

Claremont Community Television

CCTV ~ 8

Policies and Guidelines

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INTRODUCTION

CCTV is a membership-based organization established in 1999 to provide the City of Claremont and its citizens with public, educational and governmental (PEG) access to cable television. Major funding is made possible through the cable franchise agreement between the City of Claremont and Adelphia Cable. CCTV is designed to be an integral part of the community in close collaboration with municipal departments, schools and other community organizations.

CCTV is governed by the Board of Directors. The Board of Directors appoints an Executive Director who is responsible for the overall management and operation of the organization.

MISSION

Claremont Community Television is a non-profit organization whose mission is to provide the citizens of Claremont with public, educational and governmental access to television.

CCTV provides residents or persons working in Claremont free: education and training in television production, access to professional equipment and facilities and time on the community cable channel (CCTV 8). These resources are provided on a non-discriminatory, first-come, first-serve basis for the production and presentation of programming by and for the community of Claremont New Hampshire. All uses of CCTV shall be for non-commercial purposes.

To this end CCTV will:

- ◆ Uphold and promote the 1st Amendment to the U.S. Constitution of Freedom of Speech.
- ◆ Advocate the creation of programming that supports the free exchange of ideas and encourages public discourse.
- ◆ Create and maintain a community space that encourages collaboration and cooperation.
- ◆ Build broad community understanding and participation in community television that results in a tapestry of programming representative of the community's diversity.

I. MEMBERSHIP

Membership to CCTV is open to all persons living, working or doing business in Claremont NH. Membership privileges allow you to become a community producer, to take television production courses, have access to equipment and facilities and to have access to channel time to cablecast your programs. Members also will receive CCTV newsletters and program guides.

Individual Membership \$15

An individual who is unable to pay the annual membership fee may arrange with the Executive Director to work 4 hours of community service for CCTV.

Organizational / Non-profit Membership \$50

Membership covers three people to be representatives of their organization. These three individuals will have the same privileges as other members. Additional representatives of the organization can join at the reduced rate of \$10.

Business Membership \$100

Membership covers three people to be representatives of their organization. These three individuals will have the same privileges as other members. Additional representatives of the organization can join at the reduced rate of \$10.

II. TV Production Training and Education

A. Eligibility:

All members are eligible to take classes. The regular CCTV curriculum is free to members. Non members may be given permission to take a course with a fee. CCTV may offer special workshops from time to time that require a fee from all attendees to cover the cost of the outside instructor.

B. Certification

To gain access to equipment, members must be CERTIFIED to use equipment. This is usually accomplished through successful completion of CCTV courses. Experienced videographers may by-pass certain classes provided that proof of technical experience and understanding is demonstrated.

III. Access to Equipment and Facilities

A. The professional production equipment at CCTV is to be shared by all members. Professional equipment is very expensive and CCTV resources are limited. Therefore, it is very important that members take special care of equipment. The community studio at CCTV is currently a shared space with the Sugar Valley Regional Technical Center. CCTV members must respect this cooperative partnership.

1. To gain access to equipment and facilities, members must be certified to use equipment.
2. Equipment is only available for producing programming to be cablecast on CCTV channel 8. If a member uses equipment or facilities for any other purpose they will be charged a fee according to the CCTV rental rate sheet.

B. Project Proposal

A member wishing to use equipment and facilities must first submit a project proposal form to CCTV.

C. Responsibility

Members are responsible for the loss or damage of equipment signed out to them. Members are also responsible for the supervision of guests and children during production and editing times. Members who are under 18 years of age must have a parent / guardian or sponsoring adult to co-sign equipment use agreement.

D. Reserving Equipment and Facilities

1. CCTV equipment and facilities are available to members on a first-come, first-serve basis.
2. Reservations for equipment are made by request to CCTV staff either by phone or in person.
3. CCTV staff will determine the amount of equipment and time available for a given request. Cooperation between members and staff in coordinating equipment usage will greatly increase opportunity for all.
4. The amount of time allowed to borrow equipment will usually be between one and three days.
5. Use of either studio or editing facilities will be scheduled for 3 hours or less. Staff may allow extended usage if it is available.

E. Equipment checkout and return

Only staff can give equipment to a member after that member has signed the equipment use form. Minors need an adult co-signer. By signing the equipment use form, the member takes responsibility for the equipment. Upon return of the equipment a staff member must check in equipment and sign the equipment use form.

F. Cancellations

Cancellation of reservations should be made at least 24 hours in advance. Repeated last minute cancellations may result in loss of privileges.

G. Equipment Problems

Members must notify staff if they experienced problems with equipment. Members should fill out an Equipment problem report when problems are encountered. Producers that are found to be misusing or abusing equipment/facilities are subject to loss of privileges.

IV. PROGRAMMING

A. CCTV channel 8 is reserved for public, educational and governmental access programming. Any member can request time to cablecast their program. CCTV staff will try to honor specific requests for time-slots. Scheduling of the channel will be done in a fair and equitable basis. People who live or work in Claremont but are not members may sponsor outside programming. (Outside programming is material produced outside of CCTV.)

Getting your Program on the channel

A cablecast request form should be completed and given to staff. This should be done at least 10 days prior to requested time-slot. More advance time is necessary to allow for publicity.

Make sure that you deliver your properly labeled tape to CCTV at least 3 weekdays prior to cablecast date.

B. Scheduling programs

1. New programs are guaranteed one time slot. Additional time-slots can be requested up to 10 in a week.
2. Individual programs can be scheduled for cablecast repeatedly for one month. Requests for additional cablecast time beyond one month will be granted at the discretion of CCTV staff.
3. CCTV staff reserves the right to pre-empt scheduled programming.

C. Series

1. A series is considered to be at least four programs with new material cablecasting at least every month.
2. Long term series must have time-slots re-requested on a yearly basis.
3. Each episode must have a consistent running time. Episodes that fall short must be filled with other material.
4. Series time slots may be revoked after 30 days if they are in violation of series criteria.

D. Program Content

Program content is the responsibility of the producer or program sponsor. CCTV can not pre-view programming.

Presentation of the following is prohibited:

- Any programming that is commercial in nature.
- Libelous and slanderous material
- Material that is obscene
- Any programming that is in violation of FCC, local, state or federal laws
- Unauthorized use of copyrighted material

Protecting Children

Producers with programming aimed at mature adult audiences are encouraged to request time slots after 10 p.m.

E. Requirements for Tape Submission

1. A completed and signed **cablecast request form** must be submitted to CCTV staff.
2. Tapes can be either in VHS or SVHS format in (SP) standard play mode.
3. Tapes must meet certain minimum technical standards. An example would be to have consistent video signal throughout the program.
4. Producers must identify themselves in the program credits. They must also give credit to CCTV for the use of equipment and facilities.
5. Tapes must be labeled correctly and re-wound when delivered.

Example of proper labeling:

"The Talk Show" 10/30/99
Produced by John Smith, 30"
Start 00:01:00
End 00:31:00

F. Ownership

1. A member who produces a program with CCTV facilities has ownership of their program.
2. CCTV will maintain a copy of any program produced with CCTV facilities and has the right to cablecast the program on channel 8.
3. After one year a producer may request that their program no longer be cablecast.

G. Program Credit for Underwriting and Grants

Underwriting for programs must be for in kind contributions, goods and services and/or donations that aid in developing and improving programs. Credit for underwriting should be as follows: "This program was made possible thanks to..." or " through a grant from..." or "Goods and services used in this program were contributed by..." Credit should not include telephone numbers or street addresses but may list name of business or organization and town.

H. Outside Programming

1. Any person who lives or works in Claremont may sponsor programming to cablecast on channel 8.
2. Program must meet same criteria and requirements as local programming.
3. CCTV member produced programs take precedent when scheduling channel times.
4. CCTV staff may also sponsor outside programming.

I. CCTV ch. 8 Bulletin board

Non-profit groups and community organizations may submit public service messages to be cablecast on the channel 8 electronic bulletin board. Political messages that sponsor a candidate or advocate a ballot issue are prohibited.

V. Role of CCTV staff

The role of CCTV staff is to teach, guide and support members with their productions. CCTV staff is also responsible for coordinating and managing the use of CCTV equipment, facilities and channel. CCTV staff does not produce programming for members but will do their best to assist and support members through their projects.

VI. General House Rules

1. No member may reconfigure any facility wiring.
2. No smoking in CCTV facilities
3. Pets and non-working animals are not to be brought into the CCTV facility.
4. Food and Drinks are not allowed in production areas.
5. Members are expected to clean up after they use the facility.
6. Access to equipment and facilities will be denied to persons who are under the influence of alcohol or illegal drugs.

VII. Indemnification

To become a member and gain access to CCTV equipment, facilities and channel, individuals must agree to abide by these policies and guidelines. Members shall indemnify and hold harmless CCTV, staff, volunteers, board of directors and the City of Claremont from and against any and all claims and liabilities arising out of use of facilities, equipment and channel time.

VIII. Violations

In order to provide equitable access to all members, the CCTV executive director will enforce compliance with these policies and guidelines through verbal and written warnings as well as suspension of membership privileges.

Examples of violations (but not limited to) which may result in suspension are:

1. Abuse or threat of abuse to staff or members
2. Commercial or profit-making use of CCTV equipment and facilities
3. Falsifying forms
4. Taking equipment without staff permission
5. Abuse to equipment and facilities including attempted repair and reconfiguration.
6. Repeated minor violations

IX. Grievance Procedures

Members should first discuss any problem with CCTV Executive Director in an attempt to resolve the issue. In the event the problem is not resolved, the member may file a grievance. A grievance is defined to mean a complaint by an active member or group based on a dispute involving the meaning, interpretation or application of CCTV policies and guidelines.

The grievance must first be presented in writing to the Executive Director who will meet with the member within 10 working days in an effort to settle the grievance. In the event the grievance is not resolved, the Executive Director shall refer the grievance to the CCTV Board President. The Board of Directors will discuss and render a decision on the issue at the next scheduled board meeting.

X. Interpretation

Where the implementation of CCTV policy are subject to interpretation, decisions shall be at the discretion of the CCTV Executive Director.

XI. Videotape Sales and Dubs

All CCTV-8 producers are responsible for their own videotape stock. Videotapes can be purchased for your productions from CCTV, or you may purchase your own. Those producers who elect to buy their own tape stock must only use tapes from the following list: FUJI, MAXELL, SONY, BASF, POLAROID, RADIO SHACK, or KODAK. This list is provided as a safety measure to protect our equipment, as some non-brand name videotapes can cause problems. Those members who wish to make copies of their productions may do so with CCTV dubbing equipment, and will be charged according to length.