

# Martha's Vineyard Community Television HANDBOOK

This Handbook is a living document: it is one that will change. The intent of this document is to provide MVTV members with rules that are reasonable, clear, and impartial.

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Possession or use of any illegal substance, drugs, alcohol, weapon, firearm on the MVRHS campus as well as on the MVTV premises is strictly forbidden.

Smoking is not permitted *anywhere on the MVRHS campus.*

# MVTV HANDBOOK

## I. MVTV

Martha's Vineyard Community Television is an independent, non-profit 501 (c) 3 organization governed by a Board of Directors from the Martha's Vineyard community whose mission is to help all Martha's Vineyard citizens and institutions realize their full potential through community communication, and to encourage and facilitate their fullest participation in communicating their message. MVTV operates a community media center which includes a video production facility and public, educational and government access channels 13, 14 and 15 on Martha's Vineyard. The access corporation is financed by a percentage of the profits earned by Adelphia Cable of Martha's Vineyard, program underwriting, sponsorship, membership fees, and donations.

Martha's Vineyard Community Television exists to give the public access to community communication. The public includes all members of the Martha's Vineyard community. MVTV accepts all types of information and expression and welcomes a diversity of views. Program producers/sponsors are personally responsible for program content.

Individuals and organizations may utilize the training, equipment, and support of staff to produce programming for cablecast on the access channel, subject to these rules and regulations.

## II. Statement of Purpose

The Purpose of Martha's Vineyard Community Television is outlined in the By-Laws of the Corporation.

## III. Role of MVTV Staff

MVTV staff and volunteers provide technical assistance to community members and are responsible for the day-to-day operation of the facility. A Station Manager, who reports to the Board of Directors, oversees MVTV operations. The primary role of MVTV staff is to train community producers, maintain equipment and facilities, schedule programming and equipment, and bring community volunteers together in an environment that will foster the best use of public access television on cable channels 13, 14 and 15. MVTV reserves the right to schedule equipment and the facility as needed to perform operational requirements.

## IV. Location & Hours of Operation

The MVTV building is located at the Martha's Vineyard Regional High School, adjacent to football field.

Regular business hours are posted on the front door of the facility.

## V. Membership

### A. Active Membership

Open to all individuals who are members of the Martha's Vineyard community and to all organized groups on Martha's Vineyard including: schools, government agencies, hospitals, fraternal groups, as well as social service, arts, environmental, science, religious, political and business groups. Minors require a parent or legal guardian to authorize their Active Membership status. Proof of identity may be required.

### B. Benefits

\* Attend MVTV workshops.

\* Free access to MVTV production facilities and equipment to produce programs for cablecast on MVTV.

- \* Reserve channel time on MVTV channels 13, 14 or 15 for cablecasting.
- \* Enjoy reduced rates on videotapes and other production materials.
- \* Exercise voting privileges as a Member of the Corporation.

C. Membership categories and Dues:

Membership categories are as follows:

- o Individual
- o Organizational: Delegate (Voting member) & Representative (non-voting)
- o Family: Delegate (voting member) & Representative (non-voting)
- o Student Any student enrolled in the Martha's Vineyard Public School System

*Family membership shall be issued to all immediate family members within the same household (at the same address).*

*Organizational memberships shall be issued to up to six persons within the same corporation.*

Membership dues shall be determined by the Board of Directors.

All dues must be paid prior to course registration. All membership dues are non-refundable.

If membership dues present a hardship, any member may work off the cost of their membership by means of a "service alternative", which shall entail up to three hours of station service, as designated by the Station Manager.

## **VI. Supporting Friends of MVTV**

Active Membership dues are kept artificially low to insure that MVTV facilities and equipment remain accessible to everyone in the community, regardless of financial resources.

Consequently, membership dues cover only a small portion of MVTV's expenses. MVTV welcomes financial contributions from anyone who supports our services and programs, regardless of involvement in production. Contributions in any amount are welcome.

## **VII. MVTV Community Bulletin Board**

- A. MVTV's community bulletin board may be used by Martha's Vineyard not-for-profit community groups to publicize their activities and events. Please call for details about posting a new community bulletin board announcement.
- B. Special Greetings (birthdays, anniversaries, Mothers' Day) may be displayed for \$10 per day, prepaid.
- C. Community Announcement forms may be picked up at MVTV during normal business hours.
- D. Forms must be submitted 1 week prior to when you want your message to begin airing, although exceptions may be made as necessary according to the Station Manager.
- E. Messages may run for a maximum of one month each quarter.
- F. MVTV Staff reserve the right to edit, re-format, and/or refuse any message.

## **VIII. Training**

- A. MVTV offers courses in basic video production, studio production, and editing as well as training in related topics. Certification must be achieved separately in order to use each type of equipment.

- B. Experienced producers may demonstrate technical proficiency and be exempt from training classes at the discretion of the Station Manager or Training & Operations Manager.
- C. Persons wishing to register for courses must pay their annual membership fees in full before participating in any training course.
- D. Persons wishing to register for courses must sign up at the station. Waiting lists are available to ensure that trainees are admitted to courses and other educational programs on a first-come, first-served, non-discriminatory basis.
- E. Attendance at all meetings of a course, in the sequence given, and all obligations in connection with the course is mandatory. Failure to attend class or meet obligations may result in being dropped from the course.
- F. MVTV reserves the right to revoke certification if, in the opinion of MVTV staff, an individual is unable to demonstrate sufficient working knowledge of the equipment or fails to demonstrate an attitude of respect and care for MVTV equipment.
- G. Course Listings
  - 1. Orientation
  - 2. Field Production
  - 3. Studio Production
  - 4. Digital Editing
  - 5. Visiting Lecturer Series
  - 6. Additional development courses as time and trainers permit.

H. Certification Levels

**Orientation**

Orientation is offered to all new members and is open to the general public. There are no obligations to attend this one-session course, but it is mandatory for all future MVTV members wishing to take basic or advanced training classes, or to use station facilities or equipment. The Orientation includes information about MVTV, rules, procedures, and a tour of the facility.

**Field Production**

*Requirement:* Membership and completion of an Orientation course. This course is designed for people interested in video field production for the purpose of creating their own public access television shows. The class is composed of two, 90-minute sessions, which are scheduled at *the end* of orientation sessions. The field production course provides hands-on training in the operation of MVTV video camcorders and all optional camera accessories. Certification in field production will be given upon satisfactorily attending all scheduled classes.

**Studio Production**

*Requirement:* Membership, and completion of an Orientation course. This course is designed for people interested in creating their own, "in-studio," live or taped public access television shows. There are two levels of certification: Studio Crew and Control Room Operations. Studio Crew provides hands-on instruction in advanced camera operations, studio audio, lighting, and other studio skills. Control Room Operations provides training in video switching, set design, directing, and other advanced studio production skills. An individual may be certified in either Studio Crew, Control Room Operations, or both (although certification in both is recommended). Certification (in either or both sections) in studio production will be given upon completion of a final, solo, studio-produced video project in addition to attending all scheduled classes.

### **Digital Editing**

*Requirement:* Membership, and completion of an Orientation course.

This several-session, one-on-one course trains students in MMTV's computer-based video editing software. If you are new to digital editing, this class will teach you how to capture, edit, adjust, manipulate, and export your own video projects. If you are already familiar with digital editing, this course will provide a great opportunity for you to acquaint yourself with our computer systems and editing procedures. Certification in digital editing will be given upon completion of a final, solo, editing project.

### **Visiting Lecturer Series**

This series of special television production-related workshops will be conducted by various island community members (some of which may be very well known!) who are experts in special areas of television production.

## **IX. Video Tape Format and Policy**

- A. MMTV currently supports the following formats:  
DVD (with restrictions) Mini-DV S-VHS VHS 3/4"
- B. Provision of blank tape:
  - 1. Certified community producers must provide their own videotape. Tapes may be purchased from MMTV, through staff. Tapes other than those provided by MMTV must be approved by an MMTV staff member.
  - 2. MMTV attempts to provide the best possible videotape prices. Prices change as costs to MMTV change.
- C. Retention:
  - 1. MMTV has the right to retain any program submitted for air for two months. A copy may be kept longer depending upon program content and availability of storage space. MMTV reserves the right to show a program as many times as there is interest in the community, unless a more restrictive agreement is entered into with the program producer or sponsor. MMTV reserves the right to duplicate the program for MMTV purposes. No duplicates will be made for distribution, nor will the media be lent out to other access stations without the producer's permission.
  - 2. Two months after cablecast submission, it is the producer's responsibility to pick up their original DVD or videotape. Any DVDs or videotapes left at MMTV for longer than 6 months become the property of MMTV and MMTV retains the right to dispose of such DVDs or videotapes in any manner which they may elect.
  - 3. Community producers may make one DVD and/or tape copy of their finished, edited program. For additional copies, producers must make dubs outside of MMTV.
  - 4. If footage produced using MMTV equipment or facilities is at any time sold, rented or brings in any money to the producer, (including, but not limited to: grants and underwriting), MMTV is entitled to 20% of all moneys received. (Unless a rental agreement is entered into. See below for details).
  - 5. MMTV agrees to take reasonable care of program DVDs and videotapes left at MMTV for cablecast. However, MMTV does not assume any responsibility for loss or damage to any materials left at the facility.

## **X. Access to Facility and Equipment Use—General**

- A. Authorized Use:

1. MMTV equipment and facilities are available for use by any MMTV member certified by MMTV staff through training.
  2. MMTV equipment and facilities are to be used for producing programs for cablecast on MMTV channels 13, 14 or 15. Use of equipment for exclusively personal or commercial purposes is prohibited. (*Unless a Rental Agreement is entered into.*)
  3. All productions using MMTV equipment or facilities must be cablecast on MMTV (*Unless a Rental Agreement is entered into.*).
  4. Production equipment and/or facilities are available at no charge to certified members, providing:
    - a. They are preparing a program for cablecast on an MMTV channel.
    - b. The program is for non-profit, non-commercial purposes.
    - c. All persons operating equipment have completed the appropriate training classes.
- B. Use of production equipment and studio facilities is scheduled on a first-come, first-serve, non-discriminatory basis. However, no one individual or group may monopolize equipment, facilities or airtime, and the Station Manager may take whatever actions deemed necessary to rectify such a situation.
- C. Personal property is not the responsibility of MMTV.
- D. Users are responsible for loss or damage due to theft, negligence or abuse while the equipment is checked out to them. All fees in connection with repair or replacement must be paid in full or a payment schedule agreed upon with the Station Manager before any further equipment use will be allowed.
- E. MMTV production equipment and facilities are not intended to be used as an income-generating source by community producers, but rather as a forum for community communication.
- F. Personal equipment or property used at MMTV must not create a hazard to anyone or anything.
- G. Scheduling:
1. All reservations must be approved by MMTV staff to be considered valid.
  2. Community producers must be appropriately certified by either the Station Manager or the Training and Operations Manager in order to borrow any station-owned equipment.
  3. Equipment and facilities are scheduled on a first-come, first-served basis, subject to availability and consistent with MMTV activities, hours of operation, and programming guidelines.
  4. Access users under the age of 18 must have a signed parental consent form from a parent or guardian for each program proposal and equipment reservation. Minors must also have approval from the staff before taking equipment out on their own.
  5. Scheduling priority will be given to members producing programs for cablecast.
  6. Scheduling of equipment and facility time for program series are assigned in 13-week time blocks. After 13 weeks, those waiting for time receive priority.
  7. Cancellations must be made at least 24 hours in advance of scheduled time. Failure to use the facility or equipment when reserved, or failure to

provide the minimum advanced notice of cancellation, is a Minor Violation of MVTV's Policies, as outlined in the "Violations" section of this guide.

- H. Care of equipment and facilities:
  - 1. Individuals using MVTV equipment and facilities will not tamper with or change any wiring or components. No attempt should be made to repair or work on equipment.
  - 2. Any damage caused by unauthorized tampering will be charged to the user. Loss of equipment and facilities privileges will result from such abuse.
  - 3. All equipment defects, damages, and problems must be reported to MVTV staff upon check-in.
  - 4. No food or drink or smoking is allowed near equipment on the MVTV premises or in the field.
  - 5. Equipment may not be kept in a car overnight, or exposed to elements which could cause equipment failure.
  - 6. Facilities must be left in a clean and neat condition:
    - a. Props, tapes, scripts, etc. should be removed or put away at the end of the session.
    - b. Cables should be coiled appropriately and portable equipment stored.
    - c. Power should be turned off and floors swept.
    - d. Repeated failure to clean up properly and on time will result in loss of privileges.
    - e. Staff must be notified when a producer is finished with the studio or editing suite.
  - 7. No smoking or consuming of alcoholic beverages is allowed ANYWHERE on the MVTV/MVRHS campus.
- I. Rights and Obligations:
  - 1. All programs must adhere to copyright regulations.
  - 2. Anyone producing programming using MVTV equipment retains ownership of the copyright to that program, as well as full responsibility for any disputes which may arise. The producer must secure all releases of copyrights, talents, etc.
  - 3. Producers may identify themselves only as volunteer public access community producers, not as staff, employees, or in any way representing *the MVTV Corporation*.
  - 4. If subsequent use of any tape produced at MVTV generates income, that income must be shared with MVTV on a 20% basis. (*Unless a prior rental agreement was entered into.*)

## **XI. Field Equipment: Check-out and Check-in**

(See "Access to Facility and Equipment Use: General" for additional regulations.)

- A. To use field equipment, the producer and all crew must be certified in field production.
- B. All equipment must be checked in and out by MVTV staff or someone designated by staff.
- C. Equipment checkout forms must be filled out accurately and be signed by the user and a staff member (or designated volunteer).

- D. It is suggested that users set up and test equipment before removing it from MMTV. Failure to do so will be the user's responsibility. The return of damaged or broken equipment will be the responsibility of that person.
- E. Users must report any problems or breakage when returning equipment.
- F. Equipment should be reserved as early as possible, but no more than four weeks before it is to be used. *(Exceptions may be made by staff in case of special events)*
- G. Normally equipment may be used for no more than 24 hours or one weekend unless permission is granted by the Station Manager or Training and Operations Manager. Borrowed equipment must be returned to the station at 9:00 a.m. the following business day, unless an exception has been made by a staff member. An individual or organization may reserve equipment for only one weekend per month unless they are working on a series program. Additional weekend time may be scheduled on Fridays after 2:00 PM, if equipment is available.
- H. All MMTV equipment reservations for program series are assigned in 13-week time blocks. After 13 weeks, those awaiting equipment reservations will receive priority.
- I. One camera is allowed to be used per person per weekend *(exceptions can be made by staff)*.
- J. No more than two cameras out per project, unless approved by the Station Manager or Training & Operations Manager.
- K. Equipment must be returned on time, by the producer who borrowed it. Failure to return equipment promptly will result in a warning. Subsequent late returns result in loss of privileges.
- L. Eligible users under the age of 18 who wish to borrow portable equipment must be accompanied by a parent, guardian or certified adult MMTV member, who must co-sign the equipment checkout form and accept responsibility for the equipment and its use by the minor.

## **XII. Studio Use**

(See "Access to Facility and Equipment Use: General" for additional regulations.)

- A. To use the studio and control room, crewmembers must be certified for the use of any equipment that they use *(See studio training certification)*
- B. A minimum of two weeks notification for scheduling of the studio is necessary for live programs.
- C. Live studio production may require supervision.
- D. Producers are entitled to a maximum of six hours per session and 12 hours per finished program. Scheduled studio time includes time needed for lighting, set-up, taping, striking and clean up. Exceptions to the length of a session may be granted by the Station Manager or Training and Operations Manager
- E. Studio productions are to be scheduled during regular MMTV station operating hours unless special permission in writing is granted by the Station Manager or Training and Operations Manager.
- F. Community producers are responsible for the behavior and actions of their guests, talent and others in attendance and require their guests comply with all MMTV policies.
- G. Studio production times for program series are assigned in 13-week time blocks. After 13 weeks, those awaiting studio time receive priority.

- H MMTV reserves the right to pre-empt a scheduled studio production for another activity or production of special or timely value.
- I. The order of priority for resolving studio conflicts are as follows:
  - 1. Production Workshops
  - 2. Series Program Tapings
  - 3. Single Program Tapings
  - 4. Rehearsals or Crew meetings

### **XIII. Editing and Post-Production**

(See "Access to Facility and Equipment Use: General" for additional regulations.)

- A. In order to schedule edit time, a community producer must be either participating in an editing class or certified by the Station Manager or Training and Operations Manager.
- B. Editing time should be reserved as early as possible, but no more than three weeks before it is to be used. (Exceptions may be made by the Station Manager or the Training and Operations Manager).
- C. Producers may schedule a maximum of three, two-hour sessions during any given week. (Exceptions may be made by the Station Manager or the Training and Operations Manager).
- D. Editing times are scheduled for regular station business hours.
- E. If a user requires staff assistance during an edit session, this must be scheduled when time is booked.
- F. Users should not tamper with computers/character generators, or use functions they are not familiar with. Producers will be held financially responsible for abuse or reconfiguring equipment.
- G. Any editing project on any MMTV computer's hard drive that has not been worked on for 30 days or more may be deleted by an MMTV staff person.
- H. Any files found on any MMTV computer's hard drives that not associated with an MMTV program/series may be deleted by an MMTV staff person.
- I. Any files found on the desktop or are otherwise not saved into the appropriate producer's folder may be deleted by an MMTV staff person.
- J. The order of priority for resolving scheduling conflicts are as follows;
  - Facility Rental with approved contract
  - Production Workshops
  - Full-length programs
  - Promos
  - Dubs

### **XIV. Mobile Production Unit Use**

(See "Access to Facility and Equipment Use: General" for additional regulations.)

- A. To use the mobile production unit, the producer must be certified for its use or have an MMTV staff member present.
- B. All camera crew used for the production must be field certified.
- C. In order to reserve and check out the mobile production unit, Members must reserve the equipment in groups equal to the number of cameras to be used, plus one for switcher operation.

- D. The portable studio equipment may be reserved up to three weeks in advance and should be confirmed one week prior to reservation. (Station Manager or Training and Operations Manager may make exceptions in case of special events).
- E. A two-week minimum notification for scheduling of the mobile production unit is necessary for any mobile unit productions.
- F. Equipment may be used for no more than 2 days per week or one weekend unless permission is granted by the Station Manager or Training and Operations Manager. Equipment may be reserved by an individual or organization one weekend per month unless they are working on a series program. Additional weekend time may be scheduled on Fridays after 2:00 p.m., if equipment is available.
- G. Equipment checkout forms must be filled out accurately and be signed by the user and the Station Manager or Training and Operations Manager.
- H. It is suggested that users set up and test equipment before removing it from MVTV. Failure to do so will be the user's responsibility. The return of damaged or broken equipment will be the full responsibility of that person.
- I. Users must report any problems or breakage when returning equipment.
- J. The order of priority for resolving scheduling conflicts are as follows;
  - Facility Rental with approved contract
  - MVTV Productions (i.e. Selectmen's Meetings/Town Meetings)
  - Production Workshops
  - Live Productions
  - Taped Productions

#### **XV. No-Shows on Scheduled Equipment Time**

- A. Cancellation of equipment and facility reservations must be made 24 hours in advance, except in cases of emergency. A user who is more than 20 minutes late picking up equipment will be considered a no-show and the equipment may be released to another person. In an after-hours, by-appointment situation MVTV staff will wait only 20 minutes beyond the scheduled pick-up time. Once the facility or equipment has been released to another producer, the person using it cannot be bumped. Repeated last minute cancellations or no-shows will result in a loss of privileges. Consequences are as follows:
  - 1. First no-show: Verbal warning
  - 2. Second no show: Written warning
  - 3. Third no-show: 30-day suspension of privileges.
  - 4. Fourth no-show 90-day suspension—must meet with Station Manager to be reinstated.

#### **XVI. Underwriting and Grants**

- A. MVTV community producers are encouraged to apply for and receive underwriting or grants that aid in the development, production, distribution or improvement of programs. Donations can be in the form of in-kind contributions (goods or services) or money. You must adhere to the following guidelines when you plan to solicit or receive contributions on behalf of your program:
  - 1. Before making any solicitations for program funding, you must meet with the Station Manager regarding your plans. The Station Manager will review with you the policies and procedures governing underwriting/grant solicitations, credits, and help you draft a budget. No solicitation may be made on behalf of

a program unless MVTV has given prior written approval. MVTV's name may not be used in connection with any program or solicitation without prior written approval.

2. You must explicitly inform all prospective underwriters and/or grantors you are a community producer acting on your own behalf—not an MVTV official, and that MVTV does not assume any responsibility for your program.

Per the Corporation's by-laws, policies, agreement with the cable operator, and non-profit, tax-exempt status granted under Section 501(c)(3) of the Internal Revenue code, no commercial content is allowed on the public access channel. Commercial content includes, but is not limited to, product placement, advertisements of goods or services of for-profit entities, qualitative or comparative descriptions of products or services, or testimonials for the purpose of commercial exploitation.

1. All acknowledgments shall open with "Support for the following program has been provided in part by..." or another substantially similar message. Contributors of products or services may be acknowledged in the credits with specific references to the type of their donation. For example, "Catering provided by..."
2. Underwriting Acknowledgments may include the following:
  - a. Logo's and/or corporate slogans which identify and do not promote;
  - b. Shots of the inside or outside of an underwriter's business;
  - c. Location information and telephone numbers, provided you don't ask the viewer to take any action (see prohibition #3c below);
  - d. Value neutral descriptions of a product line or service;
  - e. Visual depictions of up to two (2) specific products in a value-neutral setting, provided they are not shown in use.
3. The following practices convey a more "commercial" impression and are NOT permitted:
  - a. Qualitative or comparative language or claims;
  - b. Price information;
  - c. Solicitation of direct viewer response of any kind, such as "...buy one today...", "...give us a call at...", or "...visit our showroom located at...";
  - d. Use of official company spokespersons doing video testimonials or audio voice-overs. Generic employees are acceptable; use of the station's "official voice" is discouraged;
  - e. Moving products displayed in use on the air;
  - f. Product sounds (e.g., motor starting in Champion spark plug credit);
  - g. Music with lyrics. Including musical signatures that are part of a company's corporate identity, or an advertising jingle.

As producer, you have the latitude to establish your own schedule of on-air acknowledgments for specific levels of support, subject to the guidelines above. The variables you have to work with include credit length, type of credit, and frequency. MVTV urges you to seek the advice of its staff to insure the appropriateness of your acknowledgments.

- B. If a production was produced in-house, an MVTV credit should be included. "This program was produced at Martha's Vineyard Community Television."

## **XVII. Channel Time Request and Cablecasting Procedures**

- A. Requests for Single Program Cablecasting:
  - 1. It is the policy of MVTV to give priority to programs that are made by, for, and about the Martha's Vineyard community. All requests for channel time on MVTV will be processed on a fair and equitable basis. Only programs officially submitted for cablecast and/or sponsored by MVTV members will be cablecast. *Any media submitted for cablecast must be accompanied by a completed and signed Program Contract form.*
  - 2. Programming submissions must be made at least 3 days but not more than 14 days in advance of the program's intended showing.
  - 3. Programs produced outside MVTV may be cablecast on MVTV channels if they meet the technical and legal standards specified in this document and only if submitted by a member of MVTV. The local sponsor must co-sign all MVTV forms. Imported programs shall not exceed 15% of daily airtime (3 ½ hours per calendar day).
  - 4. Programs submitted for cablecast will be granted one cablecast at a time and date requested by the program's producer, if available. Any repeat of said program will be scheduled at the discretion of staff.
  - 5. MVTV retains the right to schedule any programming at its discretion.
- B. Requests for Series Cablecasting:
  - 1. Regularly scheduled series time slots will be allocated at the discretion of staff, provided ample time remains available for other community programming requests.
  - 2. A series will be allocated a maximum of 13 weeks, after which re-application is required. Re-application will be considered in light of other scheduling demands.
  - 3. If a series producer fails to produce new, original programming for more than two consecutive showings or regularly fails to have the program ready for scheduled cablecast, the time slot may be reassigned to other users.
  - 4. A series may be daily, weekly, bi-weekly, bi-monthly or monthly.
- C. Requests for Live Cablecasting:
  - 1. All live programs should be requested a minimum of two weeks in advance.
- D. Technical Standards:
  - 1. Finished tapes or DVDs must be clearly labeled as follows on the face of the DVD or on the spine and face of the videotape and the cassette box:
    - a. Producer's name and phone number
    - b. The complete program title as it appears on cablecast request form.
    - c. Total running time in hours - minutes - seconds.
    - d. Indication by date or number, the sequence of the programs if more than one on tape or more than one program in a series.
    - f. All old labels must be completely removed or covered.
  - 2. Tapes and/or DVD's submitted for cablecast must contain nothing but the one program being submitted for cablecast. *This is required!*
  - 3. MVTV strongly recommends that producers do not submit master tapes when submitting a program for cablecast. As outlined in section IX-C-5, MVTV will not be responsible for any loss or damage to submitted media.

4. All programs submitted for cablecast must contain opening and closing credits that list AT LEAST the title of the program/series and the name of the producer(s).
  5. Videotapes may not be recorded on more than three times, as videotapes recorded over and over deteriorate and damage MVTV equipment.
  6. MVTV reserves the right to reject any program that does not meet minimum technical standards. Tapes which do not carry a stable signal over the cable system or which might damage MVTV equipment will not be cablecast.
- E. Scheduled programs may be preempted for time-sensitive programs.
  - F. For anyone wanting their tapes returned, videotapes must be accompanied by a self addressed stamped envelope upon submission to MVTV or be picked up.
  - G. Give completed tapes to the Station Manager or Training and Operations Manager for cataloging and scheduling.
  - H. MVTV wants to help parents control the viewing by children of programming with indecent content, adult content, nudity or violent material, as well as provide viewers with notification of programming with potentially indecent material so they can make informed viewing choices.  
While providing such notification, we do not wish to preclude the opportunity for all forms of expression on MVTV in accordance with all relevant laws. Therefore, MVTV requests that community producers place a content advisory at the beginning of any program cablecast on the channel which may be unsuitable for children and MVTV reserves the right to cablecast programming with adult content after 11:00 PM.

### **XVIII. Program Content Rules**

- A. The producer of the program accepts all responsibility for the content of the program and must agree to hold harmless and indemnify MVTV Staff, Volunteers, Board of Directors, Adelphia Cable, the Martha's Vineyard Regional High School, and The Towns of Aquinnah, Chilmark, Edgartown, Oak Bluffs, Tisbury, and West Tisbury.
- B. The MVTV name and logo shall not be used in any credits or any other part of the program, unless specifically authorized by the Board of Directors and as noted below.
- C. Presentation of the following material on the community access channel 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 law.
- D. Obtaining personal releases is the responsibility of an individual, producer or organization.

## **XIX. Access for Political Candidates**

Political candidates are subject to the same rules and procedures as other users of MVTV channels in addition to the following:

- A. The access channel bulletin board will be made available (one page per week) for individual use by political candidates for office. Such use will begin forty-five (45) days prior to a primary or general election day.

## **XX. Program Promotion**

- A. All community producers are encouraged to promote their own programs.
- B. Effective promotional techniques include short news releases we can send with our cablecast schedule to area newspapers and radio stations.
- C. All promotional materials must be approved by the Station Manager to ensure accuracy of information conveyed

## **XXI. Rules of Conduct**

The following rules of conduct are in place to provide a safe, healthy and comfortable place for all MVTV members, staff, and guests while in this facility. Individuals found in violation of these rules will not be allowed to remain on the premises and may be subject to further disciplinary action.

- A. Proper respect and care of the equipment must be maintained at all times.
- B. Possession or use of any illegal substance, drugs, alcohol, weapon, firearm on the MVRHS campus as well as on the MVTV premises is strictly forbidden.
- C. Smoking is not permitted anywhere on the MVRHS campus.
- D. No one will be allowed to operate equipment or remain at MVTV facilities while exhibiting unacceptable behavior. Unacceptable behavior includes, but is not limited to:
  1. Using or appearing to be under the influence of alcohol or drugs.
  2. Harassment or intimidation of staff, members, guests, volunteers or board members.
  3. Abusive language or actions, as determined by MVTV staff.
- E. MVTV telephones and office machines are for MVTV business only. Volunteers may give out the MVTV phone number for use only in cases of emergency and must have staff permission to utilize telephones.
- F. Members and guests must be appropriately dressed at all times.
- G. Young children (14 and under) must always remain in the company of their parent (s) or guardian.
- H. Time spent at MVTV is to be used for producing programs, training or specific volunteer services.
- I. Members, staff, and guests must maintain non-offending personal hygiene.
- J. Violation of the above rules will result in immediate expulsion from MVTV's premises. Repeat violations can result in permanent loss of privileges.

## **XXII. Violations of Policy**

- A. Major Violations:
  1. Major violations include, but are not limited to:
    - a. Commercial or profit-making use of MVTV equipment/facilities. *(Unless entered into a Rental Agreement)*
    - b. Misrepresentation of members' affiliation with MVTV.
    - c. Intentionally, falsifying forms or giving false information to MVTV.
    - d. Taking or reserving equipment without staff permission.

- e. Abuse of equipment, including attempted repair, rewiring, facility reconfiguration, and improper transport.
  - f. Harassment, intimidation or abuse of staff, members, guests, volunteers or board members.
  - g. Copyright infringement.
  - h. Possession of illegal substances, drugs, weapons, firearms or explosives on MVTV property.
  - i. Use of alcohol on the MVRHS premises.
  - j. Interfering with normal MVTV operations or at MVTV sponsored activities.
  - k. Theft, trespassing, engaging in unlawful acts or behaving in lewd, indecent, obscene or harassing behavior while on MVTV premises.
  - l. Default on payment or refusal to pay for replacement or repair of equipment stolen or damaged for which member has taken responsibility.
  - m. Unauthorized use of the MVTV live switching device.
2. A major violation will result in an immediate 60-day suspension of privileges. Violator (or parent of a minor) may also be held responsible for repair or replacement charges.
  3. Any subsequent major violation will result in the permanent termination of membership and loss of MVTV equipment and/or facilities privileges. Terminated members may rejoin or be reinstated only by application to the MVTV Board of Directors.
- B. Minor Violations:
1. Other violations may include, but are not limited to:
    - a. Failure to cancel a reservation for equipment or facilities
    - b. Late pick-up or return of equipment without notification and approval
    - c. Failure to clean up properly and on time after using the facilities.
    - d. Eating or drinking in non-designated areas
    - e. Smoking on the MVRHS campus.
    - f. Using equipment without adequate training or proper certification.
    - g. Failure to properly acknowledge MVTV in program credits and publicity.
  2. The first violation of this kind will result in a verbal warning. Further violations within a one-year period will result in:
    - a. Second violation: Written warning
    - b. Third violation: One week suspension of privileges
    - c. Fourth violation: 6 month suspension of privileges
- C. Staff Prerogative
1. The Station Manager is authorized to issue warnings and suspensions. In addition, any MVTV staff member or designated facility manager may reasonably refuse access to MVTV's production facilities, equipment, or premises to any individual who appears to be under the influence of alcohol or other drugs, or who interferes with the orderly conduct of business.

### **XXIII. Grievances and Appeals**

- A. Members are encouraged to resolve grievances on the staff level.

- B. Grievances regarding disciplinary actions, workshop space assignment, channel time allocation, facility or equipment availability, or any other matter must be discussed first with the Station Manager.
- If that discussion fails to provide an adequate explanation or solution, the aggrieved member may file an appeal requesting a hearing before MVTV's Board of Directors. Requests must be made in writing to the President of the Board, within five (5) working days after the meeting with the Station Manager to discuss the grievance. All decisions of MVTV's Board of Directors regarding the grievance and appeal shall be final.

## **ACKNOWLEDGMENT OF RECEIVING OPERATING RULES & REGULATIONS**

By signing below, I acknowledge I have received and read the MVTV operating rules and regulations and state that:

1. I understand the policies as written;
2. I agree to abide by the policies and understand that failure to do so may result in suspension, revocation of all privileges, or expulsion from Martha's Vineyard Community Television;
3. I sign this document of my own free will.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

If under 18, a parent or guardian signature is required.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

MVTV acknowledgment of receipt

\_\_\_\_\_  
Signed for MVTV

\_\_\_\_\_  
Date

- \* Organizations taking responsibility for individual users must have a letter on file at MVTV stating their intent.