



# **RULES AND PROCEDURES**

Amended 11/14/18

# FALL RIVER COMMUNITY MEDIA RULES AND PROCEDURES

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## **STATEMENT OF PURPOSE**

The purpose of Fall River Community Media (FRCMedia) is to provide Fall River residents and organizations a means to produce a wide variety of programs about their experiences, concerns, and interests for distribution on local cable television and, secondarily, online.

The FRCMedia facility is located on the campus of Bristol Community College, 777 Elsbree Street, Fall River, MA 02720. The day-to-day operation and scheduling of the cable television channel, facility, and equipment are managed by Bristol Community College in accordance with these rules and procedures.

FRCMedia provides access to the cable television channel, facility, and equipment to individuals and organizations in Fall River. Bristol Community College provides its resources in accordance with its regularly scheduled academic and educational mission.

It is hoped that residents and organizations in Fall River will take full advantage of FRCMedia to offer a wide variety of programming and information to the local cable television and online audience.

FRCMedia strives to provide outreach to all segments of our diverse community, ascertaining areas of programming needs and assessing community response to media programming.

FRCMedia is made possible by a partnership between the City of Fall River and Bristol Community College.

## **ELIGIBILITY**

- 1.** Any Fall River resident or organization is eligible to use the FRCMedia cable television channel, facility and equipment. Any Bristol Community College student, staff member, or faculty member may also use our facility and equipment.
- 2.** All users must provide proof of residency or Bristol Community College affiliation. All Fall River-based organizations wishing to use the FRCMedia cable television channel, facility and equipment must have Fall River resident representation. Organizations include, but are not limited to, educational, health care, social services, arts, environmental, religious, neighborhood, or any other advocacy group located or serves the residents of Fall River.
- 3.** All users should review these rules and procedures. All users must complete and sign a registration form and agree to these rules and procedures prior to accessing the FRCMedia cable television channel, facility and equipment. Those eligible users under the age of 18 must have their registration form signed by a parent or guardian.
- 4.** All users wishing to utilize the FRCMedia facility and equipment must complete the required equipment training before gaining access.
- 5.** All users must identify themselves only as video producers or volunteers, not as employees or staff of FRCMedia, Bristol Community College, the City of Fall River, or Comcast.
- 6.** Unless they are current Bristol Community College students, faculty or staff, non-Fall River residents and organizations WILL NOT be allowed to use the FRCMedia facility and equipment.

## **FRCMEDIA FACILITY RULES**

- 1.** The FRCMedia facility and equipment are available during hours of operation to eligible users, through prior reservation, as time permits. Requests for use of the facility and equipment shall be made at least **a day** in advance during hours of operation. The facility and equipment can only be used to produce videos that will air on the FRCMedia cable television channel and, secondarily, online. **THE FACILITY AND EQUIPMENT MAY NOT BE USED FOR ANY OTHER PURPOSE.** Only those trained in the use of the facility and equipment may reserve the equipment.
- 2.** Proper notification shall be given in the cancellation of the use of the FRCMedia facility and equipment.
- 3.** Any materials for productions, beyond those provided by FRCMedia, must be supplied by the user and must be removed after the production. Such materials include special sets or props for studio productions. This also includes blank media, such as DVD's and other digital recording media. All users are responsible for proper clean-up and equipment storage as deemed necessary by FRCMedia staff.
- 4.** Users under the age of 18 must be accompanied by a parent or guardian while using the facility and equipment.
- 5.** Eligible users of the FRCMedia facility and equipment **SHALL NOT** change wiring or components of said equipment. **NO ATTEMPT SHOULD BE MADE TO WORK ON OR REPAIR EQUIPMENT! ANY DAMAGE CAUSED IN THIS MANNER WILL BE CHARGED TO THE USER!** Any user of the FRCMedia facility and equipment should report any defects or problems immediately to FRCMedia staff. FRCMedia reserves the right to take disciplinary action if users attempt to work on damaged equipment or are found misusing or abusing equipment. See page 17 for more information.
- 6.** All users are responsible for the conduct of volunteers and guests on their program. All non-essential audience members or program participants shall not loiter or disrupt either the production of other producers' programs or interfere with the normal operations of Bristol Community College.
- 7.** No smoking, food, or drinks are allowed at the FRCMedia facility.
- 8.** Possession of weapons or the use of illegal substances and alcohol are not allowed at the FRCMedia facility.
- 9.** No one will be allowed to operate equipment or spend time in the FRCMedia facility while using or appearing to be under the influence of alcohol or drugs.
- 10.** Abusive language and/or actions against other users or FRCMedia and Bristol Community College students and staff will not be permitted in the facility.
- 11.** FRCMedia reserves the right to take disciplinary action if any these rules are violated. See page 17 for more information.

## **ROLE OF THE ACCESS STAFF**

The role of FRCMedia staff is to train and supervise users of the facility and equipment. Development of community media programming depends on the active participation of the producer. The producer is responsible for all facets of program production.

The FRCMedia staff is available to aid in the production of videos within our studio, during limited and specified hours. FRCMedia reserves the right to deny aid to producers for any reason.

FRCMedia staff will assist producers in assembling production crews from among other eligible users and volunteers. Community organizations planning to produce programs on a regular basis are encouraged to form their own video production crew, which FRCMedia staff will train.

This policy does not preclude FRCMedia from producing programming of community importance on its own.

## **VOLUNTEERS**

Since FRCMedia's purpose is to encourage residents and organizations to partake in the production of video programming, the need for volunteers is essential. Therefore, FRCMedia seeks those who have been trained to use our facility and equipment to become an active volunteer in assisting others to complete their video productions.

## TRAINING

1. Eligible users must be trained before gaining access to the facility and equipment. FRCMedia staff may exempt users from training if the user demonstrates proficiency.
2. Training is scheduled on a first-come, first-served basis.
3. All users must complete the specific video production training to be eligible to use the facility and equipment.
4. FRCMedia has a variety of production training programs to suit the needs of its users. FRCMedia will match the user with the appropriate training program. Currently FRCMedia offers the following training opportunities:

**TV STUDIO PRODUCTION** - Producers are instructed in all aspects of studio television production, including camera operation, directing, audio, basic graphics, and on-camera presentation. It is recommended that producers take this course with others who can help in the production of the studio television program.

**PORTABLE VIDEO PRODUCTION** - Introduces producers to the FRCMedia portable video camera equipment and techniques for producing a show on location.

**VIDEO EDITING** - Covers all forms of video editing and allows producers the opportunity and creativity to expand upon their television production techniques.

5. Users who produce video programming with their own equipment can submit a program to FRCMedia and are not required to receive training. However, all programs must comply with technical standards as set forth on page 15.

## USE OF TELEVISION STUDIO

1. The FRCMedia television studio will be available for use by the public during the posted hours of operation. Hours are determined by FRCMedia in consultation with Bristol Community College.
2. All eligible users must be trained prior to accessing the television studio.
3. Reservations for studio use must be made at least **a day** in advance, during normal business hours.
4. All users must complete a request form for the television studio that must be approved by staff before the studio will be scheduled.
5. No studio production may take place without staff supervision.
6. Studio sessions will be set for a maximum of three hours per week. Schedules may change depending on requests for use. Scheduled studio time includes time needed to set up, break down, and clean up the television studio.

## USE OF VIDEO EDITING FACILITIES

1. The FRCMedia video editing equipment will be available for use by the public during the posted hours of operation. Hours are determined by FRCMedia in consultation with Bristol Community College.
2. All eligible users must be trained prior to accessing the video editing facility.
3. Reservations for the use of editing equipment must be made at least **a day** in advance, during normal business hours.
4. All users must complete a request form for the video editing equipment that must be approved by staff before the television editing equipment will be scheduled.
5. Editing sessions will be set for a maximum of four hours per week. Schedules may change depending on requests for use.
6. No editing may take place without staff supervision.

## USE OF PORTABLE VIDEO EQUIPMENT

1. The FRCMedia portable video equipment will be available for use by the public during the posted hours of operation. Hours are determined by FRCMedia in consultation with Bristol Community College.
2. All eligible users must be trained prior to accessing the portable video equipment.
3. Reservations for the use of portable video equipment must be made at least **a day** in advance, during normal business hours.
4. All users must complete a request form for the portable video equipment that must be approved by staff before the portable video equipment will be scheduled.
5. Portable video equipment must be picked up and returned during the hours posted by staff. Failure to return the portable video equipment when due may result in loss of privilege. **Only those users who are trained on the use of the portable video equipment may pick up and return the equipment at the specified pick-up/return times.**
6. Eligible users holding equipment reservations must follow these checkout and check-in procedures:
  - CHECKOUT
    1. Complete equipment check list with staff member
    2. Assemble and test requested equipment before departure
  - CHECK-IN
    1. Equipment must be returned on time.
    2. Assemble and test equipment to ensure all is in working order.
    3. Report any problems or damage of equipment to the staff.



## **INDEMNIFICATION OF EQUIPMENT AND STAFF**

- 1.** The FRCMedia facility and equipment are available to all eligible users. However, all eligible users are responsible for the equipment under their care. All eligible users will agree to hold FRCMedia (including its employees and agents), the City of Fall River, Bristol Community College, and Comcast harmless against any and all liabilities, claims, demands, or damages, including reasonable attorney fees, as a result of damage to equipment or injuries while using the Fall River Community Media facility and video equipment. No one will be allowed to be use the FRCMedia facility or equipment without such agreement.
- 2.** If the equipment is lost or damaged, the user may be responsible to reimburse FRCMedia for the cost of repair or the full replacement value of the damaged or lost equipment.
- 3.** All programs are the sole property and copyright of the producer. As part of the PROGRAM REQUEST FORM, each producer must proclaim that they are solely responsible for program content and agree to hold Fall River Community Media, (including its employees and agents), the City of Fall River, Bristol Community College, and Comcast harmless against any and all liabilities, claims, demands, or damages, including reasonable attorney fees, resulting from the broadcasting, on cable television or online, of the program submitted whether or not the program was reviewed by Fall River Community Media prior to broadcast. No show will be aired without such agreement.
- 4.** FRCMedia reserves the right to add appropriate disclaimers before, during, and after each program for any material that may be sensitive to some viewers. Users who produce live programming will be required to include the FRCMedia disclaimer before and after their television program.

## **IMPORT PROGRAMMING**

- 1.** Import programming is defined as programs not produced at the FRCMedia facility.
- 2.** Any Fall River resident or organization may produce video programming without the use of the FRCMedia facility and equipment and request time for cable television broadcast.
- 3.** Non-resident individuals or organizations may have video programs aired on FRCMedia. These producers must seek a Fall River resident to serve as the local producer who shall assume all responsibility for broadcast as outlined in these rules and procedures.
- 4.** FRCMedia reserves the right to limit the amount of import programming.

## **PROGRAM CONTENT RULES**

**1.** FRCMedia allows for a wide range of entertainment and informational programming. The goal is to provide a diversified programming schedule to meet the needs and interests of Fall River residents.

**2.** The following programming, however, is prohibited on FRCMedia:

- Libelous or slanderous material deemed as such in a court of law
- Material that is obscene or incites violence deemed as such in a court of law
- Material that is commercial in nature
- Material that is intended to defraud the viewer, or is designed to obtain money by false or fraudulent pretenses
- Material that promotes any lottery, gift enterprise, or similar scheme
- Any unauthorized use of copyrighted material or publicity rights, and invasion of property
- Material that violates local, state, or federal law
- Material that contains abusive language or speech that offends, threatens, or insults individuals or groups, based on race, color, religion, national origin, sexual orientation, disability, or other traits

**3.** Any programming from an organization must pertain to that organization's mission or purpose.

**4.** All programs are the sole property and copyright of the producer. As part of the PROGRAM REQUEST FORM, each producer must proclaim that they are solely responsible for program content and agree to hold Fall River Community Media, (including its employees and agents), the City of Fall River, Bristol Community College, and Comcast harmless against any and all liabilities, claims, demands, or damages, including reasonable attorney fees, resulting from the broadcasting, on cable television or online, of the program submitted whether or not the program was reviewed by Fall River Community Media prior to broadcast. No show will be aired without such agreement.

**5.** FRCMedia reserves the right to add appropriate disclaimers before, during, and after each program for any material that may be sensitive to some viewers. Users who produce live programming will be required to include the FRCMedia disclaimer before and after their television program.

**6.** FRCMedia reserves the right to deny the acceptance of any program that violates any of these rules. FRCMedia also reserves the right to take disciplinary action if any of these rules are violated. See page 17 for more information.

## **LIVE CABLE TELEVISION PROGRAMMING**

Live programming is an attractive genre of video broadcasting. Because of time, staff, and facility restrictions, the following procedures apply to users wishing to produce live programming:

- 1.** Requests for the production of a live program must be made, in writing, to the director of FRCMedia.
- 2.** Live programming must originate from the FRCMedia television studio. Use of the studio is defined within these FRCMedia rules and procedures. Producers must have displayed adequate proficiency in the use of the video studio equipment before being allowed to produce a live program. Such proficiency is determined by FRCMedia staff.
- 3.** The FRCMedia studio does have the capability to include live telephone calls during a production. During a call-in talk program, the following is mandatory when fielding phone calls:
  - All calls must be answered "off-air" so that the producer may obtain the caller's name and telephone number.
  - For a call to be taken live, the producer or designated phone operator must call back the individual who wishes to talk on the program.
  - Producers must maintain a log of names and telephone numbers of individuals who are call-in participants. Caller names and numbers remain confidential to the producer, except as otherwise may be required by a court order or legal action.
- 4.** All live programs will be required to include the FRCMedia disclaimer before and after each live program.
- 5.** The FRCMedia Director reserves the right to refuse or reject requests based on violations of the content rules (see page 10) or time, staff, or facility restrictions.
- 6.** Live series programs may be canceled at any time if failure to produce a program takes place.

## **POLITICAL PROGRAMMING**

FRCMedia supports the airing of programs from individuals running for public office and spokespersons from political parties or ballot/warrant issues. Since FCC regulations concerning equal time do not apply to community media programming, FRCMedia places no restrictions on the use of FRCMedia by political candidates or spokespersons from political parties on ballot/warrant issues, other than those applying to normal use of the FRCMedia facility and equipment, and channel scheduling as outlined in these rules and procedures.

**1.** Regarding political programs, the following material is encouraged:

- Political presentations that are informative in nature, such that they identify a candidate or ballot/warrant issue and what it represents in terms of specific ideas, issues, and policies.

- Candidate and ballot/warrant issue forums and debates.

- Presentations that describe a person's or organization's point of view on a given issue.

**2.** Regarding political programs, the following material is prohibited:

- Any advertising by, or on behalf of, candidates for public office, political parties or ballot issues; or advertising promoting (or opposing) candidates or ballot issues by supporting groups or lobbying organizations.

**3.** All political programming will be aired on FRCMedia until the opening of polls in Fall River. The scheduling of political programs falls under the same guidelines as other public access programs as outlined in these rules and procedures.

**4.** Candidates for office and those involved in political parties and ballot/warrant issues will follow these guidelines effective the day a candidate officially declares his or her candidacy or the day a ballot/warrant issue meets the requirements for being placed on the ballot. These guidelines also include any individual who is declared a write-in candidate whose name may not appear on the official Fall River election ballot.

## **CABLE TELEVISION BROADCAST TIME REQUESTS**

- 1.** There are two ways to have a program air on the FRCMedia cable television channel. First, a program may be produced using the facility and equipment of FRCMedia and then submitted for broadcast time. Second, a program may be produced without the use of the facility and equipment of FRCMedia and then submitted for broadcast time. A PROGRAM REQUEST FORM must be completed to schedule a broadcast. No program will air without this completed form.
- 2.** All requests for broadcast time are processed by FRCMedia staff. The time a program airs on the cable television channel is set at the discretion of FRCMedia staff. FRCMedia has the right to change broadcast times for any reason and will notify the producer of such a change. FRCMedia also has the right to deny program time for a program that does not meet the criteria outlined in these rules and procedures.
- 3.** Programs will air on the FRCMedia cable television channel ONCE A WEEK. FRCMedia reserves the right to replay programs at its discretion.
- 4.** All eligible users may produce an individual program or a program series. A program series is a number of programs focusing on a central theme. A weekly series is updated each week. A Bi-weekly series is updated every two weeks. A monthly series is updated every four weeks. Commitment to a series means the delivery of a **new** program when it is due. Failure of a user to submit new programming or to have a program ready for its scheduled broadcast may result in the time slot being allocated to other users.

When a new program is not available, old programs may be re-run on a limited basis not to exceed five (5) times a year for a weekly series, three (3) times a year for a bi-weekly series, and once (1) a year for a monthly series. The year begins January first.

Individual programs will air once a week for four weeks.

- 5.** All programs must be in possession of FRCMedia at least ONE DAY before the scheduled cable television broadcast date. FRCMedia reserves the right not to broadcast a program if delivered late.
- 6.** Programs with profanity, nudity, or explicit sexual material will be broadcast at a time appropriate for that program, between the hours of 11:00 p.m. and 4:00 a.m. The producer is required to add a disclaimer at the beginning of the program alerting viewers of the potentially profane, nude, or explicitly sexual content and that the content may not be appropriate for all viewers. No program with this material will air without the disclaimer.
- 7.** FRCMedia reserves the right to retain a copy of every program for archival and promotional purposes.

## **ONLINE DISTRIBUTION OF PROGRAMS/LIVE STREAMING**

- 1.** FRCMedia reserves the right to retain a copy of any program for streaming on its website or other online or social media platform.
- 2.** The FRCMedia cable television channel is live streamed on its website. FRCMedia may also live stream any individual program, at its discretion, simultaneously on other online or social media platform with which FRCMedia has an account.
- 3.** Users may request their program be live streamed on other online or social media platforms with which the user has an account. If approved by FRCMedia staff, each live stream request is restricted based on the following criteria:
  - The program must be produced in the FRCMedia television studio;
  - The program simultaneously airs live on the FRCMedia cable television channel;
  - The user provides FRCMedia with all viewer analytics available to the user related to the airing of the program on the associated online or social media platform. Series programs who live stream all programs will not be allowed to continue to do so if such analytics are not shared with FRCMedia prior to its next scheduled production.
- 4.** FRCMedia reserves the right to limit live streaming from our studio for any reason.

## **PRE-RECORDED VIDEO PROGRAM TECHNICAL STANDARDS**

1. All pre-recorded video programs must conform to DVD-R or compatible digital format. Each DVD must contain only one (1) program. The program should begin near the beginning of the DVD. All DVDs must be recorded in SP mode. There should be no extra video or audio material on the DVD before or after the program.
2. All DVDs must be labeled properly. Clearly labeled DVDs must contain the following information:
  - Title of program
  - Exact length of program (i.e. 55 min. 23 sec.)
  - The scheduled air date of the program
3. It is recommended that television programs should run no longer than one hour. Approval will be needed by staff for programs longer than one hour. All series programs are limited to a maximum of one hour in length.
4. Television programs produced with FRCMedia equipment must contain the following:
  - FRCMedia Disclaimer
  - Appropriate program credits of production staff
  - FRCMedia credit: "Produced at FRCMedia, Fall River, Massachusetts"
5. Import television programs must follow similar standards to be aired. FRCMedia reserves the right to insert an FRCMedia disclaimer on all import television programs.
6. FRCMedia is not responsible for any damage caused to DVDs or other digital media by malfunctioning equipment. FRCMedia will not be responsible for lost or misplaced DVDs.
7. FRCMedia has the right to refuse to grant television broadcast time for any program not conforming to the above standards.

## **PROGRAM CREDIT AND 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 noted at the beginning and end of all programs as follows: "This program was made possible through a grant by ... "or "Goods and services used in this program were contributed by ... (name of underwriter)."

## **COMMUNITY BULLETIN BOARD**

FRCMedia operates a cable television community bulletin board to broadcast announcements of interest to Fall River residents. No commercial announcements, political fund raisers, advertising, direct appeals for funds, or personal messages will be accepted. However, fundraising events for non-profit organizations may be announced.

It is recommended that messages for the bulletin board be received two weeks in advance of any event. Messages announcing an event will run until the day after the event. Messages announcing ongoing services or activities will show for one month from the time the message is submitted.

FRCMedia reserves the right to schedule announcements at its discretion. FRCMedia reserves the right to reject or edit any message.

A BULLETIN BOARD ANNOUNCEMENT FORM can be obtained at the FRCMedia facility or submitted via our website.

## **COPYING POLICY**

Since producers own the rights to their programs, all requests for program copies will be made to the individual producer. FRCMedia will not make copies of producers' shows.

FRCMedia reserves the right to retain a copy of every program for archival and promotional purposes.



## **VIOLATIONS AND DISCIPLINE**

The FRCMedia Director or his or her designee is authorized to issue warnings and suspensions for violations of these FRCMedia rules and procedures.

Unlawful or violent acts against FRCMedia users, FRCMedia staff, Bristol Community College staff, or others within the facility or at FRCMedia-related events will result in immediate revocation of user privileges and programming.

Committing verbal abuse, including shouting or insulting language, against FRCMedia users, FRCMedia staff, Bristol Community College staff, or others within the facility or at FRCMedia-related events will result in an immediate 30-day minimum suspension of user privileges and programming.

**Major Violations:** A major violation will result in an immediate 90-day minimum suspension of user privileges and programming. Major violations may include, but are not limited to:

- Misrepresentation of member's affiliation with FRCMedia to others
- Falsifying forms
- Taking or reserving equipment without staff permission
- Abuse of equipment, including attempted repair or rewiring

**Minor Violations:** Minor violations result in the following series of actions within a one-year period:

First violation: written warning with possible suspension

Second violation: a 30-day minimum suspension of user privileges and programming

Third violation: a 90-day minimum suspension of user privileges and programming

Fourth violation: a six month minimum suspension of user privileges and programming

Minor violations may include, but are not limited to:

- Violation of the program content rules found on page 10
- Repeated failure to cancel a reservation within 24 hours
- Returning or picking up equipment late without notification and approval
- Mishandling or abusing equipment
- Eating or drinking in no-eating/drinking areas
- Violation of the no smoking policy at Bristol Community College
- Failure to clean up after using the facility

## **GRIEVANCES**

All grievances regarding the FRCMedia staff, facility, or equipment should be submitted in writing to the FRCMedia Director. Efforts will be made to consider all grievances in a timely manner.

## **AMENDMENTS**

FRCMedia reserves the right to amend these rules and procedures at any time.