

PACTV RULES AND OPERATING PROCEDURES – 11/18/04

CATEGORIES OF MEMBERSHIP (EFFECTIVE JAN. 1, 2005)

1. Individual Membership -- \$30 (Note: An individual who is unable to pay the annual fee may arrange with the executive director to do four (4) hours of community service in PACTV office.) Voting privileges, subscription to PACTV newsletter/program guide, open access to training, production equipment and facilities and channel time.
2. Organizational Membership -- \$75 for 3 individuals; \$15 for each additional member. (Educational institutions, local governments, health care, social services, arts, environmental, religious, and any other nonprofit organizations. Membership covers three people representing the organization; the three people receive the same benefits as individual members. Additional members who join through the organization pay at reduced rate of \$15.00 each. All programs must relate to the organization's purpose.)
3. Business Membership -- \$100 for 3 individuals; \$15 for each additional member. (Members would receive the same services as an organizational member and services for the same number of people. All programs must relate to the organization's purpose.)
4. Family Membership -- \$60 for up to 4 individuals in the same household.
5. Senior/Youth Membership -- \$15 for youths up to age 18 and seniors 62 and over.
6. Lifetime Membership -- \$120 one-time fee.

ACCESS RULES

1. PACTV Media Access Center studio and equipment is available to members on a first-come, first-serve basis. Any person, group, organization or institution in the towns of Kingston or Plymouth are eligible.
2. Anyone using PACTV Media Access Center must be oriented to the philosophy of access, PACTV Access Rules and Operating Procedures and producer's contracts. Anyone using access equipment must be certified to operate that level of equipment or facility.
3. Programs produced with access equipment and facilities must be cablecast on the access channel.
4. Anyone who produces programming using PACTV access facilities and equipment retains ownership of the copyrights to that program. PACTV does not provide tape stock or program dubs.
5. PACTV's Community Bulletin Board is to be used by not-for-profit and community groups to publicize activities and events. Event and activity prices will not be included in Bulletin Board notices.
6. Users of PACTV's facilities and/or equipment should only identify themselves as public access community producers, not as employees or staff of PACTV or Adelphia Cablevision.
7. Access users under the age of 18 must have a signed "Parental Consent Form" on file with PACTV.

STATEMENT OF PURPOSE

PACTV, a not-for-profit membership-based organization provides P.E.G. (Public, Educational, and Government) Access services and a public forum for its communities. We provide media training, facility and channel access to promote media literacy so that the communities may exercise their First Amendment Right to free speech.

ROLE OF THE PACTV STAFF

Successful public access programming depends on participation by many active, trained volunteers who use video communication tools in order to independently reflect their ideas. Because of this, as well as limited staff time, PACTV cannot provide video production services for community members or organizations. Staff will assist community members in assembling production crews from among trained and qualified community volunteers. Community organizations planning to do programs on a regular basis are encouraged to form a television production committee, which PACTV will then train.

ON SITE BEHAVIOR

- 1) No possession or use of any illegal substances and/or weapons.
- 2) No one will be allowed to operate equipment or spend time in PACTV facilities while using or appearing to be under the influence of alcohol or drugs.
- 3) Abusive language and/or actions will not be permitted in the access facility, or by telephone, mail or email. Members, staff and guests are expected to treat each other with dignity and respect.
- 4) Members will not be allowed to loiter in the access facility. Personal business and phone use should be kept to a minimum.
- 5) Members are responsible for supervision of guests and children during productions or edit time. Children should not be left unattended in the access center.
- 6) Pets and non-working animals should not be brought into the access center.
- 7) Violation of these rules will result in immediate expulsion from the access facility and property and will result in the following actions by the Executive Director:
 1. Minor infraction (an infraction resulting in expulsion from the facility, but not involving reporting to the police and/or police action) – 3 month suspension of membership.
 2. Major infraction (involving reporting to the police and/or police action) – 6 month suspension of membership.
 3. Second offenses, either minor or major will result in permanent revocation of membership.

GRIEVANCES

When a membership is suspended or revoked, a registered letter will be sent to the member with notice of the action taken by the Executive Director. The member has the right to appeal the action by writing to the President of the PACTV Board of Directors, 130 Court Street, Plymouth, MA 02360, asking for a hearing at the next board meeting. The Board will notify the member in writing of the time and date of the hearing, along with any other procedural matters that may pertain. All decisions of the Board of Directors regarding the suspension or revocation are final.

Any grievances regarding assignment of workshop space, channel time allocation, equipment, studio and facility use or any other matter regarding PACTV should first be discussed with the Executive Director. If that does not provide an adequate solution, a grievance may be filed in writing to the President of the Board of PACTV, 130 Court Street, Plymouth, MA 02360. The Board may invite the person filing the grievance to appear at the next available meeting of the Board to discuss the matter. All decisions of the Board of Directors regarding these matters are final.

PROGRAM CREDIT FOR UNDERWRITING AND GRANTS

Underwriting for programs must be for goods, services, in-kind contributions and/or donations that aid in developing and improving programs. Credit for underwriting should be as follows: "This program was made possible through a grant by ..." or "Goods and services used in this program were contributed by...". PACTV credit must still be included. Staff must be informed, in advance, of any such underwriting credits and consulted about the proper format for underwriting credit. Producers should not include telephone numbers or street addresses of underwriters, but may list business or organization name and town.

GENERAL HOUSE RULES

- Please plan your production times according to posted hours so that production and clean up can be completed before closing.
- All members are expected to clean up after themselves. Food may only be eaten in the conference rooms or the kitchen. Food and drinks are not allowed in the edit suites or control rooms. Studio sets must be broken down, and all personal items removed from edit suites and control rooms by the end of a member's scheduled time slot.

PROGRAM CONTENT RULES

1. Presentation of the following material on community access channels is prohibited:
 - a. Any program or material that is commercial in nature.
 - b. Any material, which is intended to defraud the viewer or is designed to obtain money by false or fraudulent pretenses, representations or promises.
 - c. All advertisement of (or information concerning) any lottery, gift enterprise or similar scheme offering prizes dependent, in whole or in part, upon lot or chance; or any list of the prizes drawn or awarded by means of such a lottery, gift enterprise or scheme, whether said list contains any part or all of such prizes.
 - d. Libelous or slanderous material.
 - e. Material that is obscene according to local community standards or is otherwise illegal.
2. Regarding Fundraising Programs, the following is permitted:
 - a. Non-profit organizations that are members may produce one (1) fundraising program per year.
 - b. The format of that program may be either a live auction or a live telethon.

USE OF EQUIPMENT

1. General Rules:
 - a. Equipment is available on a first-come, first-served, non-discriminatory basis.
 - b. Cancellation of equipment and facility reservations should be made at least 24 hours in advance, except in cases of emergency. Repeated last minute cancellations may result in loss of privileges.
 - c. Any materials for productions, beyond those supplied by PACTV must be supplied by the user and must be removed after the production. Sets, props and production materials may not be left in the studio.
 - d. Individuals using PACTV equipment, studio or post-production facilities will not change wiring or components without staff permission or supervision. No attempt should be made to work on or repair equipment. Any damage caused in this manner will be charged to the user! A loss of privileges will result from such equipment abuse.
 - e. Individuals using PACTV equipment and facilities should report any defects or problems to the staff. Members should fill out a Facilities/Equipment Incident report when problems are encountered. Producers found to be misusing or abusing the equipment may be asked to repeat training, testing and/or be subject to loss of privileges.
 - f. Producers found to be misusing or abusing the equipment may be asked to repeat training, testing and/or be subject to loss of privileges.
 - g. No smoking, food or drinks should be brought into the studios, control room, master control room or audio or video edit suits. **THIS RULE MAY NOT BE WAIVED.**
2. Use of the Studio
 - a. Reservations may be made up to two months in advance. Reservations can be made in person or by phone to a staff person only.
 - b. In order to schedule the studios and control rooms, a community user (and all crew members) must be certified for studio production.
 - c. No studio production may take place without staff supervision, unless the producer or another crewmember has been given studio supervision certification.
 - d. Producers are entitled to a maximum of six hours per session with a maximum of 12 combined hours per week in the studio, post-production or editing facilities. Scheduled studio time includes time needed to set up, break down and clean up in studio.
 - e. Users must show up on time for scheduled studio productions and must have the studio and control room equipment and sets put away before the end of the scheduled time period. It's generally good practice to allow at least one (1) hour before and after the time needed to tape the actual production for set up and cleanup of the studio.
 - f. Users under the age of 18 who wish to schedule the studio or participate in a studio production must have written permission from their parent or guardian.
3. Use of Editing and Post-Production Facilities

- a. To schedule and use the editing or post-production facilities, a community user must be properly certified for such use.
 - b. Users under the age of 18 who wish to schedule the editing and post-production facilities must have written permission from their parent or guardian.
 - c. Producers are entitled to a maximum of 3 hours per session with a maximum of 9 scheduled combined hours per week in the studio, post-production or editing facilities. Scheduling outside these parameters will be made at staff discretion. These guidelines are designed to allow everyone equal and fair access to the post-production facilities. Grievances concerning scheduling should be brought to staff attention immediately and should be resolved at that time.
4. Use of Portable Video and Audio Equipment
- a. Reservations for equipment may be made up to one month in advance and should be made at least one week in advance. Reservations can be made in person or by phone to any operations staff member.
 - b. Equipment must be picked up and returned previously agreed upon time. Failure to return equipment when due will result in a written warning and subsequent violations may result in loss of privileges in the future.
 - c. Equipment may be checked out for forty-eight (48) hour periods during the week or longer for weekends or holidays. An equipment use will be applied against each group, organization or institution each time its individual members check out equipment for that entity's use.
 - d. Producers holding equipment reservations must follow these checkout and check-in procedures.

Check-Out of Equipment

- a. Fill out equipment checklist and sign Equipment Check out form.
- b. Assemble and test requested equipment. It is the producer's responsibility to make sure that they have all required cables and connectors to facilitate production.

Check-In of Equipment

- a. Equipment must be returned on scheduled time.
- b. Any problems with equipment or damage should be noted on Facilities/Equipment Incident form and brought to the attention of staff.
- c. Upon the return of all borrowed equipment, the PACTV Access ID will be returned.
- d. Users are responsible for loss or damage due to negligence or abuse while the equipment is checked out to them.
- e. Eligible users under the age of 18 who wish to borrow portable equipment must be accompanied by a parent, guardian or qualified adult access user, who signs a release stating that the adult accepts responsibility for the equipment and its use by the minor.

CHANNEL TIME REQUESTS/CABLECASTING PROCEDURE

Scheduling Procedures

1. General Procedures
 - a. All requests for channel time shall be processed on a fair and equitable basis. An application for Cablecast form must be turned in with completed program. Scheduling and cablecast times will be determined by programming staff. If producers have special time requirements or requests they should be noted on the Application for cablecast form.
 - b. If scheduling and staff time allows, a taped program may be repeated during the weekly period, for a total of six to eight times per month.
 - c. Users may produce a Single Program or Series.
 - d. Each individual program produced and each series produced should have on file at PACTV a Producer Agreement and Indemnification in which the producer is solely responsible for program content and holds PACTV (and its officers, directors, employees and agents) harmless from liability or legal fees and expenses incurred as a result of cablecasting.
2. Series Scheduling

- a. Regularly scheduled "series" time slots will be allocated at the discretion of staff provided ample time remains available for other community programming requests.
- b. "Series" will be allocated a maximum of thirteen programs, after which reapplication may be required if a series producer fails to produce new original programming for more than two consecutive weeks or regularly fails to have the program ready for scheduled cablecast, the time slot may be reassigned to other users.
- c. A series may be weekly, bi-weekly or monthly.

CABLECAST STANDARDS

Cablecasting Requirements

1. Label
Before cablecasting, all videotapes must be clearly labeled with the following information:
 - a) Title of program only on spine label.
 - b) Segment name and exact TRT (total running time) in minutes and seconds on face label.
 - c) Maximum of three half hour programs on each tape.
2. Countdown and Slate
The beginning of all cablecast programs must have a standard format in the following order:
 - a) Minimum of 30 second color bars, with audio test tone at 0 db
 - b) 10 second academy leader (countdown)
 - c) Graphic slate with series title, segment name, total running time, production date and producer's name.
3. End of tape
 - a) Appropriate credits
 - b) PACTV credit: "Produced at PACTV Media Access Center, Plymouth, MA"
 - c) 60 seconds of standard black

All video tapes scheduled for cablecasting on the channel must meet certain minimum requirements. Videotapes must be of such a quality that the standard time base corrector (TBC) will accept the signal. If the TBC will not accept the signal and sync instability results, the video tape may be rejected.