

OPERATING RULES AND PROCEDURES

Effective March 21, 2024



23 Needham Street, Newton, MA 02461

Operating Rules and Procedures for NewTV Members and Non-Members

MISSION STATEMENT

NewTV (Newton Communications Access Center, Inc.) is an Emmy Award-winning, non-profit community media center located in Newton, Massachusetts that specializes in multimedia production, training, and content distribution. NewTV's cable and digital channels provide community-focused programming and news, and an accessible platform for the diverse voices of Newton.

FOREWORD

The City of Newton maintains local franchising agreements with cable providers conducting business within the city. The PEG (Public, Education, Government) funding of NewTV is derived from federal fees imposed on cable subscribers. NewTV operates as a non-profit, 501(C)(3) private corporation with studios and offices located at 23 Needham Street, Newton Highlands, MA. It has been the provider of PEG services in Newton since 1991.

NewTV offers a public forum for electronic free expression, providing its services on a first-come, first served, non-discriminatory basis. Those services include training in television production and related technologies, providing the equipment necessary for producing cable television and web-based programming, and administering the programming on multiple subscriber channels, online outlets and on associated websites.

NewTV also provides additional services that reflect community needs including live coverage of local government meetings, press conferences, school events, election debates, forums, graduations, holiday celebrations, and an assortment of civic events. NewTV distributes these programs live and recorded to cable and internet viewers alike.

The following Operating Rules and Procedures were generated to provide guidelines for NewTV members to participate in NewTV activities and services.

I. DEFINITION OF TERMS

Certification – Status awarded to a NewTV member upon completion of a training course. When certified, members can reserve, check out and use equipment as covered by the associated certification course.

Commercial – Promoting the sale or purchase of a specific product, line of products, service, or any other call to action or interaction with a for-profit entity.

Community Equipment – Equipment that is available to all active and certified NewTV members.

Community Producer – NewTV member who has been certified, following the appropriate course work at NewTV, to produce programming.

Community Programming – Programming created by a NewTV member.

Co-Production – A production in which there is more than one producer. At times, NewTV co-produces programming with a community producer. Such productions must meet the same requirements as Original Programming.

Crew – Individuals or groups of individuals who are NewTV members and who participate in the production of a Program.

Distribution – The dissemination of programming via cablecasting, websites, podcasts or other methods.

Episode – A single program in a Series.

Facility – NewTV's studio and control room, training room, conference room, edit suites, podcast room and screening room and other NewTV spaces.

Feature – A stand-alone program, not part of a Series.

Field Production – A production of which the major portion of the recording takes place outside of a studio, also known as a remote production.

Guest – A person appearing alongside the host on one or more episodes of a production to give their insight into a particular topic as related to the theme of the episode or show.

Home Spot – A project's primary airtime where new, unique programs/episodes air when applicable.

Host – The person appearing on each episode of a show, acting as the moderator or anchor. The host can be the producer, or another person appointed by the producer.

Import Programming – Community programming produced by another source outside of NewTV which is delivered to NewTV for scheduling purposes.

Intern – A student who works at NewTV under the supervision of a staff member to develop skills and experience. Interns may receive course credit upon satisfactory completion of the internship period.

Live – Events that cannot be stopped or started at will, such as a government meeting or streamed event.

Original Programming – Programming produced by the staff of NewTV. May also be a co-production with a community producer, volunteers, and community groups.

Producer – Person with overall responsibility for a project. When a project has more than one producer of equal authority, they are both called co-producers.

Production – An audio/video recording suitable for distribution; also, the actions and steps contributing to the creation of an audio/video recording.

Program – Generic term for episode, series or feature. For more precise understanding, differentiate by using the term, “episode,” “series” or “feature.”

Project – All the activities associated with the production of a program at NewTV. If multiple programs/episodes are associated with the project, it may be considered a series.

Series – Shorthand for a series of programs under a consistent title, revolving around a similar theme, and produced and aired on a regular schedule.

Sponsor – An active NewTV member who chooses to import a program from another source outside of NewTV.

Staff Equipment – Any equipment limited to staff use.

Studio Production – A production of which the major portion of recording takes place in a studio.

Talent – A person who appears visually and/or aurally in a production; typically: the Host and Guest(s).

Visitor – A non-member who comes to NewTV’s facility for any reason, other than to appear visually and/or aurally in a production.

Volunteer – A member who works as part of a crew or in other unpaid capacity for NewTV.

II. MEMBERSHIP

NewTV offers several membership categories with defined benefits extended to Newton residents, Newton based non-profit organizations, and supporters beyond our community.

Partnership opportunities are available to businesses and corporations that wish to sponsor NewTV outreach efforts. For more information on these opportunities, please contact NewTV through our website or by phone.

A. Summary of Membership Categories

Individual.....\$40

- Newton, MA Residency Required
- Access to production resources and support to create original content
- A parent or guardian must be associated with students under 18 years of age

Non-Profit.....\$150

- Non-Profit organization must be based in Newton, MA
- Access to production resources and support to create original content
- Up to four (4) people associated with the organization can be added as active producers on behalf of the non-profit.

- Supporter.....\$40+ (Donations greater than \$40 support programming and internships)
- Available to all individuals in Newton and beyond
 - As a non-producing member, your support ensures NewTV provides coverage of community events, government meetings and training for aspiring media students.

B. Types of Membership

- i. An Individual Membership is available to any resident of Newton. Membership includes:
 - Use of professional broadcast level equipment/studios/facilities to produce and/or volunteer on NewTV member productions.
 - Receipt of exclusive communication and programming information
 - Inclusion in the Member Network at NewTV
 - Ability to distribute non-commercial programs on NewTV's Community Channel
 - Access to specialized production workshops and webinars
 - Receive technical advice from the NewTV staff for project guidance and program production
 - Access to production assets through graphics and music libraries
 - One annual screening of a new series or specialty production in the Screening Room
 - Eligibility to vote at NewTV general membership meetings (one vote per individual member)

- ii. A Non-Profit Organization Membership is available to any Newton-based non-profit organization and will receive all the privileges of an individual membership, except that only one vote may be cast per non-profit membership. Non-profit organizations are eligible to receive training for up to four (4) employees and/or volunteers per membership each year with training for additional people available at an additional fee.

- iv. A Supporter Membership is available to people located inside and outside of Newton who join as non-producing members. Membership includes:
 - NewTV Swag Kit as a thank you for supporting community media
 - Access to exclusive NewTV workshops and events
 - Receipt of NewTV communications and programming information
 - Ability to volunteer on NewTV member productionsSupporters of NewTV may not sponsor a program for distribution on any of NewTV's channels. Voting privileges are not available with this membership level.

C. Internships

NewTV accepts applications for internships across several departments and are available to individual students participating in an approved, for credit course of study at an educational institution or in a special program sponsored by NewTV. Internships are

available to students and recent graduates seeking to gain hands-on experience to hone their skills. Supervisors have discretion in determining internship offers based on availability and skill requirements.

Intern memberships are available for a period not to exceed six months, renewable at the discretion of the supervisor with final approval from the Executive Director. There is no fee for an internship and there are no associated voting privileges. Interns must fill out a form with their contact information and emergency contact information and return it to their supervisor by the start of their internship.

D. Representation

Members do not represent NewTV in any official capacity and should refrain from implying such representation. False representation of NewTV may result in suspension or loss of membership privileges. Such false representation might include, but not be limited to, statements such as "I am producing for NewTV" or "I work at NewTV."

III. TRAINING AND PRODUCER CERTIFICATION

A. Eligibility for Training

Any Individual, Non-Profit Organization, or Supporter who meets the conditions set forth in Section II.B is eligible for training. Workshops and webinars are given under the direction of the NewTV staff or by a person appointed by NewTV.

B. Workshop Schedules

Workshop and webinar schedules are distributed to all members through the NewTV newsletter and are posted on the NewTV website (www.newtv.org). Advanced workshops require prerequisite training. Members wishing to take workshops may sign up for them on a first-come, first-served basis. Due to limited space, registrants should immediately notify NewTV if they need to cancel registration or if they are unable to attend. Repeated no shows will be documented (see violations section). A materials fee may be imposed for NewTV courses.

C. Privileges of Membership

Community producers may earn rights and privileges as follows:

- i. Members who have completed the orientation may sponsor a program.
- ii. Members who have passed a basic certification course may produce programming with NewTV community equipment.
- iii. Members who have received advanced training may be certified to use specialized equipment.

D. Standards for Certification

The Executive Director or designee will establish standards for certification. Members may be certified and exempted from classes by demonstrating proficiency.

E. Re-Certification

Annual recertification of community producers will automatically take place with renewal of membership, provided that, in the case of advanced certification, the community producer has been involved in a NewTV-based production in the previous year.

IV. RESPONSIBILITIES AND INSURANCE

A. Agreement with Rules

Familiarity and agreement with these Operating Rules and Procedures is a prerequisite to using NewTV's equipment. All members are required to reaffirm their familiarity with NewTV Operating Rules and Procedures agreement when yearly membership dues are paid.

B. Responsibilities of Producers

Community producers are responsible for the NewTV equipment and facilities signed out to them, as well as for the actions of their talent, crew, guests, and others involved with their production. When a community producer determines that no NewTV volunteer member is available and/or able to provide specific skills needed to assist in the Production of a NewTV program, the community producer may, with prior approval of the Executive Director or designee, hire a non-member to provide such services. Any compensation promised to the hired non-member is solely the responsibility of the community producer. A community producer may enlist a paid or unpaid host(s) for their program but the community producer is responsible for the host(s) actions on camera and within the NewTV facilities. If the enlisted host(s) violates any of the policies itemized in Section VIII of these Rules and Procedures, the community producer will accept the punishment associated with the violation(s).

C. Protection of Equipment

Equipment may not be used in conditions hazardous to the equipment. NewTV holds an insurance policy for its equipment while in use by members. Premiums are paid by NewTV and the policy is in NewTV's name. In the event equipment is damaged, destroyed, lost or stolen, the community producer is obligated to cooperate fully with the NewTV insurance carrier. The community producer is responsible for any deductible if damage occurs due to negligence. In the case of theft, the community producer is responsible for the following in order for the insurance company to honor the claim:

- i. A police report must be filed immediately; and,
- ii. Equipment cannot have been left unattended.

In the event that NewTV's claim is not honored by its carrier and the community producer is found to have failed to take reasonable precautions to protect NewTV's equipment, it is the responsibility of the community producer to reimburse NewTV for the replacement value of the lost equipment, as determined by NewTV.

Community producers may not borrow additional equipment until all items have been returned in good working order (normal wear and tear excepted) or all claims have been resolved.

V. EQUIPMENT RESOURCES

Community equipment and the NewTV studio are available to be used for producing live or recorded noncommercial programming for distribution on the NewTV channels. NewTV community producers may use the facility and equipment on a first-come, first-served basis. Staff equipment is off-limits for all NewTV Members.

A. Steps for a Production

- i. Community producers must complete a Producer/Sponsor form and participate in a project proposal conference with the NewTV Member Services staff.
- ii. No reservations for equipment or facilities may be made without a completed project proposal conference, and a separate Producer/Sponsor form is required for each program (feature, or series).
- iii. Producer must complete a project proposal conference with NewTV Member Services staff by video conference, facetime, telephone or in person, a minimum of 24 hours prior to the first reservation of equipment or facilities for this Project. During this conference, the producer may be asked to provide the following information:
 - a) Title or working title of the program to be produced
 - b) A brief description of the type of production -- e.g., studio talk show, field documentary, event coverage, podcast
 - c) The length of the final program
 - d) Whether it is a series or feature
 - e) Whether it will be distributed live or recorded
 - f) The projected completion date for production work ("planned end date")
 - g) Facility time and major equipment required to complete the project

NOTE: The purpose of this conference is to ensure that you have everything you need to complete your project and that you are using the methods and materials best suited to your production. Nothing in this conference is intended to influence the content of your program or subject matter.

B. Field Production Resources

- i. The amount of equipment available for a given project will be determined by the NewTV Member Services staff during the project proposal conference based on the needs of the project and the equipment available for the proposed time period of the production.
- ii. Equipment must be reserved in advance of a project shoot. NewTV equipment is available to all community producer members who have completed all of the

necessary classes or workshops and is reserved on a first-come, first-served basis. Members may reserve equipment up to 13 weeks in advance.

- iii. In cases of projects that require substantial facility resources, NewTV staff reserves the right to limit resources devoted to an individual project in order to treat all members equitably.
- iv. Equipment Check Out - Equipment must be checked out at the NewTV office by the community producer named in the project's details as Producer or by another individual certified to use the equipment and named in the Project Team Members list. The staff will enter the check-out information into the reservation system and a hard copy will be signed by the community producer. Under normal circumstances, equipment may be borrowed for no more than three days. Exceptions may be granted on a case-by-case basis. During the reservation time, members should schedule a time with NewTV staff for pickups and drop-offs. Approximately 30 minutes should be allotted for checking equipment in or out. In the case of a substantial equipment order, 1 hour or more must be allotted for checking equipment in or out.
- v. Return of Equipment - Community producers are responsible for notifying the staff if there are any problems with the equipment or if any pieces are missing by submitting a completed equipment trouble report. Community producers may not attempt repair of equipment due to warranty specifications.
- vi. Completion - All Productions are given an initial 13 weeks for completion from the date of the acceptance of the Project proposal. Producers are encouraged to deliver a recording for distribution no later than this planned end date. The NewTV Member Services staff will confirm that progress is being made on the project. A single, 13-week extension may be considered at a project-extension conference.
- vii. Regardless of the volunteers involved, the producer of the project is responsible for the safety of all equipment associated with the production. They are liable for any and all damage. See Sec. IV.C. for additional information.

C. Editing

- i. Community producers seeking to use an edit suite or an open edit bay must check in with NewTV staff. If a producer fails to check in or is more than 20 minutes late, the producer reservation may be listed as a "No Show" or "Canceled by being Late" and his or her reservation may be canceled.
- ii. Community producers must consult with a staff member before connecting accessories to NewTV's equipment or modifying that equipment, except in the case of a cloud based data storage account or an external hard drive. If any changes are made during the edit session, the equipment and settings must be returned to their original state at the end of the edit session.
- iii. Edit times may be reserved no more than 13 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.
- iv. Member's are responsible to keep and manage their media. All projects and files must be saved to an external hard drive or cloud based storage account provided by a Member. Otherwise, loss of digital assets may occur.

- v. NewTV is not liable for any loss or damages of member-owned equipment or projects due to improper workflow by the member. See Sec. IV.C. for additional information.

D. Studio Facilities

- i. All new and prospective studio producers must meet the following criteria before beginning a new studio production:
 - a) Participate in the Studio Elements workshop
 - b) Volunteer for 10 hours on other members' studio productions, or on 3 studio productions, whichever comes first.
- ii. During studio productions, NewTV staff will not be considered part of the crew.
- iii. The producer may reserve no more than 8 hours of studio time per week. However, on the day of a studio production a producer may extend this production time if the studio is available and permission is granted by NewTV staff.
- iv. Crew position assignments are the responsibility of the community producer. All studio crew, including director, must be in good standing and certified or approved by the NewTV Members Services staff.
- v. Producers must consult with NewTV staff before bringing accessories into 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 13 weeks in advance. A studio production block of up to 4 hours, including set-up, break-down and clean-up, may be reserved in advance. The studio reservation may be extended on the day of production if time is available.
- vi. Community producers must consult with a staff member before reconfiguring any studio and/or control room wiring. Any alterations to the equipment or settings in the control room or studio must be returned to their original configuration at the end of the production.
- vii. Each community producer may reserve the screening room at no charge to screen one episode of a series per year or to show a feature program during regular hours of operation. Admission fees may not be charged for such showings.
- viii. All food and drink are banned from being brought into the Control Room.

E. Podcast Facilities

- i. Community Producers reserving the podcasting equipment must check in with the NewTV Member Services staff prior to their scheduled reservation. If a producer fails to show and call or check in, the producer may be listed as a "no show", and his or her podcast time may be reassigned.
- ii. Podcast times may be reserved no more than 13 weeks in advance. Producers may reserve only one two-hour block per week.
- iii. All podcasts must include a disclaimer at the beginning of each episode
- iv. All projects must be saved to an external hard drive or cloud based storage account. Otherwise, loss of digital assets may occur.
- v. NewTV is not liable for any loss or damages of member-owned equipment or projects due to improper workflow by the member. See Sec. IV.C. for additional information.

F. Cancellations

Community producers must give at least 24 hours' notice when canceling any reservation for classes or for use of NewTV equipment or facilities. If a community producer is more than 20 minutes late for their reserved time and does not provide proper notification of their delay, the reservation may be canceled (see Tier I Violations, Sec. VIII.A.). Repeated instances of failure to make a timely notice of cancellation may result in a suspension of privileges.

Three "No Shows" constitute a Tier III violation and will result in a 30-90-day suspension of member privileges.

VI. PROGRAMMING

Community producers and import program sponsors of community programming must abide by the following conditions:

A. Producer Obligations

- i. Any NewTV community producer may request cable channel time for the distribution of programming the member has produced with NewTV equipment or for sponsored programming produced elsewhere.
- ii. In order to distribute programming, one must be a NewTV member in good standing and submit the completed, labeled media for which appropriate releases and clearances have been obtained. Community producers on the community channel are legally responsible for the content of their program material, whether produced locally or elsewhere, and must have signed an acknowledgement of responsibility in a release form. The member will be responsible for holding onto these release forms.
- iii. All programming produced at NewTV or with NewTV equipment must indicate that the program was produced at the facilities of and/or with the equipment of NewTV, Newton, Massachusetts. Typically, this information is included on the NewTV website.
- iv. Community producers are responsible for including in each episode or feature disclaimer language stating, "the views and opinions expressed do not represent those of NewTV, its Board or staff." Disclaimers are available through NewTV Member Services staff.
- v. Closing credits must include the name(s) of and contact information for community producer or co-producer(s).

B. Program Content

- i. NewTV is forbidden by law from censorship or content control except as noted in Section VI.B.ii, immediately below. NewTV encourages anyone who disagrees with the content of a program to produce counter-programming presenting an alternative point of view or otherwise responding to the program in question.
- ii. The following are prohibited:

- a) Commercial programming or advertising
- b) Material which constitutes libel or slander
- c) Obscene material or pornography [Note: Programming not suitable for children will be broadcast between 11:00 pm and 6:00 am]
- d) Unauthorized use of copyrighted material
- e) Unauthorized use of any individual's name, visual representation or words to endorse or sell a product or service
- f) Material which violates FCC regulations. For more information, visit www.fcc.gov.
- g) Material which violates local, state or federal laws
- h) Production which does not meet technical standards issued by NewTV

C. Ownership and Use of Locally Produced Programs

- i. NewTV claims no ownership rights to programs produced by community producers. Community producers own their programs and may hold copyright privileges to them.
- ii. NewTV has the right to maintain a copy of any program produced at NewTV or with its equipment and to distribute it from time to time for one year and thereafter unless the community producer withdraws permission in writing after the one year expiration.
- iii. NewTV has the right to use excerpts from any program for promotional purposes related to NewTV and its brands.
- iv. Only the community producer, as holder of the copyright, may authorize any other use of a recorded program.
- v. The community producer must provide NewTV with the ability to release each new episode, feature program, or podcast prior to releasing it to any other outlet. After the episode is posted on the NewTV website and has a scheduled run date with NewTV, a producer may distribute the episode, feature, or podcast through other media outlets.
- vi. Any exception requests to the above shall be considered by the Executive Director on a case-by case basis.
- vii. All programs produced by NewTV staff, with or without volunteer crew, shall be owned by NewTV. NewTV may air and replay such programs on its cable channels, website, and other media outlets as determined by NewTV.
- viii. A NewTV community producer may produce programming with non-NewTV equipment and facilities, and the programming will be considered locally produced programming. Community producers wishing to create and distribute programs made with their own equipment must be NewTV members and must complete a project proposal conference that indicates that no NewTV equipment is requested. All such productions must meet the minimum technical standards set by NewTV.

D. Underwriting and Grants for Access Programming

- i. No community producer shall seek underwriting funds without permission from the Executive Director. Any violation of this may result in a Tier III violation.

- ii. NewTV requires that all in-kind contributions such as set furniture, crew meals, clothing, hair, makeup, etc., secured for each program, series and/or feature be itemized and forwarded to NewTV once each calendar year.
- iii. Acknowledgement of in-kind sponsors shall be limited to a statement of thanks. NewTV does not allow commercial content on public access programs, series, documentaries, and/or podcasts.

E. Access to Time Slots for Feature and Series Programs by Community Producers

- i. Any program(s) submitted by a NewTV community producer as an episode or episodes of a duly registered series will be designated by a unique episode title. The producer will fill out an episode submission form and label the media as required.
- ii. For episodes in a series, a 'half-hour' time slot must be filled with programming that is 30 minutes long. A 'one-hour' time slot must be filled with programming that is 60 minutes long, except as agreed upon by the NewTV Member Services staff. All efforts should be made to ensure that the program reaches a multiple of 30 minutes. If the episode goes over the agreed upon time length there is no guarantee that it will air in the agreed upon time slots on the channel.
- iii. Deadlines for media submission are described on the episode submission form.
- iv. NewTV classifies times available for scheduling programming, as follows:
 - a) Prime time: Monday to Friday, 5 pm to 10 pm
 - b) Secondary time: Monday to Friday, 12 noon to 5 pm
 - c) Tertiary time: Seven days, 6 am - Noon; Saturday & Sunday, Noon - 10 pm.
 - d) Overnight: - Seven days, 10 pm to 6 am
- v. Program time slots for the access channel are scheduled by NewTV staff. Locally produced programming will take precedence in program scheduling. NewTV retains the right to allocate time slots as needed.
- vi. To the extent possible, series programming will be broadcast once per week in each of the four time classifications described in Sec. VI.E. iv., above, with a home spot in prime time. Imported programming of a series will be broadcast once per week in the secondary, tertiary, and overnight classifications, with a home spot in one of those. Other home spots will be available on request. A 'homespot' is the time when a producer's first program or episode of a series is replaced with a new, unique program or episode and is the only time NewTV will promote.
Remaining time on the public access channel will be divided equitably among locally produced programming, at the discretion of the NewTV staff. NewTV will inform members of the new shows each week via weekly email.
- vii. An episode of a series may remain in program rotation for up to five weeks, after which NewTV may continue the program in rotation for an undetermined time period.
- viii. Features (single programs) may be submitted in any length. They will be scheduled at NewTV's discretion and will remain in program rotation as long as NewTV and the community producer agree. Time-sensitive features will receive preferential scheduling in recognition of their unique nature.
- ix. Exceptions to Section VI.E. may be made at the discretion of the Director of Member Services.

F. Access to Audio Sharing Websites for Podcast Series by Community Producers

- i. Any program(s) submitted by a NewTV community producer as an episode or episodes of a duly registered series will be designated by a unique episode title. The producer will fill out an episode submission form and label the media as required.
- ii. For episodes in a series, a 'half-hour' time slot must be filled with programming that is 30 minutes long. A 'one-hour' time slot must be filled with programming that is 60 minutes long, except as agreed upon by the NewTV Member Services staff. All efforts should be made to ensure that the program reaches a multiple of 30 minutes. If the episode goes over the agreed upon time length there is no guarantee that it will air during its agreed upon timeslot on the channel.
- iii. Feature programs must be approved by the NewTV Member Services staff.
- iv. Deadlines for media submissions are described on the episode submission form.

G. Election/Campaign Programming

- i. Any certified candidate for public office or ballot issue campaign for which Newton residents may vote shall be afforded the same rights as a resident of Newton, enabling the establishment of a membership and path to access NewTV facilities and Community Channel broadcast time. Such productions would be deemed owned by the campaign or producer.
- ii. NewTV's Government Channel broadcasts only staff-produced content. Every municipal election cycle, the NewTV staff will contact each certified candidate to produce a three-minute candidate message with assurance that NewTV will make every effort to provide equal opportunities to all candidates or campaigns. This production is owned and operated by NewTV for dissemination on the Government Channel, NewTV's website and online streaming platforms.
- iii. NewTV will also produce candidate forums for contested municipal races in which all candidates will be invited to participate. Such a production may be produced solely or jointly with another organization. Rules and contact will be outlined each election cycle.

H. Program Promotion

NewTV may choose to promote upcoming programs. In addition, NewTV encourages all community producers to publicize their programs in a variety of ways. Producers are encouraged to prepare 30 or 60 second video promos for cross-promotions by other producers or staff and to submit press releases about their upcoming programs to other media outlets. A community producer may air a limited number of promotional excerpts prior to the first showing of a locally produced Program on NewTV. NewTV may, at its discretion, use social media outlets to promote upcoming member produced programs. The producer must make it clear to editors and their readers that the program is not a production "of" or "by" NewTV.

I. Safe Haven/Adult Programming

Producers are expected to alert NewTV staff to programming that may be inappropriate for younger viewers. NewTV reserves the right to limit programming with excessively violent material, offensive language, nudity, or sexually explicit material to the period between 11 p.m. and 6 a.m. in order to preserve a safe haven for viewing by all audience members. Final decisions on such material are at the discretion of the Director of Member Services.

J. Staff-Produced NewTV Programs

NewTV is required under its agreement with the City of Newton to produce programming of interest to the community. NewTV will make every effort to inform members of volunteer production opportunities on such productions.

K. Imported Programming

- i. Programming not produced by NewTV or NewTV community producers may be distributed on Newton community channels. A NewTV community producer may become the local sponsor of such programming. The community-producer sponsor must certify in writing to NewTV that s/he has acquired rights to air the program.
- ii. Minor modifications to material produced by others do not qualify a program to be considered locally produced.

L. Member Programming on NewTV Website

- i. All Programming produced by a member in good standing can be added to the NewTV website under "Independent Programming"
- ii. Episodic programs will be given their own page on the NewTV website once the following terms are met:
 - a) 5 episodes of the program have been produced, edited and submitted NewTV
 - b) The producer has submitted the following to NewTV:
 - (1) Show Title
 - (2) Producer name and contact information
 - (3) A short description about the show
 - (4) A logo, photograph or other graphic pertaining to the show
 - (5) Link to member hosted video (YouTube is preferred)
- iii. If a show is no longer being produced and the producer is inactive, it will be removed from the NewTV website after one year of being inactive. However, shows no longer in production may remain on the NewTV website for up to two years from the last episode submission date as long as the producer is still an active member in good standing.
- iv. Imported programming will not be added to the NewTV website.

M. Media Archival

- i. NewTV does not archive member-produced content. Members are encouraged to keep digital copies of their programs.

VII. OTHER CONDITIONS

A. Copies of Programs

NewTV offers its community producers the use of dubbing equipment to make copies of their programs on media stock that they provide.

B. Volunteers and Interns

NewTV relies heavily on the services of volunteers. NewTV members are encouraged to volunteer during and after their training and certification. Students who are receiving high school or college credit are encouraged to become interns. All volunteers and interns must become NewTV members and sign an agreement to abide by these Operating Rules and Procedures.

C. Underage Members

- i. NewTV does not require CORI checks for staff and members.
- ii. It is recommended that parents accompany members under 18 years of age to all NewTV classes and member produced productions.

D. Facility Up-Keep

- i. The NewTV facility is a strictly enforced non-smoking environment. No smoke or fog machines are permitted in the studio.
- ii. Community producers are expected to clean up each time they use this facility. This includes breaking down sets, replacing all equipment and cables, wiping down used equipment with sanitation wipes, and sweeping floors.
- iii. No animals are allowed in the building except for service animals, and animals which are an integral part of a particular program. Producers who wish to bring an animal into the facility for a production must have prior approval of NewTV Member Services staff.
- iv. Eating and drinking are allowed only in designated areas, which must be kept clean by users. Any food allowed in designated areas must be disposed of or cleaned up after completion of the program.
- v. Community producers can leave limited personal set materials from the facility when they are finished with approval from NewTV Member Services staff.
- vi. NewTV office equipment, furniture and supplies may not be used for sets without prior approval from the NewTV Member Services staff.
- vii. Props in the set storage room are available for general use unless labeled as personal property.
- viii. NewTV is not responsible for sets, props or personal items left on the premises.

E. Right to Refuse

NewTV 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.

F. Indemnification

Community producers, co-producers, crew, interns, talent and volunteers shall indemnify and hold harmless the City of Newton, Comcast, RCN, Verizon, NewTV, their employees, and the NewTV Board of Directors against any and all liabilities arising out of use of facilities and resources, or out of compliance with the requirements of these Operating Rules and Procedures.

G. Interpretation

Where the implementation of these Operating Rules and Procedures is subject to interpretation, decisions shall be at the discretion of the NewTV Executive Director or designee.

H. Appeals of Staff Decisions

Community producers, co-producers, crew, interns, talent, volunteers, and other NewTV members are encouraged to resolve difficulties on the staff level. Any community producer or member who wishes to appeal a decision of the staff or to communicate a problem or complaint should submit the issue in writing to the Executive Director. The Executive Director will provide a written response within 15 days. A member may request a hearing before the NewTV Board of Directors if s/he wishes to appeal the response of the Executive Director by contacting the executive committee of the NewTV Board.

VIII. VIOLATIONS

There are three tiers of violations that can result in restrictions in the use of NewTV facilities, equipment, or activities.

A. Tier I

Tier I violations are characterized as engaging in disrespectful behavior and will result in a verbal warning from the NewTV Member Services staff. These may include but are not limited to:

- i. Failure to cancel a reservation in accordance with section V.F.
- ii. Mishandling or unsafe use of equipment
- iii. Eating or drinking in non-designated areas of NewTV facilities
- iv. Failure to clean up after using the facilities
- v. Disturbing other NewTV members, producers, or visitors
- vi. Failing to maintain overall cleanliness of facility including bathrooms
- vii. Improperly handling other members/staff food without consent
- viii. Hanging around in the facility after closing
- ix. Unauthorized entry into the facility during a closed private event
- x. Late pick-up or return of equipment without notification and approval

- xi. Rowdiness, horseplay, or rude behavior while in the facility
- xii. Bringing animals into the NewTV facility
- xiii. Any reservation canceled as “No Show” or “canceled by being late”

B. Tier II

Tier II violations disrupt the flow of operations and will result in a written warning from the Member Services staff. These may include, but are not limited to:

- i. Second offense of any reservation canceled as “No Show”
- ii. Smoking or being in possession of lighted smoking materials in NewTV facilities
- iii. Handling off-limit equipment or being in off-limit areas
- iv. Three Tier I violations in a one-year period

C. Tier III

Tier III violations are the most severe, as they jeopardize NewTV’s ability to function and operate in a safe manner. Tier III violations will result in an immediate 30 to 90-day suspension of membership privileges or permanent loss of membership, based on the discretion of the Executive Director. These may include, but are not limited to:

- i. Commercial or profit-making use of NewTV facilities and equipment
- ii. Verbally or physically abusing staff, patrons, or other members
- iii. Causing a physical altercation
- iv. Misrepresenting a member’s affiliation with NewTV
- v. Unauthorized access to NewTV networks or servers
- vi. Falsifying forms
- vii. Submitting a false application or renewal form for membership or use of another Newton resident’s address, with or without permission, to obtain membership
- viii. Taking equipment without staff permission
- ix. Abusing equipment, including attempted repair or improper transport, or unauthorized facility reconfiguration
- x. Tampering with, copying or deleting NewTV software or data
- xi. Unauthorized entry into the facility before or after business hours
- xii. Three Tier II violations in a one-year period

A Tier III violation may result in a permanent loss of privileges. However, a second Tier III violation will result in the permanent loss of NewTV membership and a lifetime ban from its premises.

D. Enforcement

The Executive Director or designee is authorized to issue verbal or written warnings, suspensions and loss of membership and has the discretion to determine the length of suspensions and when or if a person may reapply for membership. Membership fees will not be refunded to a member whose privileges have been suspended or revoked.