



Policies & Procedures Manual

Statement of Mission and Purpose

Norwood Public Access Television (NPA-TV) is an independent not-for-profit group providing local coverage of events and programming to the Town of Norwood. Norwood Public Access Television was officially formed by the Norwood Board of Selectmen in February 2004, when Comcast and Norwood Light Broadband negotiated new licenses with the Town of Norwood. NPA-TV is officially a local PEG Access Center serving the Town of Norwood. PEG stands for Public, Educational & Government. The center is run by a Board of Directors and receives its funding from both Norwood Light Broadband and Comcast subscribers, but is not affiliated with either cable provider. You can find NPA-TV on Comcast Channels 8, 12 & 22 or on Norwood Light Broadband Channels 22, 23 & 24. The three channels consist of an Educational Channel, the Local and Public Access Channel and a Program Guide Channel.

I. MEMBERSHIP

All persons, firms, corporations, businesses, organizations, institutions, and other entities in the Town of Norwood who subscribe to the purpose of Norwood Public Access Television, Inc. (NPA-TV), and who support the Corporation by participation shall be eligible for membership in the Corporation. In addition, bona fide candidates for public office for whom Norwood residents may vote are entitled to free access as detailed in this document.

A. Types of Membership

1. Individual Members shall have the following privileges:

- receipt of Newsletter and programming information;
- ability to cablecast programs at no charge;
- access to workshops and use of equipment;
- be eligible to receive technical advice from the NPA-TV staff for program production.

2. Family Memberships shall be issued to up to four persons within the same household (at the same address) who apply together for membership. Persons joining NPA-TV under a Family Membership shall have all the privileges of Individual Membership.

3. Non-Profit Organization Membership shall be available for any firms, corporations, organizations, or other entities recognized as non-profit, tax-exempt by the IRS. Groups joining NPA-TV under non-profit membership shall have all the privileges of Individual Membership. Non-Profit organizations are eligible to receive training for up to seven (7) people per membership year with training for additional people available by arrangement. In addition, Non-Profit Organization Members may receive specialized group training by contacting the NPA-TV Station Manager.

4. Institutional Memberships shall be available for any Town of Norwood Department, any Norwood Public School, and such institutions as the Morrill Memorial Library and other publicly funded departments or bodies. Institutional Members are eligible to receive training for up to ten (10) people per membership year with training for additional people available by arrangement. In addition, Institutional Members may receive specialized group training by contacting the NPA-TV Station Manager. Finally, Memberships within a Member Institution (such as a school or class) may be passed on from one class member to a succeeding class member, so long as the institution's Membership is current, and the individual completes all necessary training and other requirements of use.

B. Membership Fees

The Board of Directors of NPA-TV may elect to establish membership fees, which shall be published annually.

C. Requirements of Membership

In order to become a member of NPA-TV, a person or organization must meet all of the following conditions:

- provide proof of Norwood residence or corporate address in Norwood (Post Office Boxes are not acceptable);
- complete a [Membership Application Form](#);
- sign the Agreement with these Policies and Procedures;
- pay any required membership fee.
- must be 18 years of age or older.

D. Term of Membership

All memberships are recognized as active for a one-year period from the date of application. Membership must be renewed on each member's anniversary.

E. Representation

Members do not represent NPA-TV and should refrain from implying such representation. False representation of NPA-TV may result in suspension of membership privileges. Such false representation might include (but not be limited to) statements such as "I am producing for NPA-TV..." or "I work at NPA-TV...". A Public Access Producer may inform interested persons that he or she is *"a volunteer Public Access producer, working on my own TV program which I produce at Norwood's PEG access facility, NPA-TV. I am responsible for the entire production..."*, or words to that effect.

II. TRAINING AND PRODUCER CERTIFICATION

- A. Any individual, family, or organizational member which meets the conditions set forth in Section I is eligible for training. The prerequisite for all members at NPA-TV is the Introduction to Video Production Workshop, a 4-session, overview course in TV program production & editing. Workshops are given under the direction of the NPA-TV staff or by a person appointed at the discretion of NPA-TV.
- B. Certification as a PUBLIC ACCESS PRODUCER is awarded upon completion of the Basic Training Course.
- C. Workshop schedules are posted on the NPA-TV Website and Community Bulletin Board. Those wishing to take classes must sign up for them on a first-come, first-served basis. There is no charge for these courses.

III. RESPONSIBILITIES AND INSURANCE

- A. Agreement with these Rules and Procedures is a prerequisite to using equipment.
- B. Public Access producers are responsible for the NPA-TV facilities and equipment signed out to them, as well as for the actions of their talent, crew, guests, and any others involved with their production.
- C. NPA-TV has an insurance policy for the equipment while it is used by members. Premiums are paid by NPA-TV and the policy is in NPA-TV's name. In the event equipment is damaged, destroyed, lost or stolen, the Public Access producer must cooperate fully with the NPA-TV Insurance Carrier. The Public Access producer is responsible for the entire deductible charged by NPA-TV's Insurance Company. In case of theft, in order for the insurance company to honor the claim, the Public Access producer is responsible for the following:
1. A police report must be filed immediately;
 2. Equipment cannot have been left unattended;
 3. Equipment cannot have been left in a car overnight; and,
 4. There must be proof of forcible entry.

In the event NPA-TV's claim is not honored by its carrier, and the Public Access producer is found to have failed to take reasonable precautions to protect the loaned equipment, it is the responsibility of the Public Access producer to reimburse NPA-TV for the full replacement value to be determined by NPA-TV.

IV. EQUIPMENT RESOURCES

ALL NPA-TV EQUIPMENT AND FACILITIES ARE TO BE USED FOR PRODUCING NON-COMMERCIAL PROGRAMMING FOR CABLECAST ON THE NORWOOD PUBLIC ACCESS CHANNELS.

NPA-TV Public Access producers may use portable production, post-production, and studio production equipment on a first-come, first-served basis. Equipment may not be used in hazardous situations.

A. STEPS TO FOLLOW TO PRODUCE A PUBLIC ACCESS PRODUCTION

1. Project Proposal Conference

No reservations for equipment or facilities can be made without a completed Project Proposal Conference, and *a separate Project Proposal is required for each Program, or for Episodes of a Series.*

By telephone or in person, complete a **Project Proposal Worksheet** with the Station Manager, *preferably a minimum of 24 hours BEFORE the first reservation under this project.* During this conference, you will be asked to provide the following information:

- a. Title or Working Title of the Program you would produce;
- b. A brief description of the *type of production* you will do -- i.e. is it a studio talk show, a field documentary, event coverage, etc;
- c. The length of the final program;
- d. Whether it is a series or not;
- e. The date you project for completion of production work ("Planned End date");
- f. What equipment and facility time you think you will need to complete your project.

PLEASE NOTE: The purpose of this conference is to assure that you have everything you need to do your shoot, and that you are using the methods and materials best suited to your production. Nothing in this conference concerns the content of your program, subject matter, etc. Program content is strictly yours to control. But we may need to know a few things about what the program will contain (for example, will slides be shown, is it a team sport shoot, will a public audience be involved, etc.) in order to provide the appropriate resources.

B. FIELD PRODUCTION RESOURCES

1. The amount of equipment available for a given project will be determined by the Station Coordinator during the Project Proposal Conference, based on the needs of the project, and the equipment available at the proposed time of the project production.
2. Equipment must be reserved no more than 8 weeks in advance.

We cannot guarantee availability of equipment requested with less than 48 hours notice.

3. Equipment Check-out

Equipment must be checked out at the NPA-TV office by the Public Access producer named in the project proposal as Producer or Co-producer. The staff will enter the check-out information into the computer and a hard copy will be signed by the Public Access producer.

Approximately 30 minutes should be allowed for checking equipment in or out.

4. Exceptions - If there are compelling reasons to get equipment at other times than the regularly scheduled check-out times, a staff person must approve such a request. That staff person is responsible for following through with the check-out and must also be responsible for setting up the check-in time with that user.
5. Return of Equipment - Public Access producers are responsible for notifying the staff if there are any problems with the equipment by submitting a completed Equipment Trouble Report. Public Access producers may not attempt repair of damage to equipment. Public Access producers may not borrow additional equipment until all items have been returned in good working order (normal wear and tear excepted).
6. Completion - All projects are given an initial 8 weeks for completion from the date of the first reservation. **Producers are expected to deliver a videotape for cablecast no later than this "Planned End date."** A single, 13-week extension will be considered at a Project Extension Conference with the Public Access Coordinator.

C. EDITING

1. Public Access producers coming in to Edit must check in with the staff member on duty.
2. Public Access Producers must consult with the staff before bringing in accessories. There are areas posted as off-limits to the public in the edit rooms. Unauthorized connection of external devices is a major violation, and grounds for suspension.
3. Edit times must be reserved no more than 8 weeks in advance. Producers may reserve only one four hour block per day in advance. However, on the day of an edit session, a producer may extend this edit time if the room is available, or make an additional reservation of up to four hours.
4. No one may reconfigure the wiring of any edit station. Violation of this rule will result in the immediate and permanent loss of all access privileges.

D. STUDIO FACILITIES

1. **An NPA-TV staff person is required to be on duty during a studio production HOWEVER they are not to be considered part of a crew.**
2. Crew position assignments are the responsibility of the Public Access producer. All studio crew must be certified or approved by the NPA-TV staff.
3. *A Studio reservation is not confirmed until the Public Access producer has confirmed, at minimum, the assignment of a Director for the production.*
4. Producers must consult with the staff before bringing in accessories to the control room. There may be areas posted as off-limits. Studio time must be reserved, no less than one week and no more than 8 weeks in advance. A studio production block of up to 6 hours may be reserved in advance. The studio reservation may be extended on the day of production if time is available. **Hours of studio use are firm;** therefore all Public Access producers should allow time to strike sets and clean up before their time is up.
5. No one may reconfigure any studio wiring. Violation of this rule will result in the immediate and permanent loss of all access privileges.

E. CANCELLATIONS

Public Access producers **must** give at least 24 hour notice when canceling any reserved use of NPA-TV equipment, facilities, channels or classes. If a Public Access producer is more than 20 minutes late without notification, the reservation may be canceled. (See Minor Violations, Sect VI, Para. B) Repeated instances of failure to make a timely notice of cancellation may result in a suspension of privileges.

Three "No Shows" constitute a Major Violation, and may result in a 90-day suspension of producer privileges.

V. PROGRAMMING

ALL PROGRAMMING PRODUCED FOR CABLECAST ON NPA-TV'S CHANNELS SHALL BE OF A NON-COMMERCIAL NATURE.

NPA-TV is responsible for the administration of three cable channels on the cable TV systems in Norwood. By becoming an NPA-TV member, any resident or non-profit organization in Norwood may request channel time for the presentation of programming they produce at NPA-TV, or programming produced elsewhere, however NPA-TV reserves the right to finalize the time slot for the program. Reference to a **Public Access Producer** is to indicate a local resident producing programs with NPA-TV equipment or facilities. Reference to a **Local Sponsor** refers to a Norwood resident who is taking legal responsibility for the cablecasting of either a locally-produced program or a program produced elsewhere. NPA-TV retains the right to preempt programming at any time in order to provide timely local programming, such as live or taped special municipal events, important local debates/forums, election-related programming, or other local events of general interest to the Norwood community for which time is of the essence (Example: The unscheduled appearance of a local school team in a championship final match). Furthermore, NPA-TV may place a higher priority on access to limited channel cablecast time for programming *for and about Norwood or by a Norwood resident*, against programming on more general or wider topics, or that produced outside of Norwood.

Public Access producers and local sponsors must agree to comply with all applicable sections of these Rules and Procedures and abide by the following conditions:

A. Requests for Cablecast Time and Required Clearances.

In order to cablecast any programming, one must be an NPA-TV member in good standing, and submit the completed, labeled tape for which appropriate releases and clearances have been obtained. Public Access Producers on the access channels are fully responsible for the content of their program material, and must have signed an acknowledgement of responsibility.

B. Presentation of the following is prohibited:

1. Any commercial programming or advertising;
2. Any material which constitutes libel or slander;
3. Any obscene material or pornography;
4. Any unauthorized use of copyrighted material or publicity rights, and invasion of privacy;
5. Any material in violation of FCC regulations; **and,**
6. Any material which violates local, state or federal laws.

C. Ownership of Locally Produced Programs

1. NPA-TV Public Access producers own their program and hold the copyright, provided it is cablecast at least once on any of the access channels. If a NPA-TV videotape is used for the master, the producer may make one free copy on their own tape stock.
2. NPA-TV has the right to maintain a copy of any program in its tape library to cablecast an unlimited number of times. NPA-TV may discard any tape 3 months after it was submitted if the sponsor does not pick up the tape or arrange with NPA-TV for its storage.
3. NPA-TV has the right to use any program for promotional purposes related to NPA-TV.

4. Only the Public Access producer, as holder of the copyright, may authorize any other use of a taped program.
5. Any exceptions to the above shall be determined solely by the Station Manager on a case-by-case basis.

D. Slate/Disclaimer/Acknowledgement Requirement

All programming cablecast from NPA-TV facilities must include a one-minute videotape disclaimer provided by NPA-TV (listed in Sect V, Part F, Item 10) and edited on to the member's master videotape before the tape may be submitted for cablecast. All programs made using NPA-TV equipment or facilities must credit Norwood Public Access Television using the disclaimer.

E. Safe Haven/Adult Programming

Producers are expected to alert NPA-TV staff to programming that may be inappropriate for younger viewers. NPA-TV reserves the right to cablecast programming with excessively violent material, offensive language, nudity, or sexually explicit material after 11:00 pm, and before 6:00 am, in order to preserve a safe haven for viewing by "all audience members". NPA-TV believes that when it comes to controversial content in programming, the response should be to encourage more speech, as opposed to enforcing silence. Furthermore, NPA-TV is forbidden by law from censorship, or content control. NPA-TV encourages anyone who disagrees with a program to produce counter-programming presenting an opposing point of view, or otherwise responding to the program in question. Upon receipt of a Request for Cablecast Time for any program, NPA-TV reserves the right to inform the public of a local Producer of Record's intent to cablecast a particular program to which it believes a segment of the community may wish to respond.

F. Access to Cablecast Time Slots for Single Programs by Public Access Producers

1. Program time slots for the access channels are scheduled by the staff when a tape has been submitted and time slots are available on a first-come, first-served, non-discriminatory basis.
2. A "half-hour" time slot must be filled with programming that is approximately 28 minutes and 00 seconds long. A "one-hour" slot must be filled with programming that is 58 minutes and 00 seconds long.
3. Locally-produced programming will take precedence in program scheduling. The staff will schedule program playback with the goal of presenting a timely and Norwood-centric schedule.
4. The producer submitting an episode must also suggest the program's requested "1st Air Date." The 1st Air Date is defined as the day and time when a producer's first episode is replaced with a new, unique episode, and is the single time NPA-TV will promote when it creates station promotion materials. The 1st Air Date is not necessarily in Prime Time. The NPA-TV programmer will prepare schedules to meet these selections as time and programming equipment permit, and make every attempt to meet the producer's requested schedule of playback within time available and these rules.

5. Tapes for cablecast must be submitted **no later than 12 NOON one week BEFORE the day the program is scheduled to be cablecast. NPA-TV does not schedule programs it does not have on hand at the time the schedule is submitted.**
6. Requests for program time will be honored within the constraints of scheduling as well as staff and equipment availability. NPA-TV may schedule and cablecast as frequently as deemed appropriate by the staff.
7. Prime time shall be defined as any time between the hours of 5:00pm and 10:30pm daily. An individual may be limited to one (1) prime time opportunity, per show, per week, depending on scheduling demands, but every episode submitted shall be scheduled for at least one prime time slot. Only the producer may request that an episode not be scheduled at least once during prime time.
8. All episode time slots for series will be evaluated quarterly, with NPA-TV retaining the right to allocate series time slots to ensure programming continuity.
9. Producers of multiple episodes of a program must make consistent use of their time slot with new material, and not consistently repeat the same episode.
10. All tapes must meet NPA-TV leader and tape cueing requirements. It is the producer's responsibility to fulfill these requirements when dubbing their completed program onto the NPA-TV-issued tape:
 1. Record black with no audio for 5 sec.
 2. Place the following disclaimer at the beginning and end of your tape for :30 seconds:
 - a. **This Public Access Program was produced for cablecast on NPA-TV. The opinions and views expressed on this program are strictly those of the program's producer and participants and do not necessarily reflect the views of Norwood Public Access Television.**
 - b. **To create your own Public Access Show, please visit www.npatv.org or call NPA-TV at 781-551-0338.**
 3. Record your show (28 min.)
 4. Record 30 sec black at the end of your show

G. Election/Campaign Programming

1. NPA-TV provides to all Norwood residents, including those residents running for local, state or national public office or those supporting a ballot issue, equal opportunities for access to training, equipment resources and cable channel programming time, on a first-come, first-served, non-discriminatory basis. *Any candidate for public office for whom Norwood residents may vote shall be afforded the same rights as a resident of Norwood with regard to access to NPA-TV facilities and channel time.*
2. In order to ensure equal opportunities for programming time on NPA-TV channels, the following rules apply.
 - a. NPA-TV maintains the right to limit length and frequency of programming. Such limits when imposed shall apply to all programs on the channel and to all program producers.

- b. NPA-TV retains the right to preempt programming at any time in order to provide timely local programming, such as live or taped special municipal events, important local debates/forums, election-related programming, etc.

H. Staff-Produced Local Origination Community Programming

1. NPA-TV is required under its agreement with the Town of Norwood to produce programming of interest to the community.
2. NPA-TV will make every effort to inform members of volunteer production opportunities on such production.
3. Any Norwood resident or non-profit organization can request coverage of an event. The event must be of interest to the entire Norwood community. NPA-TV requires 14 day notice of any event and a completed *Request for Coverage Form* which can be found on the website: www.npatv.org. Due to time constraints and scheduling, coverage will be made at the Station Manager's discretion.

a. Town Government Meetings

NPA-TV broadcasts Board of Selectmen Meetings, School Committee Meetings and Town Meetings. If additional elected or appointed town boards or commissions would like coverage of their meetings, the Chairman must send a written request to the NPA-TV Station Manager. This request is subject to review and consideration by the NPA-TV Station Manager and the NPA-TV Board of Directors. Requests will be reviewed on a case by case basis and are subject to the availability of NPA-TV staff.

I. Outside or "Imported" or "Bicycled" Programming

1. Programming that is produced outside of Norwood may be allowed to be cablecast on Norwood public access channels. Any Norwood Resident may sponsor such programming as the Local Sponsor by completing the agreement with the Rules and Procedures and submitting a completed Program two weeks prior to the air date.
2. Locally produced programming will take precedence as NPA-TV's top priority in scheduling. NPA-TV staff may determine appropriate playback periods for outside programming to ensure program continuity. When all time-slots in a playback period are full, approval for cablecast of new programs will be withheld until time becomes available. Outside programming may be excluded from cablecast when locally produced, Norwood based programming fills all of these time slots.
3. All outside programs are required to have the NPA-TV disclaimer/slate (see Sect V, Part F, Item 10 of these Rules and Procedures) at the beginning of the program. The Local Sponsor is responsible for compliance with these provisions, not NPA-TV staff. Failure to comply will mean the program does not get cablecast.

4. An NPA-TV Public Access Producer may produce programming with non-NPA-TV equipment, and facilities and still be considered "Locally-produced programming". Public Access producers wishing to use their own equipment must be NPA-TV Members, meet the minimum technical standards for cablecast of their final product, and must complete a **Project Proposal Appointment** indicating that no NPA-TV equipment is requested.

J. Community Bulletin Board - CBB

NPA-TV may cycle community announcements on the access channels 24 hours per day when there is no programming being cablecast. The Community Bulletin Board is for announcements of Norwood community notices and events, for non-profit purposes only and must be submitted by Norwood-based, non-profit organizations and Norwood residents. No commercial or political advertising may be listed. Requests for notices which solicit funds for a non-profit organization or event may be honored at the discretion of the Station Manager. Acceptance of all notices is at the discretion of the Station Manager. Community Bulletin Board listings air in between programming on the NPA-TV Channel (NLB 23 or Comcast 8) and online. NPA-TV will post bulletins for up to two weeks. NPA-TV reserves the right to summarize or change any wording to best fit the screen and to schedule announcements at NPA-TV's discretion. NPA-TV reserves the right, as producer of the CBB, to reject or edit any message. A "Call for More Info" phone number is required.

K. Technical Requirements and Standards

1. Tape Requirements – DVD's or Tapes may be submitted for cablecast in the following formats:

- (a) DVD
- (b) 1/2" S-VHS
- (c) 1/2" VHS in SP mode

The tape/DVD itself must be high quality and in excellent physical condition. Video must be NTSC format. Wrinkled, spliced, old or damaged tapes or DVDs will be rejected.

2. Leader Requirements

- (a) All programs must be timed by the producer, "from black to black," including the disclaimer required below. The program and case must be clearly labeled with this time. The time must be accurate to the second, in the following format: "hour:minute:second - 00:00:00".
- (b) All programs must be preceded by the following disclaimer: (see Sect V, Part F, Item 10 of these Rules and Procedures).

3. Technical Standards

(a) Programs to be cablecast must meet certain minimum technical standards in the opinion of the NPA-TV staff. Programs having poor audio and video signal quality may be withheld from cablecast at the staff's discretion. Control track (video sync) should be consistent, that is, no breaks of sync (an unintended electronic distortion or break-up) as measured by visual inspection by the staff. If tapes fail to meet this standard in the opinion of the staff, the producer must remedy the problem prior to cablecast.

(b) If a problem with the audio and/or visual signal is identified during actual cablecast, then the cablecast operator will attempt to complete the cablecast. The cablecast operator will terminate the cablecast prior to the scheduled end of the cablecast if the break-up or poor signal quality persists, or if NPA-TV equipment is jeopardized. The tape will then be returned to the producer who will work with the staff to solve the technical problems. The program will not be repeated until the technical problems are solved.

(c) Producers requesting a half-hour time slot must submit a program of exactly 28:00 minutes in total program running time. Programs for one-Hour slots must be exactly 58:00. **If a program is 22:30, the producer must fill the slot to 28:00, with his or her own material, or NPA-TV filler provided at the station.** The 28 minutes must include the NPA-TV-provided disclaimer which is 30 seconds in length.

L. Publicity

NPA-TV encourages all Public Access producers to publicize their programs in a variety of ways. Two weeks notice should be allowed to put a notice on the Program Schedule on NPA-TV's Web Page. NPA-TV shall make the Community Bulletin Board available for programming-related announcements. Further, producers are encouraged to prepare 30 or 60-second promos for cross promotions by other producers or staff and submit press releases to local newspapers of their upcoming programs. *Producers must remember to clearly identify themselves as individual citizens, and make it clear to editors and their readers that the program is not a production "of" or "by" NPA-TV or NPA-TV.*

M. Sponsorships

A Public Access Producer may have a program sponsor. This is strictly arranged between the Public Access Producer and the Sponsor and will not be arranged through NPA staff. A Sponsor may only be acknowledged at the beginning and ending of a program with the below graphic slate. The graphic may be on the screen for a total of 30 seconds, 15 seconds at the beginning of the program and 15 seconds at the end of the program. The sponsor cannot be acknowledged as a sponsor during the program. The Public Access Producer will use the following wording to acknowledge a program sponsor: ***This Public Access Program is sponsored by "NAME"***.

VI. VIOLATIONS

In order for these rules and procedures to be effective and to keep operations running smoothly, a penalty system has been instituted. There are two types of rules which, if violated, can result in restrictions on a Public Access producer. The Station Manager or a designee is authorized to issue warnings and suspensions.

A. Major Violations

1. Major violations will result in an immediate 90-day suspension of access. These may include, but are not limited to:

- (a) Commercial or profit-making use of NPA-TV facilities.
- (b) Abuse of staff or other members.
- (c) Misrepresentation of members' affiliation with NPA-TV to others.
- (d) Falsifying forms.
- (e) Taking or reserving equipment without staff permission.
- (f) Abuse of equipment, including attempted repair, facility reconfiguration, or improper transport.
- (g) Tampering with, copying or deleting NPA-TV software or data.
- (j) Three "No Show" cancellations in any one-year period

2. Any subsequent major violation will result in the permanent loss of NPA-TV equipment and facilities privileges.

B. Minor Violations

1. These may include, but are not limited to:

- (a) Failure to cancel a reservation in accordance with sect;IV.,para;E
- (b) Late pick-up or return of equipment without notification and approval.
- (c) Mishandling or unsafe use of equipment.
- (d) Eating, drinking or smoking in non-designated areas of NPA-TV facilities.
- (e) Failure to clean up after using the facilities.
- (f) Handling off-limits equipment or being in off-limits areas.

(g) Rowdiness, or horseplay while in the facility, or creating any disturbance to other NPA-TV members, producers, guests, or the public.

(h) Three "Late Cancels" in any six-month period.

2. Minor violations that take place within a one year period will result in the following series of actions :

(a) First violation - written warning

(b) Second violation - 30-day suspension

(c) Third violation - 90-day suspension

(d) Fourth violation - permanent loss of NPA-TV privileges

VII. OTHER CONDITIONS

A. Videotape

NPA-TV will provide one VHS or DVD stock free of charge to members for edited masters only, on a first-come, first-served basis. This tape will be the property of NPA-TV to be kept in the NPA-TV tape library for the duration of that programs active playback schedule. All production tapes (raw footage, B-roll, etc.) must be purchased by the Public Access producer.

B. Copies of Programs

NPA-TV does not make multiple dubs of programs, and staff are not permitted to make such dubs!
Producers are allowed to make one copy of their program for personal use, on tape stock they provide. Producers must not generally announce that dubs are available from NPA-TV. **Producers may not use NPA-TV facilities for multiple dubbing. Single copies of local origination programs produced by NPA-TV staff are available for a \$15 duplication fee.**

C. Volunteers

NPA-TV encourages community involvement in the production of programs and the use of the facility. Volunteers may choose to produce their own program or serve on the crew of another NPA-TV production. NPA-TV Public Access producers are encouraged to volunteer during and after their training and certification.

D. Internships

NPA-TV offers internships to college students studying Television Production or Communications. All internships must be for college credit, and there is no financial compensation. As an NPA-TV intern, students will create programming either by themselves or as part of a team. All programs will be aired on the Public Access Channel, which is received in approximately 10,000 households in Norwood. Students will be allowed to keep copies of their work for use in their portfolios. All interns must sign the Agreement included in the Rules and Procedures.

Volunteers and Interns are not employees of NPA-TV. They shall not misrepresent themselves as employees of NPA-TV or speak on behalf of NPA-TV.

E. Facility Up-keep

1. The NPA-TV facility is a public building with substantial electronic equipment. Therefore, it is a strictly enforced, non-smoking environment. No smoke or fog machines are permitted in the studio.
2. Public Access producers are expected to clean up each time they use this facility. This includes striking sets, replacing all equipment and cables, and sweeping floors.
3. No animals are allowed in the building except for seeing-eye dogs and similar aid animals. Producer wishing to bring an animal into the facility for a production must have prior approval of the NPA-TV Station Coordinator, in order to alert persons with known allergies, etc.
4. Eating and drinking are allowed only in designated areas which must be kept clean by users.
5. Public Access producers must remove all set materials from the facility when they are finished. NPA-TV has limited storage space for sets, to be used at the discretion of the Station Manager.
6. NPA-TV office equipment and supplies may not be used for sets. No one may use another's set without permission.
7. NPA-TV is not responsible for sets, props or personal items left on the premises.

F. Right To Refuse

NPA-TV 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 with the orderly conduct of business.

G. Indemnification

Users of the access channels shall indemnify the Town of Norwood, Norwood Light Broadband, Comcast, NPA-TV, their employees, and the NPA-TV Board of Directors against any and all liabilities arising out of use of facilities, resources, Public Access contact or out of breach of the Agreement with these Policies.

H. Interpretation

Where the implementation of these policies are subject to interpretation, decisions shall be at the discretion of the NPA-TV Station Manager or a designee.

I. Appeals

Public Access producers and NPA-TV members are encouraged to resolve difficulties on the staff level. Any Public Access producer or member wishing to appeal an action of the staff, or to communicate a problem or complaint should send a written complaint to the Station Manager's Attention. After receipt, the Station Manager will provide a written response in 15 days or less. If the Member should be dissatisfied with the response, he or she may request a hearing before the NPA-TV Board of Directors.

NORWOOD PUBLIC ACCESS TELEVISION, INC.

NPA-TV, P.O. Box 893, Norwood, MA 02062 (781) 551-0338

www.npatv.org

NPA-TV Membership Application Form

Please print

First Name _____ MI _____ Last Name _____ Suffix _____

Address _____ Apt. # _____

State _____ Zip _____ - _____

Phone (H) _____ (W) _____ Cell _____

E-Mail _____

If this is NOT an INDIVIDUAL MEMBERSHIP, please fill out the following

Name of Family, Non-Profit Organization, Business OR Institution: _____

Name of Contact Person: _____

Please circle the appropriate numbers:

Your age:

1. under 18
2. 18-25
3. 26-34
4. 35-44
5. 45-54
6. 55-65
7. over 65

How did you hear about access?

1. Newspaper/radio/TV
2. Access channels
3. Friend
4. Other _____

How often do you watch public access?

1. More than once a week
2. Once a week
3. Once a month
4. Less than once a month
5. Never

Are you a cable subscriber? Yes No

May we give out your name and phone number to other community producers for crew calls?

Home Phone? Yes No

Work Phone? Yes No

E-mail? Yes No

Cell phone? Yes No

Signature _____ Date _____

NPA-TV, P.O. Box 893, Norwood, MA 02062 (781) 551-0338 www.npatv.org

AGREEMENT WITH RULES AND PROCEDURES

I have read, am familiar with, and agree to abide by the Rules and Procedures of Norwood Public Access Television, Inc.

1. I understand that the equipment and facilities of NPA-TV shall be used solely for the production of local programming on the Access channels.
2. I am thoroughly familiar with the nature of the program material and take full responsibility for its content.
3. I understand that the following material is prohibited for presentation on the Access Channels:
 - a. Any commercial programming or advertising;
 - b. Any material which constitutes libel or slander;
 - c. Any obscene material or pornography;
 - d. Any unauthorized use of copyrighted material or publicity rights, and invasion of privacy;
 - e. Any material in violation of FCC regulations; **and,**
 - f. Any material which violates local, state or federal laws.
4. I agree to obtain all necessary clearances and permissions from any and all organizations, groups and individuals as may be needed to tape and/or cablecast material on the Access channels.
5. I understand that I am ultimately responsible for all NPA-TV equipment and facilities that I use. I agree to fully cooperate with the NPA-TV Insurance Carrier in any claims. In the event Carrier denies the claim, I agree to pay for the replacement of any and all equipment damaged or destroyed while signed out to me.
6. I understand I am responsible and agree to hold harmless the Town of Norwood, Norwood Public Access Television, Inc., their directors, employees, or successors, for any liability, loss, claim, cost or damage of any nature whatsoever which may arise by reason of any claim that any material cablecast or disseminated by me infringes or violates any rights of any person or organization.

Signature _____ Date _____

Name _____

Address _____ Zip _____

Phone (H) _____ (W) _____ (C) _____