair to all point of view and all candidates that submit programs. ORCTV is not responsible for candidates that do not take advantage of ORCTV resources and opportunities. Candidates and political parties must seek training and resources from ORCTV in a reasonable time frame before elections or other political events.

ORCTV staff offers training on equipment but are not able to be crew on candidates or parties productions. ORCTV staff will help facilitate productions that include all candidates in candidate forum platforms.

All political programming must be submitted within ORCTV programming procedures which is a minimum of two weeks ahead of time in order to make newspaper publications and deadlines. Political programs cannot preempt previously scheduled programs unless in a town sponsored forum with all candidates invited.

The Community Bulletin Board cannot be used for any political activity or notices of any kind including fundraisers.

2. CHANNEL ACCESS

Public access producers shall have their programs cablecast on either the Public or Educational channel. Access to the local government channel is not the same, and may be limited to town functions and operations. Any non-city request for access would have to be authorized by ORCTV's Board of Directors and the Executive Director on an as-needed basis. All programs submitted to ORCTV for cablecast must be accompanied with a complete Request for Cablecast or Compliance Form as needed. All programs must be submitted at least two weeks ahead of time for newspaper publication and deadline purposes (unless it's a time slotted regular program).

All public meetings of policy-making councils or commissions are authorized for cablecast. Other meetings may be added as approved. All departments may submit programming requests for the government access channel and submit a filled out Request for Cablecast or Compliance Form as needed.

3. PROGRAM PROPOSALS

Public access producers shall be required to meet with ORCTV staff to review the proposed program and anticipated utilization of ORCTV equipment and facilities, and shall complete and sign an ORCTV Statement of Compliance prior to scheduling a program for cablecast. ORCTV staff shall provide limited guidance and assistance, upon request, in developing program proposals and planning a production.

Members using ORCTV facilities, equipment, and playback services do so with the sole intent of submitting non-commercial programming on an ORCTV channel and not for private commercial gain. ORCTV's studio and portable equipment cannot be used for personal use.

4. ASSISTED PRODUCTION

Producers are required to assemble their own qualified production crew (crew using ORCTV equipment or facilities must be a current trained ORCTV member). However, when possible, ORCTV may make available assistance in developing community productions including the recruitment and assignment of volunteers and some limited staff involvement. ORCTV may also initiate open production times when community users who are not producers may be taped by staff and volunteers for presentation on the PEG channels.

5. OBJECTIONABLE CONTENT

ORCTV's concern with program content is limited to ensuring that program material does not violate Federal, State, or local law; that all appropriate rights have been obtained; and that ORCTV rules are not violated.

ORCTV requires that producers provide notice to staff or management in the event that their program contains potentially objectionable content. Potentially objectionable content includes:

- excessive profane language
- nudity
- sexual activity
- extreme physical violence or degradation
- graphic depiction of medical procedures
- extreme political opinions
- slander
- invasion of privacy
- use of person's image without written permission

If any program includes any of the aforementioned elements, a viewer advisory will be included immediately prior to the beginning of the program stating:

"The following program contains material that some viewers may find objectionable or inappropriate."

The viewer advisory will be displayed on screen for 30 seconds.

These programs may also be subject to a decision by ORCTV's management that said program will air only during safe harbor hours.

6. PRIVACY AND RIGHTS

Producers of public access programs retain all rights to the content of their program.

Producers must secure all releases of copyrights, talents, etc. and any other necessary permissions or legal clearances to use materials included in the program prior to its airing.

The producer's signature upon ORCTV's Statement of Compliance Form certifies that the producer assumes full responsibilities for program content, and releases ORCTV, the towns of Marion Mattapoissett and Rochester and staff from any liability of legal fees and expenses or legal challenge that may be incurred as a result of the cablecasting of the program.

This agreement also gives ORCTV the right to cablecast, duplicate or to repeat the program on the channel. Programming and scheduling of programs will be the

responsibility of the Programming Manager or his/her designee. Members wishing to submit a program for scheduling will obtain a Request for Cablecast and meet with the ORCTV Programming Manager or designated ORCTV staff to determine available dates and times for airing the program. Members under the age of 18 will need a parent or legal guardian to sign the Statement of Compliance and Request for Cablecast forms.

7. PROGRAMMING STANDARDS

ORCTV assumes no liability for programming cablecast on ORCTV's channels. ORCTV producers will not allow the community access channel(s) to be used for the presentation of:

- Any material which is obscene or an invasion of privacy; slanderous, libelous, defamatory, or which is a violation of any local, state or federal law;
- Programs containing material that may be unsuitable for younger audiences will air only in the "safe harbor" hours between Midnight and 5:00 a.m. and must contain a warning and disclaimer prior to first video and all subsequent broadcasts.
- Any material or information concerning a lottery (however, legal non-profit organizations are permitted to promote their fundraisers), gift enterprise, or scheme offering prizes dependent on lot or chance;
- Any material presented in violation of copyright, royalty, trademark, literary or motion picture rights, or other ownership rights, or any material submitted without all necessary releases, licenses, or other required permission;
- Any material presented for private commercial gain.
- Public Access programming must include a disclaimer in which the Programmer accepts full responsibility for their speech and that the expressed viewpoints of the show are not the viewpoints of ORCTV or its staff

8. COMMERCIAL CONTENT RESTRICTIONS

ORCTV shall not cablecast nor permit to be cablecast, programs which have commercial content. Commercial content includes, but is not limited to, product placement, call to actions, advertisement and service designations provided in exchange for value of any kind or nature. This shall not exclude corporate sponsorship recognition for business/professional supporters of ORCTV, but such recognition shall be limited to 15 seconds. Business/for profit company information can include business name, address and web address. It cannot include any call to action statements or promotion of for profit products or services.

9. SERIES SCHEDULING

- Regularly scheduled "series" time slots will be allocated at the discretion of staff provided ample time remains available for other community programming requests.
- "Series" may be required to reapply each year. If a series producer fails to produce new original programming for more than two consecutive agreed upon times or regularly fails to have the program ready for scheduled cablecast, the time slot may be reassigned to other users.
- A series may be weekly, bi-weekly or monthly. Parameters of the series will be discussed and agreed upon by the producers and the executive director.

10. TECHNICAL STANDARDS

ORCTV reserves the right to reject a program not meeting minimum technical standards; however, media which do not carry a stable signal over the cable system or might damage ORCTV equipment shall not be used.

I. Requirements

a. Label

Before cablecasting, all media must be clearly labeled with the following information:

- Title of program on label as well as producer name and phone #.
- Segment name, date and exact TRT (total running time) in minutes and seconds on face label with the date.

b. End of tape

- Appropriate credits
- ORCTV credit: "Produced at Old Rochester Community Television, Marion, MA"
Or "Equipment/facilities supplied by ORCTV Marion, MA"

11. FORMAT

Accepted formats for submitting programs are Mini DV tape, DVD (-R preferred), no menus is preferred.

12. PROMOTION AND SCHEDULING

Producers are encouraged to promote their programs to build community awareness and support for their local access channel(s). The ORCTV program schedule may be published weekly in the local newspaper and on the ORCTV electronic Bulletin Board and web site.

All requests for channel time shall be processed on a first-come, first-served, non-discriminatory basis, depending upon the availability of cablecasting equipment and channel time. Programs produced locally and which address local interests will be given scheduling priority over any other program.

13. PLAYBACK SCHEDULING PROCEDURES

Programs will be scheduled by staff given time, place and manner criteria applied consistently to all programming. Certain thematic blocks may be established for grouping programming. Other criteria for grouping may be technical (e.g., live vs. taped), programming source (public, educational, governmental), or age appropriateness. Occasional preempting of regular programming may take place such in such instances as: political events, holiday events or live community or government events.

ORCTV staff will assign programs for playback with the goal of presenting a coherent schedule that maximizes fairness and diversity of expression, and which helps fulfill our mission. ORCTV serves both producers and viewers and will work to develop schedules that are interesting, timely, logical and beneficial to the community based on the availability of time slots and the need to avoid monopolization or relative over-utilization of the channel. ORCTV will reserve ample space for the individual voice, single-issue programs, and other non-series programming.

Programmers may request specific time and day scheduling, subject to availability and in accordance with the above principles.

Producers may schedule their programs a maximum of two times per week. Series producers will commit to providing programming on a regular basis in order to maintain their time slot.

Time slot assignments to series producers may be redistributed according to demand in order to maintain fairness in allocating shared access resources.

ORCTV access members may appeal scheduling decisions made by the Executive Director to the Board of Directors.

EQUIPMENT AND FACILITIES

1. CONDITIONS FOR USE

ORCTV studio equipment and facilities are available, free of charge, to persons who:

- are members of ORCTV and are making a program for Marion, Mattapoisett or Rochester on ORCTV for cablecast;
- have completed the necessary in-house workshops or can demonstrate prior training and have familiarity with the equipment and its uses.;
- have read this Policies and Procedures guide and have signed the Statement of Compliance;
- have the sole intent of submitting non-commercial programming on a ORCTV channel and not for personal or private commercial gain.

However, parties using ORCTV studio equipment shall be made responsible for the use of said equipment and shall be held financially responsible for the replacement costs of any damaged, lost, or broken studio equipment that is damaged during their use (regular wear and tear is not included).

Only ORCTV staff is authorized to use Media Center telephones and facsimile machines.

2. STUDIO RESERVATIONS

To schedule and use ORCTV's studio, a community user must be properly certified for such use.

The ORCTV facilities are available to members to tape or air live productions on a pre-scheduled basis during regular business hours. There is a 4-hour maximum on any single production. Reservations for use of the studio are made on a first-come, first-served, non-discriminatory basis.

Reservations for facility use are to be made at least 24 hours but no more than 4 months in advance. Members shall meet with a staff person to reserve the facility and go over the proposed program. An additional appointment may be scheduled, if necessary, to assure full understanding and familiarity with studio equipment.

Changes in studio reservations must be made in advance and with approval of ORCTV staff. A member may use assistants in developing and producing the program, but such assistants must be qualified members of ORCTV.

The producer and crew shall report to the studio at least thirty minutes prior to the scheduled production and complete the wrap-up and clean up of the studio within thirty minutes following the production. All programs must begin wrapping up ½ hour before ORCTV scheduled close time. Producers are responsible for ensuring that crew members secure all production equipment, clean up and

“normalize” that studio as directed by ORCTV staff after completion of their production time. Failure to abide by these rules and timetables may result in a delay of production.

The ORCTV member making the reservation shall be responsible for assuring that any persons participating in the use of ORCTV facilities/equipment are qualified members and that all rules regarding facility usage are followed. Failure to do so shall result in a suspension of privileges.

The studio is to be used “as is.” Use of additional technical components or arrangements requiring rewiring or reconfiguring must be cleared in advance by the Executive Director. The program producer must provide all props and set pieces beyond those furnished by ORCTV.

Props and sets cannot be stored at ORCTV facilities. Short term or exceptions must be made with permission from the Executive Director.

3. STUDIO CANCELLATIONS

ORCTV producers are required to provide a minimum of 24 hours notice of cancellation for reserved studio, editing time or remote equipment. Failure to comply may result in a fine, suspension or loss of access to the ORCTV Media Center.

The first time that a producer fails to appear without prior notification will result in a verbal warning. The second time will result in a 10-day Probation during which the member cannot reserve studio time. The third time will lead to a loss of ORCTV services or access for 30 days. Any user who cancels any facility reservation without 24 hours notice or who fails to keep his/her appointment to pick up equipment requested on three (3) or more occasions within a 12-month period is liable to forfeit their ORCTV privileges.

4. EQUIPMENT CHECKOUT

A copy of the Equipment Checkout Form will be provided to any member wishing to use ORCTV’s Field Production Equipment. Members will complete and sign the Equipment Checkout Procedures Agreement. Any malfunction or surface damage to equipment, at the time of checkout will be noted on the agreement and initialed by both member and staff. Any member under 18 must have parental or guardian sign the equipment check out form every time

If a member fails to pick up equipment at the assigned hour or fails to notify the studio of a possible delay, that equipment or studio time may be assigned to another member after one hour. Equipment must be returned by the same member that took it out unless prior permission is arranged with the Executive Director. Equipment taken outside of the tri- town area needs permission from the Executive Director. Equipment must never be left in members cars in hot or cold weather or overnight. Hot and cold weather can permanently damage the equipment and theft can also occur.

I. CHECKOUT TIMES

Portable equipment may be picked up during regular business hours. Contact the ORCTV staff to schedule checkout.

II. LIMITATIONS

a. In the interest of facilitating equipment usage by the maximum number of ORCTV users, the checkout of portable equipment must be limited

to one time per week per user, or one weekend per month per user. All checkout equipment is available for a maximum of two days (48 hours) per week. Extended checkouts must receive prior approval from ORCTV staff.

b. Portable equipment may not be available for checkout while training classes are in session or during the maintenance of such equipment. The ORCTV staff will post notification of such times. Users will be notified when equipment becomes available.

5. CHECKOUT FORM

The Field Equipment Checkout Form must list the name of the equipment, sign in and sign out dates and times and the user's initials. It should also be signed by the user and dated.

6. EQUIPMENT CHECK-IN

If a member is going to be late in returning equipment, they will be expected to advise ORCTV staff in a timely manner. Failure to do so may result in a suspension of privileges.

The member must return video field production equipment undamaged and on time to ORCTV staff or designee. Additionally, the member will reimburse ORCTV for expenditures required to repair damaged equipment or to replace equipment as specified and approved by ORCTV in the instance of irreparable damage or loss of equipment. Any malfunction or damage will be noted on the check-in card and initialed by staff and the member. Failure to provide satisfactory payment shall result in permanent suspension of privileges.

Equipment must be returned by the agreed upon time and date at checkout or disciplinary action will be initiated.

7. EDITING EQUIPMENT

To schedule and use ORCTV's editing equipment, a community user must be properly certified for such use.

Editing equipment is available on a first-come first-served nondiscriminatory basis during ORCTV business hours. Editing sessions will be scheduled for a maximum of four consecutive hours. Additional sessions can be scheduled if more time is needed.

Members using the editing equipment will arrive in a timely manner and leave when their scheduled time is over. Editing and dubbing equipment may be rescheduled if a member arrives more than 15 minutes late without notifying ORCTV staff.

Cancellations for editing and dubbing equipment need to be made at least 24 hours in advance. Failure to comply can result in the suspension of facility privileges. Editing machines cannot be used for dubbing of any programs. All dubs must be made through ORCTV staff.

8. COMMUNITY BULLETIN BOARD

Legal non-profit organizations and town departments in the towns of Marion, Mattapoisett and Rochester may submit text messages for air on the ORCTV Community Bulletin Board. Staff must approve other messages. Messages may include information regarding services or events presented by non-profit groups, town departments and/or approved cultural or educational organizations which have

registered with ORCTV. A contact number must be included as well as filled out Bulletin Board form (first time user).

9. DUBBING

All ORCTV producers who produce a program for cablecast may have 1 copy of their program dubbed onto DVD supplied by the producer at no charge. Additional dubs would be subject to ORCTV's dub pricing of \$10.00 each for members or \$15.00 each for non-members.

Dubbing is only to be completed by ORCTV staff by appointment only and is available on a first come, first served basis.

All programs that cablecast on ORCTV channels can be dubbed/copied onto DVD. The cost of a DVD dub is \$10.00 for members, \$15.00 for non members.

ORCTV FACILITY RULES OF CONDUCT

The following rules of conduct are in place to help provide a safe, healthy and comfortable environment for all ORCTV members while in the facility. Individuals who violate the rules shall not be allowed to remain on the premises and may be subject to further sanctions, the minimal of which shall be a suspension of the member's facility privileges for 30 days.

- Studio props and station equipment are not to be stored in the hallways.
- Phones, fax machine, copier, and office computers are for the use of staff only. If you need to receive or make a phone call please inform and obtain permission from an available staff member.
- No smoking is allowed in the building or within 20 feet of the entrance of the building at any time. Food and drink are allowed only in designated areas and never in the editing suites, control room, studio or other equipment areas.
- Only authorized personnel are allowed in the Equipment Room and Master Control Area and staff offices/desks or file cabinets.
- Under no circumstances are members allowed to re-engineer equipment configurations. Staff must be notified of issues with all equipment.
- Producers and guests shall abide by all pertinent fire and safety codes.
- Alcoholic beverages are not allowed in the facility- with the exception of sealed alcoholic beverages used as props or for fundraising purposes.
- Use, possession, or distribution of illegal drugs or controlled substances on the premises is prohibited.
- Aside from Public Safety personnel, weapons and controlled substances are not allowed in the building at any time.
- Hair and fur from animals can damage sensitive video editing equipment. Pets and animals used in member productions are not allowed in the editing suites or control room.
- Use of the ORCTV name and logo is prohibited except as authorized by ORCTV.

- ORCTV does not tolerate threatening, harassing, or verbal abuse of any kind by any person, employee, access user or third party. No person shall have the authority, whether expressed, actual, apparent or implied, to commit any harassment, including, but not limited to sexual or verbal harassment to staff, members, users, community members, or other persons at ORCTV facilities.
- Harassment of a verbal, physical, visual or sexual nature will not be tolerated at ORCTV.
- Nudity is strictly prohibited at ORCTV facilities.

APPEAL OF SANCTIONS

Should it become necessary for the Executive Director or his/her designee to deny a member access to equipment or studio facilities or other privileges enjoyed by ORCTV members and the member feels the action is unfair or inappropriate, the member may appeal the decision of the Executive Director to the ORCTV Board. Such appeal shall be in writing and provide a full explanation of the situation. It will be filed within ten (10) business days of the action deemed unfair by the member to the Executive Director with copies to the ORCTV Board.

Within thirty days of receiving the appeal, the ORCTV Board shall hold a hearing regarding the matter and shall deliberate this matter in closed session before rendering a decision at the conclusion of the hearing. No further administrative appeal shall be available.



STATEMENT OF COMPLIANCE

A. I have received, read, and am thoroughly familiar with the contents of the ORCTV Policies and Procedures and I agree to completely comply with these provisions.

B. I will thoroughly familiarize myself with the content of program material to be taped and/or cablecast and agree that it will not contain:

1. Any material which is obscene or an invasion of privacy; any material that includes excessive profane language, nudity or sexual activity, or extreme violence.
2. Any material which is slanderous, libelous, defamatory, or which is a violation of any local, state or federal law;
3. Any material or information concerning a lottery, gift enterprise, or scheme offering prizes dependent on lot or chance;
4. Any material presented in violation of copyright, royalty, trademark, literary or motion picture rights, or other ownership rights, or any material submitted without all necessary releases, licenses, or other required permission;
5. Any material presented for private commercial gain.

C. I assume full responsibility for the content of all program material cablecast and will ensure that such program material will not violate any right of any third party.

D. I assume full responsibility for the program content and releases ORCTV, the Towns of Marion, Mattapoisett and Rochester, Old Rochester Regional School District and their staff from any liability of legal fees and expenses or legal challenge that may be incurred as a result of the cablecasting of a program that I produce. I further agree to pay ORCTV, or the the Tri-towns of Mattapoisett, Marion and Rochester all legal fees and expensed incurred by this program in connection with any legal proceedings concerning cablecast, such as legal fees and expenses arise.

E. I understand that violation of this statement of compliance is grounds for forfeiture of the right to use ORCTV channel space, facilities, and equipment.

Print name: _____

Signature: _____

email _____ **Telephone:** _____

Address: _____ **DATE:** _____

Show Title & Date _____

Producer's name/Town _____

Show Length (hours, minutes, seconds) _____

Requested time slots (days & times) _____

Description of show (continue on back) _____



www.orctv.org
 Phone 508-748-1600
 Fax: 508-500-4639

Cablecast Request Form

Name: _____ **Date:** _____

Phone (H): _____ **(Mobile):** _____

Email: _____ **Organization:** _____

Address: _____ **Website:** _____

Program Title: _____

Program Producer: _____ **Phone:** _____

Program Sponsor (if required): _____ **Phone:** _____

Channel Request: _____ **Time Request:** _____

Program Type (feature or series): _____ **Frequency:** _____

Media Format: _____ **Total Run Time:** _____

For promotional purposes, provide a brief description of the program:

I, the undersigned, warrant and represent to Old Rochester Community Television that the above program meets the criteria for access programming defined in the ORCTV Member/User Handbook.

The above material submitted by me contains none of the following:

1. Any material which is libelous or slanderous.
2. Any material that is obscene, according to community standards, or is otherwise illegal.
3. Any material that is commercial in nature.
4. Any material which is intended to defraud the viewer, or designed to obtain money by false or fraudulent pretenses.

These warranties and representations are made by me in order that this program be cablecast on ORCTV operated access channels. I agree further to indemnify and hold harmless ORCTV, the Tri-towns of Mattapoisett, Marion and Rochester and any of their employees, officers, Board of Directors, from any and all claims, demands, damages or other liabilities which may be made against or arise out of the cablecasting of the program submitted by me whether or not the program has been reviewed by ORCTV prior to cablecast. I further agree to pay ORCTV, or the Tri-towns of Mattapoisett, Marion and Rochester all legal fees and expensed incurred by this program in connection with any legal proceedings concerning cablecast, such as legal fees and expenses arise.

Signature: _____ **Date:** _____

Parent/Guardian (if required): _____ **Date:** _____

Staff: _____ **Date:** _____



www.orctv.org
 Phone 508-748-1600
 Fax: 508-500-4639
 email: kim@orctv.org

Community Bulletin Board Announcement Request Form

Please write message in the space below

Hints: Don't forget to list location of event, date and time, sponsoring organization, and information phone number.

ORCTV reserves the right to edit messages. When space constraints exist, ORCTV will give preference to tri-town residents based organizations and non-profits. Messages must be received at least 2 weeks prior to start date. Messages not received 2 weeks ahead cannot be guaranteed to appear on the community bulletin board prior to start date. Messages will be shown for one month or when expired space allowing.

Submitted by: _____ Phone: _____

Organization: _____

**The Community Bulletin Board is a free service offered
by Old Rochester Community Television**



Talent Release Form

Program Title: _____

Producer's Name: _____

Participant's Name: _____

Production Date: _____

I, the undersigned, have participated as indicated on the above program, which I understand will be cablecast over the cable television system in Marion, Mattapoisett and Rochester, MA. The program may be duplicated and distributed throughout the United States and /or abroad.

I agree that insofar as I am concerned, this program may be edited as desired and used in whole or part either in cablecasting or broadcast television, for audio and /visual reproduction, cassette and closed circuit exhibition purposes, and all other non broadcast purposes in any manner of media, in perpetuity through the world.

I consent to the publication of the program transcript in whole or part after cablecast and/or broadcast, and also consent to the use of my name, likeness, and voice in connection with program publicity and for institutional promotion purposes. I expressly release the producer and ORCTV from any privacy, defamation, or other claims I may have arising out of the broadcast, cablecast, exhibition, publication, or promotion of this program.

Print or type name of Participant Signature

Address of Participant

Date signed

I, parent or guardian of the minor, who has signed the above release, hereby agrees that we both shall be bound thereby.

Print or type parent's name Parent's Signature

Date Signed: _____



www.orctv.org

P.O. Box

Phone 508-748-1600

Fax: 508-500-4639

Membership Registration

Individual/Junior Membership (minimum age 12) – \$1.00 includes all basic television production courses, voting privileges at our annual meeting (age 18 and older) and any special events during your membership year. After taking our TV courses your membership entitles you unlimited, priority use of ORCTV's equipment and facilities, technical support, and channel time to develop community based programming. Junior membership is members ages 12-17.

Family Membership (minimum age 12) – \$1.00 includes all basic television production courses, voting privileges at our annual meeting and any special events during your membership year. After taking our TV courses your membership entitles you unlimited, priority use of ORCTV's equipment and facilities, technical support, and channel time to develop community based programming.

Organizational Membership- \$1.00 includes all basic television production courses, voting privileges at our annual meeting and any special events during your membership year. After taking our TV courses your membership entitles you unlimited, priority use of ORCTV's equipment and facilities, technical support, and channel time to develop community based programming.

Business Membership-\$75.00 includes underwriting for programming of your choice (4 exposures total) Option to increase sponsorship for additional exposure.

Non-Resident Membership \$75.00 includes all basic television production courses. After taking our TV courses your membership entitles limited use of ORCTV's equipment, technical support, and channel time to develop community based programming.

Name: _____ **Date:** _____

Organization: _____

Address: _____ **Town** _____

Telephone: _____ **(H)** _____ **(W/cell)** _____

E-Mail Address _____