

**ASHBURNHAM WESTMINSTER ACCESS TELEVISION, INC.  
POLICIES AND REGULATIONS**

Last updated and approved by the AWCA-TV Board of Directors; August 30, 2005.

Ashburnham Westminster Access Television, Inc. (AWCA-TV) operates the PEG (public, educational and government) access channels on the cable television system in the towns of Ashburnham and Westminster, Massachusetts.

As part of this responsibility AWCA-TV will provide:

- Training and technical assistance in the use of cable television production equipment
- Access to production resources and
- Time on the public access, educational and governmental access channels

**Mission Statement**

“To provide equipment, training, and channel time to members of the Ashburnham Westminster community for the purposes of building community, empowering the individual, and ensuring First Amendment expression through the utilization of television technology.”

To this end AWCA-TV will:

- Provide the community with a modern facility and access thereto.
- Aid and educate community members to achieve their programming goals.
- Encourage producers to continually develop their technical and aesthetic skills.
- Maintain a strong community presence.
- Continue community outreach to encourage a diversity of programming expressing unique perspectives; advocate programs which support free exchange of ideas and encourage public discourse.
- Maintain an environment which encourages community cooperation and collaboration.

These resources are available for the production and presentation of programming of interest to the Ashburnham and Westminster communities and shall be used for non-commercial purposes.

## Membership

Residents of Ashburnham and Westminster, as well as organizations and institutions affiliated with the towns and those affiliated with such organizations are welcomed and encouraged to use these resources. In order to gain access to production resources and training, a person must become a member by:

1. Showing proof of Ashburnham or Westminster residency; or working at or attending any school in Ashburnham or Westminster; or affiliation with an organization serving Ashburnham or Westminster (all members must be directly affiliated with the Ashburnham or Westminster branch/chapter in the case of regional, state or national organizations)
2. By attending orientation and signing a STATEMENT OF COMPLIANCE with these policies and procedures.

### Statement of Compliance Form

1. Information required on the Statement of Compliance Form shall include:
  - a. Full legal name
  - b. Current address
  - c. Home and/or cell phone
  - d. Drivers license number of signatory
  - e. Production name (the name under which you will provide yourself producer credit, i.e. "©2005 Production Name"
  - f. Signature
  - g. In the case of minors, the following will be required:
    - i. Date of birth
    - ii. Guardian Name
    - iii. Guardian address
    - iv. Guardian home or cell phone
    - v. Guardian work phone
    - vi. Guardian signature

2. The annual membership for continuing members is due Jan. 1 of a calendar year and must be paid by March 1 of that year to remain in good standing.

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Any member may request channel time for the presentation of a pre-recorded television program provided the proper sponsorship responsibility is acknowledged either in a video-taped message before and after the program to

be shown or is placed on file at AWCA-TV. Sponsorship responsibility shall include name, local address and local phone number.

Definitions:

New Programs: Those produced within the preceding 30 days and presented for airing in that time period.

Live Programs: Those produced live in AWCA-TV studios or in the field for airing live.

Live-to-Tape Programs: Those produced live to tape in AWCA-TV studios or in the field which are complete and ready for play without editing.

Old Programs: Any program produced more than 30 days before the air date requested, but in the calendar year.

Local Programming: Material produced by a AWCA-TV member using AWCA-TV equipment and facilities.

Imported Programming: Any material produced outside the Ashburnham Westminster region.

Prime Time: Defined as the time between the hours of 5pm and 10pm.

A – Staff Programming

1. Staff Memberships

AWCA-TV staff are permitted and encouraged to join AWCA-TV with the same rights, privileges and restrictions as regular members. Such activities shall not take place during working hours.

2. Staff Productions

AWCA-TV does not produce programming. However, AWCA-TV staff may produce programming at the discretion of the executive director, for purposes including, but not limited to, community interest, outreach, promotion and training. Such programming shall credit the staff member as producer.

B –Imported Programming

1. The AWCA-TV staff is committed to seeking programming which contributes to the diversity and quality of the material offered to the Ashburnham and Westminster communities. Given such opportunities, the staff may exercise the prerogative to sponsor such programming as the producer of record.
2. Programming produced outside Ashburnham/Westminster may run on AWCA-TV channels. Any member may request or sponsor outside programming under terms of the membership regulations.
3. Members may request one prime time showing of outside programming. Additional prime-time showings may be offered if time is available.

### C – Regional Programming

Members of neighboring public access television stations may submit programs for cablecast without the requirement of securing a local Ashburnham or Westminster sponsor. Programs submitted under this rule shall be identified as “Regional” and subject to the following hierarchy:

1. Live programming
2. Local programming (produced by AWCA-TV members)
3. Regional programming (LATV, LEAP, FATV, AOTV etc.)
4. Imported programming (sponsored programming)

Individuals submitting programming under this rule are responsible for cueing and preparing their program in the same manner as AWCA-TV members as outlined in this manual.

Individuals may request one prime-time showing of the program. Additional prime-time showings may be offered if time is available.

### D – Time Slots

1. Program time slots for the PEG channels are available on a first come, first served
2. basis subject to the resources of AWCA-TV whose staff has the right to determine appropriate scheduling.
3. Requests for airing of programming shall be honored on a first-come, first-served basis, but programs produced by AWCA-TV members exclusively using AWCA-TV equipment and facilities shall be given priority for broadcast over material produced in other ways.
4. Requests for time will be honored within the constraints of scheduling as well as staff and equipment availability.
5. Requests for live programming will be subject to AWCA-TV staff approval whose decision will be based on, but not limited to, equipment availability, member preparedness, timeliness of topic, and other factors as determined by AWCA-TV staff.
6. AWCA-TV holds the right to pre-empt scheduled programming if necessary.
7. Member-produced programming may be shown a maximum of six times in the first week of play and an additional four times during the next year.
8. A producer may only run a maximum of one series show and one “single program” show per weekday and one show per weekend (series or single.)

### E– Prime Time

Prime time is defined as any time between the hours of 5 PM and 10 PM. A member may request two prime time playback opportunities per week for a member-produced program. Those programs sponsored by—but not produced by members—can request one prime time playback per week. Additional prime-time showings may be offered if time is available.

## F – Series

Members are encouraged to produce a series of programs. Requests for series must meet the following conditions:

1. Members must make consistent use of their time slot with new material. Programs may be rerun only once during the same time slot and still be considered new material. Members are encouraged to request re-run of programs at other time slots.
2. A Request for Channel Time form must be submitted at least two weeks in advance of the first program and at least 48 hours before every new program thereafter.
3. The studio may be reserved up to three weeks in advance for taped programming and the tape must be received by the AWCA-TV staff at least two days before the telecast date. For live series programming the studio will be scheduled for the duration of the series.
4. A series is considered to be at least four new programs telecast on a regular basis. Time slot may be requested on a yearly basis in order of preference.
5. A series must meet the following criteria:
  - Consistent use of time slot with new material.
  - Each program must meet the established running time. Overtime is unacceptable. Episodes which fall short must be filled with other material.
  - Series time slot may be revoked after 30 days without new material or violation of above criteria.
6. Series time slots may be changed at any time at AWCA-TV staff discretion. AWCA-TV will make every effort to notify the producer of an affected series as far in advance as possible.

## G– Single Programs

Producers/members requesting single program time must submit a Request for Channel Time form for each program at least one week in advance of the time requested. The tape should be received by the AWCA-TV staff at least two days before the telecast date.

## H – Videotape Requirements

1. DVD Requirements
  - i. DVD's must be properly labeled and include:
    1. Program name
    2. Date
    3. Producer name
    4. Topic or guest when applicable
    5. Total Running Time
    6. "In point" or "cue point" (A "cue point" will indicate exact "minutes:seconds" from the beginning of the tape to the start of the program.)
  - ii. At least 5 seconds of black at start of program

- iii. DVD menu should be formatted with only one menu item link to play program as "First Play" or actual program should be set up as the default play item (no color bars, etc.)
- iv. Programs using AWCA-TV facilities must credit AWCA-TV for use of its equipment and facilities.

## 2. ½" VHS/SVHS Requirements

- i. Programs must be properly labeled and include:
  - 1. Program name
  - 2. Date
  - 3. Producer name
  - 4. Topic or guest when applicable
  - 5. Total Running Time
  - 6. "In point" or "cue point" (A "cue point" will indicate exact "minutes:seconds" from the beginning of the tape to the start of the program.)
- ii. At least 30 seconds of black, and a 10 second countdown followed by 2 seconds of black at the beginning of each program and 30 seconds of black at the end of each program. (Live programs are exempted, but should include at least 30 seconds of black at the beginning of the program.)
- iii. "In point" or "cue point." The "cue point" must be clearly labeled on the spine of the tape. (A "cue point" will indicate exact "minutes:seconds" from the beginning of the tape to the start of the program.)
- iv. Programs should begin no more than 60 seconds into a tape.
- v. There should be no more than 1 show on each tape/DVD submitted.
- vi. Tapes may be submitted in SVHS in SP mode only.
- vii. Tape must be high quality and in excellent condition.
- viii. Tape must be rewound to the beginning of the program
- ix. Programs using AWCA-TV facilities must credit AWCA-TV for use of its equipment and facilities.

### I – Tape Archives

AWCA-TV maintains an archive of historically and culturally significant events and programs.

All other tapes left at AWCA-TV for more than one year may be disposed of without notification to the producer.

### J – Prohibitions and Clearances

Producers on the access channels are fully responsible for the content of their program material.

AWCA-TV does not preview programs submitted or delivered via satellite prior to broadcast. However, AWCA-TV may preview a tape if there is probable cause

that the tape does not comply with minimum technical standards, AWCA-TV policy, or state or federal law.

Presentation of the following is prohibited:

1. Any commercial advertising (Any for-profit use of the AWCA-TV studio, equipment or facilities will be billed at current industry rates.)
2. Any material which constitutes libel, slander, obscenity, incitement, invasion of privacy or publicity rights, or false and misleading advertising.
3. Any use of trademark copyright which violates local, state or federal law, ordinance or regulation.
4. Any material produced outside of AWCA-TV without proper local endorsement by a sponsoring member.
5. Any lottery or lottery material.

Programs to be telecast must meet minimum technical standards to be judged by AWCA-TV staff on a per-case basis.

#### K – Political Campaigning

Political candidates are subject to the same policies and regulations as other users of the public access channels. The nature of public access is that everyone in the community has equal access to the facilities and channel time.

AWCA-TV encourages political candidates and others in the community who are interested in becoming members of AWCA-TV in order that there may be public exposition of the issues involved. This can be achieved through individual programs, public forums and debates telecast by AWCA-TV and so on.

Paid political announcements are considered commercial in nature and thus excluded from the channels.

Compliance with any election laws applicable to the candidate is the sole responsibility of the candidate. Ashburnham Westminster Community Access Television, Inc. does not have the responsibility, or even the capability, to edit programs in order to verify compliance with these types of laws.

AWCA-TV will, upon the filing deadline for candidates in all local (Ashburnham/Westminster) elections:

1. Acquire the list of eligible candidates from the Ashburnham and Westminster town Clerks.
2. Notify each qualified candidate by certified mail concerning our candidate policies and regulations.
3. Provide one page, containing 40 words or less, per candidate on the Channel 8 electronic bulletin board. The page must remain the same throughout the campaign and end on the day of the election or when the candidate has officially withdrawn from the race.
4. AWCA-TV will provide recording of a one time presentation of candidacy, no longer than 5 minutes, for each qualified candidate. A block of studio time will be set aside for the taping of all candidates and may be reserved on a first

come, first served basis. No special scheduling is permitted. The candidates' announcements will be aired on an equal basis during the AWCA-TV program rotation and end on the day of the election or when a candidate has officially withdrawn from the race. No candidate will be allowed to rerecord his/her taped message. No candidate will be present at another candidates taping session. A neutral background and set design will be provided by AWCA-TV and the candidate must appear alone. No additional signs or props will be allowed.

#### L – Ownership

AWCA-TV Members own their own programs provided it is telecast at least once on any of the access channels. Members may keep the master tape of their program. If an AWCA-TV videotape is used for the master, a blank videotape of similar condition must be returned to AWCA-TV.

AWCA-TV has the right to maintain a copy of any program. AWCA-TV also has the right to telecast the program an unlimited number of times and to use same for any promotional purposes related to AWCA-TV.

#### M – Sponsorship and Credits

Commercial advertising is strictly prohibited. Acknowledgment of funding or underwriting by businesses, organizations or grantors providing monetary or other assistance in the making of the program may be included in the program credits. Underwriting credits are subject to review and approval by the executive director of AWCA-TV. No mention of the funding source may be made during the program.

#### N –Underwriting & Grants

Underwriting support for AWCA-TV is to be actively sought in the community. Staff and members are encouraged to seek out businesses and organizations who are willing to provide such support. References to grant money imply only the portion of the grant directly applicable to the production of video.

The Board of Directors of AWCA-TV shall be in charge of the use of all underwriting funds received. It shall determine disbursements to members for expenses involved in production of any show on AWCA-TV.

Underwriting application forms (request for disbursement) shall be submitted by the 15<sup>th</sup> of each month to the Office of the Executive Director and shall be reviewed by the Board of Directors at the next regularly scheduled board meeting, typically the third or fourth Wednesday of the month. Such requests can be approved by the executive director if timeliness prevents them from being approved by the Board of Directors.

Other programming produced by members is subject to the following underwriting provisions:

1. Underwriting and Grants for Non-profit Agency Programming:  
Charitable donations and grants may be given to sponsoring agencies for use in the production of a specific program or series of programs. The

Agency is accountable to disclose in writing all funds received and expended in the production of a specific program or series of programs. 10% of all monies will be used by AWCA-TV to supplement the operating budget.

2. Underwriting and Grants for Individual Member Programming:  
Charitable donations and grants may be used for programming produced by an individual member. The member is accountable to disclose in writing all funds received and expended in the production of a specific program or series of programs. 10% of all monies will be used by AWCA-TV to supplement the operating budget.

AWCA-TV is committed to maintaining the integrity of our purpose and actively discourages individuals from attempting to profit from their activities at AWCA-TV. To this end, individuals are not permitted to profit from programming produced with AWCA-TV equipment and shall not collect more money than is required for the production of said program or series of programs (including the standard 10% share for AWCA-TV.) In the event an individual collects more money than is required, the balance will accrue to AWCA-TV. Members wishing to profit from producing programs are invited to purchase their own equipment or rent AWCA-TV's equipment at current rates.

All members using AWCA-TV facilities or equipment must credit the Ashburnham Westminster Access Television in the program credits. At no time is AWCA-TV to be acknowledged as the producer.

## II – MEMBERSHIP PRIVILEGES

1. Members MAY use AWCA-TV equipment to produce personal videos under the following guidelines:
  - a. The member may not profit from the video. Producers of profit-making productions will be charged rental fees at current industry rates.
  - b. Member must be in good standing for a minimum of 30 days prior to beginning production of personal video.
  - c. Member must have taken all appropriate classes necessary to operate equipment prior to beginning production.
  - d. Member should be prepared to produce the video in its entirety, without assistance from AWCA-TV staff. AWCA-TV staff will be available, however, to assist with technical (non-procedural) problems.
  - e. Members may not produce more than one personal video per year.
  - f. Reservation of equipment is subject to availability. Members who are producing material for cablecast will get first priority.

2. AWCA-TV members must not misrepresent themselves as employees of AWCA-TV or as having the ability to speak for AWCA-TV. Such actions will result in immediate suspension of all privileges.
3. Active members are required to notify AWCA-TV of any change in residence or other contact information to remain in good standing.

### III – TRAINING AND WORKSHOPS

Any member of AWCA-TV is eligible for training. A series of basic television production, field, studio, and post production will be made available on an ongoing basis.

Membership fees are waived for all educational and governmental members on programming involving such organizations.

Workshops are given under the direction of the AWCA-TV staff or a qualified person approved by the AWCA-TV Board of Directors.

Class schedules will be posted at AWCA-TV and distributed to all members through a newsletter, flier, or email. Those wishing to take classes must sign up for them on a first-come, first-served basis. All cancellations must be made within one week prior to the first session.

### IV – CERTIFICATION

Members may be certified in the following manner:

1. Completion of the basic production workshop and demonstration of required skills.
2. Testing in lieu of a workshop consisting of oral questions and hands-on demonstration of equipment skills.
3. For specific pieces of equipment, further demonstration of proficiency may be required.
4. Re-certification of inactive members will take place on renewal of membership.

The AWCA-TV staff has the right to determine the level of certification of all members.

### V – VOLUNTEERS/INTERNS

AWCA-TV members are encouraged to volunteer during and after their training/certification. Individuals who are not Ashburnham Westminster-based and unable to become members may volunteer if they have sufficient Video production skills and are working on a specific program under the guidance or approval of the AWCA-TV staff. High school and/or college students are encouraged to intern on a credit or non-credit basis.

## VI – FIELD PRODUCTION RESOURCES

AWCA-TV Members may reserve portable production equipment on a first-come, first-served basis. Equipment may not be used in hazardous situations without prior approval of the AWCA-TV staff.

In the event a member wishes to enlist the aid of others in a production, the producer must supply a Production Crew List prior to picking up equipment for approval by AWCA-TV staff. All crew members who will be handling equipment must be certified by AWCA-TV staff prior to using any field production equipment. Failure to do this may result in cancellation of reservation or production.

### 1. Reservations:

- a) Members wishing to reserve equipment should file their program production schedule in person with the AWCA-TV staff before their first equipment reservation.
- b) The amount of equipment available for a given request will be determined by the AWCA-TV staff, based on the experience level of the member, their needs, the needs of others and the equipment repair schedule.
- c) Equipment may be reserved no less than 24 hours and no more than three weeks in advance. The maximum reservation for portable equipment is 48 hours per week. Two reservations of up to 24 hours each. Back to back reservations may be made but are not guaranteed. Special arrangements may be made with the approval of AWCA-TV staff.
- d) Members may make a maximum of eight reservations per finished program.
- e) Members will at no time leave equipment unattended.
- f) In the event that a member exceeds the maximum allotment of time for portable production, the member must pay \$25 per each use past 8 per program.

### 2. Equipment Pickup:

- a) Equipment must be picked up at the AWCA-TV by the member who reserved same, unless alternate arrangements have been approved in advance by the AWCA-TV staff.
- b) Members must fill out and sign the Equipment Reservation form. Upon completion an AWCA-TV staff member will initial and post the reservation. The member's valid ID card must be shown at check-out time. Hours for pickup will be determined by the AWCA-TV staff.
- c) It is recommended that members set up and test equipment before leaving the building.

### 3. Equipment Return:

- a) Equipment must be returned at the time indicated on the Equipment Reservation form. Members who expect to be unavoidably late must call

- for approval for later return. Members returning equipment late without AWCA-TV staff approval will be fined \$5 for each day equipment is late.
- b) Members are responsible for notifying the staff immediately if there are any problems with the equipment.
  - c) An Equipment Repair Form must be filled out immediately. AWCA-TV staff will check the equipment to assure that it has been returned in proper working condition and in the same condition as when it was released.
  - d) Members cannot borrow additional equipment until all items have been returned in good working order and in the same condition as when picked up.  
Members must replace all lost or missing equipment signed out to them. The equipment replaced should be of equal value and approved by the Executive Director
- e) Hours for equipment return will be scheduled by the AWCA-TV staff.
- f) Burned out lamps (bulbs) from lighting kits must be returned or member will be charged the cost of the replacement lamp.

## VII – POST PRODUCTION (EDITING)

For the protection of the students who attend school at Oakmont Regional High School, members of AWCA-TV who wish to reserve facilities during school hours (Monday through Friday before 3pm) more often than once per month, must complete a CORI (Criminal Offender Record Information) form before being allowed to reserve those times. The Ashburnham-Westminster Regional School District will make the determination of whether the member will be allowed in the building during school hours.

AWCA-TV members may reserve edit facilities on a first-come, first-served basis.

### 1. Reservations:

- a) Members wishing to reserve equipment should file their Program Production Schedule with the AWCA-TV staff before their first reservation.
- b) No changes in the editing equipment/accessories configuration or wiring are allowed. The AWCA-TV staff will consider a legitimate request for such a change on a case by case basis. Only AWCA-TV staff may rewire or reconfigure any part of the facility.
- c) Edit time may be reserved no less than 24 hours and no more than three weeks in advance.
- d) Members may use up to 48 hours of reserved edit time per program, and up to 4 hours per day, except for non-linear editors.
- e) Members may have unlimited use of viewing and tape logging facilities as per availability.

- f) When members use the edit facility, they must sign-in, show their ID card, fill out the designated form and sign out upon completion.
- g) In the event that a member exceeds the maximum allotment of time for the post production facilities, the member must either pay AWCA-TV a fee of \$6 per additional hour or donate one hour of office work for each hour past 48 per program.

### VIII – STUDIO PRODUCTION

For the protection of the students who attend school at Oakmont Regional High School, members of AWCA-TV who wish to reserve facilities during school hours (Monday through Friday before 3pm) more often than once per month, must complete a CORI (Criminal Offender Record Information) form before being allowed to reserve those times. The Ashburnham-Westminster Regional School District will make the determination of whether the member will be allowed in the building during school hours.

AWCA-TV members may reserve studio time on a first come first-served basis.

1. Members wishing to reserve studio time should file their Program Production Schedule with the staff prior to their first reservation.
2. All studio productions must be approved by a AWCA-TV staff person. Crew position assignments are the responsibility of the member.
3. All studio crew must be certified or approved by the AWCA-TV staff and must present their ID card upon entering the studio.
4. Members must consult with the staff before bring in any accessories.
5. Certain studio areas may be posted as off limits.
6. Studio time may be reserved no less than three days and no more than three weeks in advance.
7. The studio may be used for a maximum of twelve hours per week, in four hour blocks, by a member. Up to six studio reservations, at a maximum of four hours each, may be made per finished program. Studio Request forms should be filled out at least one week in advance of the production.
8. In the event that a member exceeds the maximum allotment of time for the studio facility, the member must pay AWCA-TV \$50/per each studio use for each use past six (6) uses per program.
9. Crew meetings before and after each studio shoot are highly recommended and in some extenuating cases may be required at the discretion of the Executive Director.

### IX – RESPONSIBILITY

Members are responsible for all the AWCA-TV facilities and equipment used by them. This includes responsibility for the actions of guests, assistants and others.

## X – INSURANCE

1. All AWCA-TV equipment is insured.
2. Members are responsible for all AWCA-TV equipment when signed out to them.
3. In order for the insurance company to honor a theft claim:
  - a) A police report must be filed in the city or town in which the theft occurred.
  - b) Equipment cannot have been left unattended.
  - c) There must be proof of unauthorized forcible entry into the vehicle or location of theft.
  - d) Equipment must not have been left in a car overnight.
  - e) If the insurance company honors the claim, the member is responsible for covering the deductible payment. In the event the insurance company does not honor a claim, it is the responsibility of the Access Member to reimburse AWCA-TV for the full replacement value.

## XI – CANCELLATIONS

Members must give 24-hour notice when canceling any reserved use of AWCA-TV facilities, channels or classes. A telephone answering machine is available for such purposes when the office is not staffed. If a member is more than 20 minutes late without prior notification, the reservation will be cancelled.

## XII – VIOLATIONS

In order for these policies and regulations to be effective and to keep operations running smoothly, a monitoring system has been instituted. There are two types of rules which, if violated, can result in restrictions placed on the member. The Executive Director or his/her designee is authorized to issue warnings and suspensions.

### 1. Major Violations:

Major violations will result in a minimum 90-day suspension of membership.

These include, but are not limited to:

- a) Unapproved commercial or profit-making use of AWCA-TV facilities.
- b) Members misrepresenting themselves as AWCA-TV staff, employees or a member of the AWCA-TV Board of Directors.
- c) Falsifying AWCA-TV and/or related forms.
- d) Taking or reserving equipment without AWCA-TV staff permission.
- e) Abuse and/or neglect of AWCA-TV property and equipment.
- f) Attempted self-repair of AWCA-TV equipment.
- g) Any unauthorized use of AWCA-TV equipment or property without AWCA-TV staff permission.

- h) Use of unauthorized stairways, corridors, doors and elevator within the complex. Designated entrances, exits and off-limits areas are clearly defined. Special arrangements may be made in advance for use of elevator.
  - i) Verbal or physical abuse of AWCA-TV staff or other members or guests.
  - j) Stealing AWCA-TV property and/or equipment.
  - k) Using AWCA-TV computers to store, view or create obscene material.
2. Minor Violations:
- Minor violations within a twelve-month period will be dealt with as follows:
- a) First violation: Result - written warning.
  - b) Second violation: Result – 10-day membership suspension.
  - c) Third violation: Result - 30-day membership suspension.
  - d) Fourth violation: Result - 90-day membership suspension.
- Minor violations may include but are not be limited to:
- a) Failure to cancel a reservation in accordance with Section XI.
  - b) Late pickup or late return of equipment without notification and approval.
  - c) Mishandling of equipment.
  - d) Eating or drinking in restricted areas.
  - e) Smoking anywhere on school grounds.
  - f) Failure to clean up after using AWCA-TV premises.
  - g) Handling restricted AWCA-TV property or equipment.
  - h) Being present in off-limits areas without prior approval of the AWCA-TV staff.
  - j) Using AWCA-TV computers for non-television-related uses or internet access.
  - k) Loitering.
3. Appeals:
- Members are encouraged to resolve difficulties on the staff level. Any member wishing to review a decision of the AWCA-TV staff may file a written request for a hearing before the AWCA-TV Board of Directors.

### XIII – VIDEO TAPE

1. High quality videotape must be used at all times.
2. Videotape will be made available for purchase from AWCA-TV.
3. The AWCA-TV staff will not allow the use of low grade videotape with AWCA-TV equipment.
4. AWCA-TV is not responsible for lost, stolen or misplaced videotape stored at the facility.
5. AWCA-TV is not responsible for videotaped damaged by AWCA-TV equipment.
6. Members should assume total responsibility for the safety of their videotape.

#### XIV – WALL BULLETIN BOARD

Wall bulletin boards are available at the AWCA-TV facility for announcements from AWCA-TV to members and for members to use to communicate with each other. Additions to the bulletin board should be approved by AWCA-TV staff. A copy of these policies and other information will be posted.

#### XV – COPIES OF PROGRAMS

1. Members are allowed to make copies for non-commercial purposes of their program with AWCA-TV equipment using high quality videotape. Members may be charged for tape stock and a reasonable dubbing fee. If dubbing fees are greater than AWCA-TV's current dubbing fees, then the copying will be considered commercial in nature and therefore prohibited.
2. AWCA-TV does not maintain ownership of member-produced programming and will not make copies of such programs without consent of the producer.
3. AWCA-TV may make copies of programs it produces at the following rates:
  - a. Programs under 30 minutes: \$5
  - b. Programs under 1 hour: \$10
  - c. Programs under 2 hours: \$15
  - d. Programs under 2 hours and 40 minutes: \$20
  - e. Programs over 2 hours and 40 minutes: \$30

#### XVI – ELECTRONIC COMMUNITY BULLETIN BOARD

Any Ashburnham or Westminster resident or organization wishing to communicate with subscribers on the electronic community bulletin board for non-commercial purposes should mail in a message of 35 words or less to:

ATTN: AWCA-TV BULLETIN BOARD

ASHBURNHAM WESTMINSTER COMMUNITY ACCESS TELEVISION, INC.

9 OAKMONT DRIVE

C/O OAKMONT REGIONAL HIGH SCHOOL

ASHBURNHAM, MA 01430

All Public Service Announcements should be submitted at least two weeks in advance of requested start date. Groups should submit messages on the AWCA-TV Bulletin Board Form or their organizational letterhead and include name, address, telephone number and contact person. All organizations must be able to prove non-profit status.

In addition, AWCA-TV will telecast public service announcements between programs.

#### XVII – MEMBER LIST

There will be a list available to AWCA-TV members which includes the names, addresses, and email address of all members. All names, addresses, email

address and phone numbers will be listed unless otherwise requested in writing by the member. Each member is responsible for the accuracy of information provided.

#### XVIII – FACILITY UPKEEP

- 1) Members are expected to clean up after themselves each time they use AWCA-TV equipment and property.
- 2) No animals are allowed in the building except for seeing eye dogs or as part of a production with prior AWCA-TV staff approval.
- 3) Eating and drinking are allowed only in designated areas.
- 4) Smoking is not allowed throughout the premises.
- 5) AWCA-TV provides limited props and materials for stage sets.
- 6) AWCA-TV office equipment, supplies and property may not be used for sets.
- 7) Members may make arrangements to store sets and/or additional props for no more than 48 hours.
- 8) AWCA-TV is not responsible for damaged or stolen props or sets.

#### XIX – Privacy Policy

AWCA-TV collects a limited amount of information from users for safety, security and legal reasons. AWCA-TV does not share this information with other parties except in the following instances:

- A user's contact information may be released if, in the opinion of the executive director or the board of directors, said producer violates AWCA-TV rules or any local, state or federal laws while engaging in any activities related to AWCA-TV resulting in a formal complaint by any party. Until a decision regarding breakage of rules or violation of law has been made by the executive director or the board of directors, only a producer's name will be released.
- A member's contact information may be provided to other members who are seeking help with productions for AWCA-TV.
- AWCA-TV will cooperate with government authorities who are investigating crimes, including providing any and all information we have collected to said authorities.

AWCA-TV may, from time to time, send emails or letters to users. We do not "spam" or use our lists to assist unrelated causes. All regularly scheduled emails will include an "opt-out" option.

#### XX – RIGHT TO REFUSE

AWCA-TV staff reserves the right to refuse the use of its facilities to any individual who appears to be under the influence of alcohol or drugs or who interferes in any manner with the orderly conduct of business.

## XXI – INDEMNIFICATION

Members shall indemnify AWCA-TV, Inc. and save it harmless from and against any and all claims, actions, damages, liability and expense in conjunction with personal injury and/or damage to property arising from the use of AWCA-TV property, equipment or use of AWCA-TV's premises or any part thereof occasioned wholly or in part by any act or omission of AWCA-TV, Inc., its agents, contracts or employees or out of breach of the Statement of Compliance.