

RevereTV

Policy Handbook

version 1.1

Mission Statement

RevereTV's mission is to provide the community with access to electronic media, training and channel time so that members have a forum to communicate their ideas, information, and concerns to the community-at-large. RevereTV strives to involve the diverse population of Revere as producers and viewers, and to strengthen its efforts through collaborations with a wide variety of community institutions.

The purpose of this document is to clearly set forth the rules that govern the operation of the RevereTV facilities and channel. These rules are intended to encourage participation by individuals and groups from Revere in a fair and equitable manner.

RevereTV reserves the right to restrict any person from using RevereTV facilities for violation of these or other policies that result in the disruption of RevereTV activities and operations. These policies may be revised by the RevereTV Board of Directors in response to the changes we face as demand on our resources increases.

SIGNIFICANT DATES

RevereTV may be closed on the following days:

New Year's Eve & Day, Martin Luther King Jr. Day, Presidents Day, Evacuation Day,

Patriot's Day, Memorial Day, Independence Day, Labor Day, Presidents Day, Columbus Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day

The intent of these policies is to provide rules that are reasonable, clear, fair, and can be fairly enforced. If a member has questions concerning current policies and practices, they are encouraged to discuss them with the RevereTV staff.

Members are required to acknowledge receipt of these operating policies.

This Handbook describes the policies guiding membership, training, program production, channel use, and user responsibilities. These policies are designed to be flexible and change as needs evolve. They are guided by the following: *The Constitution of the United States of America; The Constitution of the Commonwealth of Massachusetts; The Cable Communications Policy Act of 1984, as amended; the Cable Consumer Protection Act of 1992, as amended; The Telecommunications Act of 1996, as amended; other applicable federal and state laws and court decisions; and the RevereTV Bylaws.*

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1.1 Non-Discrimination Policy

No individual will be denied RevereTV membership or access to any RevereTV equipment, facilities, or channel time on the basis of race, sex, sexual orientation, age, physical disability, religious or political belief, or due to the nature of the programming interest. Individuals that violate the policies and procedures of RevereTV will be subject to disciplinary action outlined in Section 6 of this document.

1.2 RevereTV Records

RevereTV maintains public records in accordance with state and federal law. These records are available for inspection during normal business hours. Persons requesting review of these records must submit a written request to the Executive Director, which includes their name, address, and telephone number and provide proof of identity.

2. MEMBERSHIP

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2.1 Eligibility

RevereTV is a fee based membership open to residents, non-profit organizations, educational institutions, and public agencies located in the City of Revere. *RevereTV Membership is a voting membership to utilize equipment space and exercise the right to cablecast on the community access channel.* Qualifying Organizations may become members.

Membership is required before taking training workshops or using RevereTV production equipment and must be renewed yearly.

There are no age restrictions for RevereTV membership, however, parents or legal guardians of members under age 18 must sign the parental consent portion of the RevereTV Statement of Compliance form when a minor requests training and to allow the use of RevereTV production facilities and equipment or schedules programming on the channel.

In order to schedule a program for playback, check-out equipment, obtain equipment certification or enroll in a closed enrollment class, a member must present a valid proof of residency which can be a valid Massachusetts's drivers license or Massachusetts ID containing a recent photograph and current residency address or other valid proof of residency.

RevereTV reserves the right to independently verify the residency status of members.

2.2 Relationship Between RevereTV and Members

RevereTV is a private non-profit corporation. Members are not agents or employees of RevereTV and are considered to be independent producers that create programming for themselves or the organization they represent. At no time may any individual or organization identify themselves as an employee or agent of RevereTV unless hired by RevereTV or the jurisdictions to perform a service.

RevereTV exercises no control, beyond these policies, over production activities by members except when members have been recruited by RevereTV to crew productions that are specifically coordinated by RevereTV.

Members must not identify their production efforts as being "**for RevereTV**", rather, members should indicate that their programs "**will be seen on RevereTV**".

2.3 Memberships Defined

Access to the RevereTV facilities, training, and equipment shall be permitted only to Members in good standing. Any person interested in becoming a member shall submit a signed application form provided by RevereTV. An application will not be necessary to renew a membership, although membership status will be renewed annually.

Individual Membership: Available to persons who live, work, or are members in good standing of an organization based in the City of Revere.

Organizational Membership: Available to civic and private organizations based or active in the City of Revere.

2.4 Annual Membership Fees

RevereTV chose a membership-based structure to increase user accountability, demonstrate commitment to the principals of cable access, and help defray operating expenses.

Membership fees are established by the RevereTV Board of Directors and are subject to change.

3. TRAINING

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3.1 Orientation

RevereTV Orientations are required informational workshops designed to ensure that participants understand their rights and responsibilities as members, producers, provider, and viewers. RevereTV Orientations are free and open to the public. Following orientation, residents are encouraged to become RevereTV members and sign up for RevereTV workshops in TV production.

Members will have access to production classes upon availability.

4. PRODUCTION EQUIPMENT

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4.1 General Guidelines

RevereTV staff will also be engaged in productions for the channel. RevereTV staff will not produce a program for members but will provide suggestions on technique, equipment, and production planning that can help to ensure a successful project.

RevereTV production equipment and facilities are made available on a first come, first served basis, to members that have completed RevereTV workshops or have provided proof of proficiency. Only current members are allowed to reserve or operate RevereTV equipment. RevereTV production equipment must be utilized to create programming that will be seen on the access channel. **RevereTV equipment shall not be used for commercial production or personal use. Use of equipment other than intended shall result in termination of membership.** Studio productions, editing, and equipment check-out must be scheduled during regular facility hours or online through the RevereTV website. **Hours for portable equipment check-in/check-out may be different than regular facility hours and will be posted.** Studio, edit, and equipment reservations are taken by staff only. Voice-mail and direct email messages do not constitute a reservation.

A member is considered a "no-show" if they are 20 minutes late without advising RevereTV. The time reserved will be made available on a first come, first serve basis.

Members, who are repeatedly late returning equipment, fail to cancel reservations, or violate any other RevereTV policies will be subject to disciplinary action, as defined in these policies.

4.2 Financial Responsibility

Members must sign an **Equipment Use Agreement Form** accepting the terms to reimburse RevereTV for repair or replacement of any equipment that is damaged, lost or stolen while in their possession. If the member is under age 18, a parent or legal guardian must sign the **Equipment Use Agreement Form**.

4.3 Field Equipment

Field equipment includes but not limited to camcorders, tripods, light kits, audio equipment, and other accessories for remote productions.

Only certified members are allowed to operate the field equipment.

5. PROGRAMMING & CHANNEL USE

5.1 Program Rights

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RevereTV members are the owners of the programs they create and as such retain the copyright for their program. Programs produced with RevereTV equipment must be intended for cablecasting on the RevereTV channel.

RevereTV recognizes that additional uses occasionally develop that were not part of the primary intent of the producer. Producers may take advantage of these unanticipated opportunities only when:

The producer notifies RevereTV in advance of the additional unanticipated use of the program.

*No other RevereTV policy is violated. **If this policy is violated, the producer may have member privileges suspended or revoked.***

There is absolutely no distribution of programs for profit.

RevereTV reserves the right to retain one copy of selected programs for cablecasting and archival purposes. RevereTV may request but not require that programs be used for promotional purposes or distribution to other access centers.

Any use of the program for fundraising activities must be by an organization that has been granted 501(c)(3) tax exempt status by the Internal Revenue Service.

5.2 Political Candidates

Political candidates are subject to the same operating procedures and policies as other users of RevereTV. Everyone in the community has equal access to the facilities and channel time. The equal time rules do not apply to the public access channel.

5.3 Program Support and Underwriting

Members seeking underwriting, whether cash or in-kind contributions, must obtain written approval for the underwriting activity from the Executive Director prior to contacting potential contributors.

Members may not solicit or receive personal financial compensation for the production of their own programming.

All documentation of underwriting and in-kind contributions must be provided in writing to RevereTV.

The only acknowledgment credit allowed for underwriting support (in dollars, goods or services) of programs is a listing of the underwriter's name and/or logo and address at the beginning and/or end of the program. The credit may use a full screen with a still background or over program video, with or without voice-over to a maximum exposure of 10 seconds. Service descriptions, product promotion phone numbers and websites are not permitted.

In addition, members may acknowledge contributors occasionally during the body of the program.

5.4 Program Content

RevereTV encourages community members to exercise the responsible expression of their First Amendment rights. Program producers and/or sponsoring agencies are held solely responsible and legally accountable for the content of their programs and as such may be subject to prosecution and/or civil liabilities for the cablecast of illegal material.

Producers and/or authorized representatives of organizations supplying programs are required to complete a RevereTV Program Contract that truthfully and accurately describes the program or series they are submitting for cablecast. Should the program(s) deviate from that described in the original **Program Contract**, a revised **Program Contract** must be completed before the program is scheduled. **Willful falsification of this document or material misrepresentation of information required is grounds for revocation of membership privileges.** Should a court order be issued against a program or series for any reason, the cablecast of that program or series will be suspended pending the legal decision.

The following content limitations apply to any and all programs or messages cablecast on the access channel administered by RevereTV. Members should seek staff assistance in meeting these guidelines.

The following are absolutely prohibited:

Lotteries / Contests: Lotteries or contests that involve directly or indirectly the elements of a prize, chance, and/or consideration. Reference section 76.213 of the rules of the Federal Communications Commission.

Illegal Material: Material which would subject the producer or supplier to civil or criminal prosecution under any applicable local, state, or federal law for production or presentation of obscene or erotic material, slander or libel, invasion of privacy.

Licensed Material: Material that is copyrighted or subject to ownership or royalty rights, union residuals, or other payment (*e.g. music, written works, photographs, film, video*) unless producer has obtained all necessary permission, releases, licenses and made all necessary payments to authorize cablecasting of any such material. RevereTV may require members to provide evidence of such payment or permission.

Advertising / Commercial Endorsements: Advertising or other material that is designed to promote commercial businesses, the sale of commercial products, or purchase of professional or commercial services. This includes but is not limited to, product or business endorsements and/or service descriptions. For example: *A program guest may be identified as "John Doe - Owner ABC Business Supplies" but not "John Doe, owner ABC Business Supplies, the best selection and the lowest prices in town."* To advise viewers how to get more information about program topics, program credits can include a contact name, phone number, website or e-mail address. Credits must be in accordance with underwriting guidelines in Section 5.3 of this policy manual.

Unauthorized Fundraising: Solicitation of funds by organizations other than those pre-approved by RevereTV that have been granted 501(c)(3) tax-exempt status by the Internal Revenue Service.

5.5 Potentially Indecent Programming

RevereTV wants to provide parents and guardians with a means of controlling the viewing of programming with indecent material by children as well as provide viewers with notification of programming with potentially indecent material so they can make informed cable viewing choices. **RevereTV requires a content advisory notice before each program with potentially indecent content.**

The content advisory notice must be formatted as such:

The notice will use full screen with plain color background for a minimum of 30 seconds.

Programming with potentially indecent material as defined in these policies will be scheduled between 12:00am and 3:00am.

5.6 Program Scheduling

Channel time is made available on a reasonable, nondiscriminatory basis.

All programs submitted for channel time are subject to staff review to ensure compliance with these policies. Staff is directed to use its discretion in withholding from cablecast any program found to be in violation, pending further review.

When scheduling RevereTV's channels, first priority is given to programs produced by RevereTV Members. Second priority is given to non-local programs. Series and Single programs are considered separately; therefore a locally produced Single submission will not displace a non-local Series. RevereTV reserves the right to pre-empt all programs for live or special event coverage.

RevereTV staff will attempt to accommodate all requests. All programming schedule decisions by RevereTV staff are final.

5.7 Program Liability

Program producers/providers must accept by signature the **liability and indemnification agreement** portion of the **Program Contract** acknowledging legal responsibility for program content. If the producer/provider is under 18, a parent or legal guardian must sign the **program contract**. **The content of programs presented on the access channel is solely the responsibility of the producer.**

As such:

No liability for the content of access programs for which RevereTV does not have direct production control shall attach itself to RevereTV, the funding jurisdictions, their agents or employees, or the cable operator.

Applicants for cablecast time shall sign a release which saves and holds RevereTV, the funding jurisdictions, their agents and employees, and the cable operator, harmless for all damages or claims arising as a result of the use of access channels by the applicant.

5.8 Disclosure of Information

Imported programs must include the name and current, working toll - free telephone number of the providing organization.

All program producers/providers must provide to RevereTV a current, working telephone number or mailing address where they can receive messages or comments about their program.

5.9 Political Programming

Any program describing or endorsing declared political candidates or describing ballot issues that is directly related to a current campaign is considered "Political Programming." Programs which include appearances by incumbents acting in their current elected or professional capacity are not included in this definition.

5.10 Program Media & Dubbing

For each individual program or Series episode, program providers will have 60 days from the last cablecast date to pick up their programs. Media will not be returned by mail. Media left for over 60 days after the last scheduled play date becomes property of RevereTV. RevereTV is not responsible for media lost, stolen, broken, or erased while on the premises.

If a viewer requests copies of a program, RevereTV staff will provide the public contact information of the producer so they may request a copy. If the program was created by RevereTV a dub may be created for a reasonable fee.

5.11 Technical Requirements

Programs submitted for playback must have technical standards high enough to deliver a clear, consistent and unbroken picture to cable subscribers. Audio must be clearly understandable and at audible levels without distortion.

RevereTV reserves the right to reject programs that do not meet technical standards.

5.12 Public Service Announcement Display

RevereTV will cablecast computer generated screens, when time is available on the channel, consisting of public service announcements and program schedules. Use of the public service announcement display is open to any non-profit organization or public agency. The community board may be used to announce meetings, events, and activities that are open to the public. **Commercial advertisements will not be accepted.**

6. CONDUCT

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6.1 Suspension of Privileges

Individuals and organizations who use the RevereTV facilities and channels must agree to abide by all RevereTV policies regarding the use of equipment or channels for the production and presentation of their programming. In addition, they are expected to respect the rights and

dignity of the staff and other individuals in the facility. Conduct that discriminates against or degrades any person will not be tolerated. A reasonable standard of courtesy and respect must be observed.

RevereTV reserves the right to restrict any person from using RevereTV facilities for violation of this or other policies that result in the disruption of RevereTV activities and operations.

Parents/guardians are responsible for supervising their children while in the facility.

RevereTV reserves the right to refuse on a temporary or permanent basis or otherwise initiate disciplinary or legal actions against individuals or organizations that violate the Code of Conduct or otherwise interfere with or jeopardize RevereTV operations or otherwise violate these operating policies. Suspension/termination of privileges may be appealed to the RevereTV Board of Directors as described in these policies.

In addition to the Code of Conduct, individuals who use the RevereTV facilities and/or channels must agree to abide by the RevereTV procedures. Specific violations are set forth in writing in order to provide notice to all who use RevereTV facilities. They are not designed to define violations in exhaustive terms. Individuals may be accountable to both civil/criminal authorities and RevereTV for acts which constitute violations of law on or off the premises. Individuals shall be subject to disciplinary action for violation of any provision of the RevereTV policies.

6.2 Disciplinary Action

Engaging in any of the acts prohibited will result in disciplinary action. Violation of any other RevereTV policies may result in suspension or revocation of membership. Services may also be suspended or prohibited to individuals for criminal activities off-site that may pose a danger to RevereTV or its operations.

6.3 Dispute Resolution & Appeals Process

It is hoped that disputes over policy interpretation can be resolved by a good faith effort to reasonably discuss the problem to arrive at an acceptable solution for everyone involved. When this is not acceptable or practical, a user may file a written grievance with the Executive Director. The Executive Director will review the grievance and attempt to mediate a solution. If a mutually acceptable solution cannot be reached, the Executive Director will make a determination.

If an individual wishes to file an appeal to a decision they should submit a **Request for Appeal of Decision** to the Executive Director within **10** days of the decision. The Executive Director will notify the RevereTV Board of Directors and set a meeting date within **10** days of the receipt of the request. The appellant will be given the opportunity to address the Board of Directors during the meeting. Decisions of the Board of Directors are the final determination regarding the issue.

6.4 Code of Conduct

The following acts are prohibited:

False information: Intentionally providing false information to RevereTV for the purpose of obtaining membership services, access to channel time, or to avoid determination of facts in accordance with any RevereTV investigation or hearing.

Misrepresentation: Individuals and organizations must not identify themselves as being an employee or agent of RevereTV or the funding jurisdictions unless hired by RevereTV or the jurisdictions to perform a specific service.

Destroying or damaging property: Intentionally and/or recklessly destroying or damaging RevereTV property or the property of others on RevereTV premises or at RevereTV sponsored events or activities.

Drugs/alcoholic beverages: Use, possession or distribution of any controlled substances, illegal drugs, or alcoholic beverages on RevereTV premises or at RevereTV sponsored events. Appearance at any RevereTV sponsored event while intoxicated or under the influence of a controlled substance is prohibited and will be considered a violation.

Weapons, firearms, explosives and dangerous chemicals: Use or possession of any weapon, explosives, dangerous chemicals, substances instruments or other weapons, as defined by state law, which may be used to inflict bodily harm on another individual or damage upon RevereTV premises or RevereTV sponsored events is prohibited, except when being displayed or demonstrated in conjunction with a bona fide production, for which *prior* permission has been granted by the RevereTV Executive Director.

Harassment/physical harm: threatening, intimidating or harassing another with intent to substantially harm the person with respect to his or her physical safety or mental health. This includes causing physical harm to any person or property on RevereTV premises or at any RevereTV sponsored activity or causing reasonable apprehension of such harm to another person.

Disrupting RevereTV functions: Intentionally and/or recklessly interfering with the normal RevereTV operations or with RevereTV sponsored activities.

Smoking: Smoking is prohibited inside the RevereTV facilities.

Theft or conversion: Deprivation of another person's property including RevereTV property or services without that individual's or RevereTV's authorization.

Use of RevereTV name/logo: Unauthorized use of the RevereTV logo, name, indicia, motto, or symbols for any purpose without prior consent by the RevereTV Executive Director.

Inappropriate behavior: Engaging in lewd, indecent, erotic or obscene behavior or language on RevereTV premises or at RevereTV sponsored activities.

Unlawful acts: Engaging in any unlawful act while on RevereTV premises.

Trespassing: Unauthorized entry into restricted areas.