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**PEG ACCESS FACILITY AND PROGRAMMING
OPERATING PROCEDURES AND POLICIES**

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I. INTRODUCTIONS

About SCTV, Inc.:

Saugus Community Television, Inc. (SCTV) is a non-profits organization for the purpose of operation and managing the Public, Educational and Governmental (PEG) access channels in the town of Saugus, Massachusetts. SCTV is organized to develop, encourage and promote cultural, literacy, charitable, sports, public affairs and other community programming over the PEG channels, including available accredited educational training and programming.

At SCTV:

- We believe that it is important for all of us to treat each other with consideration and respect.
- Our work environment models safety for our employees, vendors, customers, and volunteers.
- The behaviors that we demonstrate reflect the attitude of respect and dignity for all.
- We work together in a team environment.
- We require the proper use of equipment, computer systems, and our facilities.

Therefore, the following PEG Access Facility and Program Operating Procedures and Polices have been developed. Violation of any one of these Operating Procedures can result in loss of privileges to or at SCTV facilities. SCTV has full authority and discretion to deny or limit access privileges as and when it deems appropriate.

SCTV provides channel time, production equipment, training, and technical assistance to its members (hereinafter referred to as "Access Users") for the production and presentation of non-commercial programs. In order to use production equipment to produce a program, an Access User must demonstrate adequate knowledge of the equipment or receive training in its use and certification by SCTV staff. SCTV staff will provide training in the use of equipment and customary studio and field production, editing, and post production, along with technical assistance in program production. SCTV staff is not available to serve as a production crew to make programs or cover events for Access Users. SCTV staff will assist residents in assembling production crews from among qualified volunteers.

SCTV equipment and facilities are available only for the production of programs to be shown on SCTV. Use for private, recreational, or commercial purposes is strictly prohibited.

Membership:

Membership is open to:

- (i) Saugus residents;
- (ii) Anyone working in a business or organization located in the Town;
- (iii) Members of non-profit organizations located in the Town; and
- (iv) Employees or officials of the Town.

Any member may request channel time for the presentation of a non-commercial program produced elsewhere (See Bicycled Programming, Page 19). Membership includes: access to training, production equipment, facilities and channel time. All memberships are good for one year.

Categories of Membership:

1. **Individual: \$25**
2. **Students (ages 12-18) living in Saugus or going to school in Saugus: \$10**
3. **Family/Household (family/household members living at the same address): \$40**
4. **Senior (ages 65 and up): FREE**
5. **Non-Profit Organization: \$50**
6. **Business: \$75**
7. **Town Department: \$50**

SCTV reserves the right to review all definitions and policies contained in this Access User Policy manual, and to make changes it deems necessary.

II. DEFINITION OF TERMS

Access Channels – Channels set aside by cable operator(s) for use by the public, educational institutions, municipal government on a nondiscriminatory basis.

Access User – Access Users must be members of SCTV. (For membership requirements, see page 2.) In order to use SCTV equipment and facilities, and Access User must successfully complete training and sign the Access User Agreement. Access Users may request outside programming to be shown on SCTV (See Bicycled programming for details)

Bicycled Program – A program that is not produced in the town but is brought to SCTV for PEG Access use.

Copyright – The exclusive right to the material contained in a program. The right covers reproduction, publishing, and broadcasting of information. Access users must obtain permission

from the copyright holder, in order to use any copyrighted materials, including music, artwork, concert, and theatrical performances.

Crew – Access Users working with producers, other Access Users or SCTV Staff to assist in the production of programming. SCTV understands it may be difficult for Community Producers to find adequate crew from within the town. Crew members that are non-residents must fulfill all the requirements of SCTV’s PEG Access programming operating procedures, under conditions set forth and approved by SCTV. Non-resident crew members will be limited to the production crew only, unless otherwise authorized in writing by the Executive Director or his/her designee. Only SCTV Access Users may be producers.

Libel – written, printed, broadcast, cablecast or similarly disseminated untruth about a person which will do harm to that person or his/her reputation, by bringing said person into ridicule, hatred, scorn or contempt of others.

Obscene Material – Material which fits the legal definition of obscene or indecent material under local and state laws.

Organizational Access User – Any member/employee of a business or non-profit organization located in Saugus or the Town of Saugus, who has been trained by SCTV and has signed the Access User Agreement. An Organizational Access User is subject to the same weekly facility and channel limitations as individual Access Users, whether one or several individuals book time in the name of the organization. If a member of any such business or organization is not a resident of the town, he/she may only produce programming that is sponsored by the business or organization to which he/she belongs.

PEG Access – Refers to “Public, Educational and Governmental “Access.

Producer – An individual or Organizational Access User (Including Town Departments) that is responsible for the production of a PEG Access cable program. The producer is SCTV’s main contact for a program. (In the case of a minor, his parent or guardian assumes all responsibility for program content and other liability outlined in SCTV’s PEG Access Programming Operating Procedures and Policies and the Access User Agreement).

Public Access Programming – Programming produced by Access Users using SCTV facilities and equipment. When an Access User brings in Bicycled Programming for cablecast, it is also considered Public Access Programming. This programming must also be noncommercial.

Regular Access User – An Access User that has used either the equipment, facilities, or channel on two or more occasions in the four-week period prior the current request for scheduling. Regular Access Users also include those who have used the facilities or channel on a monthly basis for at least six months prior to the current request for such use.

Slander—A false oral statement that is meant to defame a person’s character.

Staff – Those employed by SCTV, Inc.

Town – the Town of Saugus.

III. USE OF FACILITIES AND EQUIPMENT

SCTV's channels and facilities are a medium for expressions and free speech. No individual will be denied the use of the facilities on the basis of race, sex, age, physical disability, religion, sexual orientation or political belief. It is hoped that Saugus residents, non-profit organizations, and government institutions will utilize this resource as a means to produce a wide variety of programs.

A. Eligibility to Use Production Equipment and Facilities

- 1. Availability** – Equipment and facilities are available to Access Users. Students enrolled in a student internship program at SCTV may also use the equipment and facilities.
- 2. Minors** – SCTV Members who are minors (12 to 18 years of age) must have written permission from a parent or guardian to use the SCTV facilities. The parent or guardian must sign the "*Minor Facility Use Form*" and the "*Access User Agreement*", accepting responsibility for scheduled production equipment and/or program material if the minor is the producer of a program. A responsible adult shall execute the necessary assurances that authorization has been obtained concerning the use of any equipment by a minor and/or appearance of any minors on a cablecast program. Such adults shall be responsible for liability resulting from the use of equipment or an appearance by a minor.
- 3.** Access Users must have successfully completed the applicable SCTV workshop(s) or demonstrate the basic operation of video-related ("video") equipment in order to use to use video equipment. If the Access User has not used the equipment or facilities for more than one-year re-certification may be required.
- 4.** Access Users must sign an Access User Agreement before using the facilities, including video equipment. By signing the Access User Agreement, the Access User certifies that he/she has read, understands, and will abide by the operating rules, and agrees to be solely responsible for the content of any programs produced or scheduled for cablecast if they are the producer of record.

B. General Facility Policies – SCTV is pleased to provide facilities, equipment, and channel time for PEG Access productions. In return, SCTV asks that Access Users obey all of SCTV’s PEG Access Programming And PEG Access Operating Procedures, including with respect to channel and facility use.

1. Smoking is not allowed in any SCTV facility or production van.
2. Food and Beverages are not allowed in the control room, edit suites, or production van at any time. Food and beverages may be allowed with prior permission in the studio, as long as they are kept away from equipment in the studio. Access Users should plan meals/snacks/away from the facility when possible.

Access User shall be responsible for proper disposal of trash generated from meals/snacks. Repair/Replacement costs associated with any damage caused by food or beverages will be charged to the Access User. A loss of privileges may result from abuse of this rule.

3. Anyone found to be under the influence of alcohol or drugs, or carrying a weapon of any kind, will be removed from the premises. This will result in the loss of privileges.
4. Abide by safety guidelines. See Section C below.
5. There will be no use of SCTV phones or other office equipment (including staff computers) unless granted permission by SCTV staff. A loss of privileges may result from abuse of this rule.
6. Access Users are responsible for loss or damage to facilities and equipment due to negligence or abuse.
7. Access Users of SCTV equipment, studio, and post-production facilities shall not change wiring, patch bays, or components without staff permission or supervision. No attempt should be made to work on or repair equipment. Repair/replacement costs associated with any damage caused in this manner will be charged to the Access User. A loss of Privileges will result from such equipment abuse. Access Users of SCTV equipment should report any defects or problems to the staff.
8. Access Users that are found to be misusing or abusing the equipment may be asked to repeat training, testing and/or be subject to loss of privileges.

9. Staff may waive certain equipment and facility rules at their discretion.

C. Standards of Conduct for Access Users

1. Keep yourself safe, keep others safe, and keep STCV property and equipment safe at all times. Endangering the safety of oneself, others, or SCTV property and equipment will not be tolerated.
2. Appropriate, professional, and respectful behavior is expected at all times. Violent behavior will not be tolerated. This includes threatening or intimidating language, any form of physical assault (such as striking or manhandling another person) or fighting. Weapons, or any objects resembling weapons, are prohibited while on or in SCTV facilities.
3. Behavior that could be construed as threatening or harassing (including sexual harassment) toward fellow volunteers, Community Producers, guests, vendors or employees will not be tolerated.
4. Dishonesty with employees of falsifying records or any other access-related documents will not be tolerated.
5. Be courteous and polite to others, including employees, volunteers, Community Producers, and guests of the facility.
6. SCTV property and facilities are accessible only with proper authorization. This includes, but is not limited to, company e-mail, vehicles, and production and editing equipment.
7. Respect for, and appropriate use if, SCTV property and equipment, including vehicles, and production and editing equipment is required.
8. Privileges may be lost for engaging in any other conduct that SCTV reasonably deems unacceptable.

D. General Rules for Equipment Use

Public, Educational and Government Access programming is created by volunteers and depends on the participation of many active, trained volunteers who use SCTV facilities and equipment in order to independently reflect their ideas. Staff can assist residents in

assembling production crews from among trained and qualified volunteers. Businesses, non-profit organizations and municipal agencies planning to do programs on a regular basis are encouraged to form a television production committee, which SCTV will then train. Training for the production of programming will be provided on a first-come, first-served, nondiscriminatory basis in accordance with the SCTV's PEG Access Programming Operating Procedures.

1. Access Users must be properly certified and have completed all required planning and equipment forms approved by the staff before the equipment, van or facilities will be scheduled.
2. Access Users should only identify themselves as Access Users, not as employees or staff of SCTV, Inc. (or SCTV).
3. Reservations for equipment or facility use may be made up to one month in advance and should be made at least one week in advance. Confirmations of facility and equipment reservations, forty-eight (48) hours in advance, is strongly recommended. Reservations can be made with staff in person or by phone.
4. Cancellation of equipment or facility reservations should be made at least twenty-four (24) hours in advance, except in the case of emergencies. Repeated last-minute cancellations may result in loss of privileges.
5. Additional materials for productions, beyond those supplied by SCTV (i.e. sets, graphics, props, other materials, etc.), must be supplied by the Access User and must be removed after the production.
6. Memory Cards: Our HD cameras use memory cards instead of videotape. SCTV will supply one memory card (minimum 4 GB) in each camera kit. Videographers must transfer footage from the memory card to an editing computer or external hard drive within 24 hours of returning the equipment, so that SCTV may erase the card and return it to the kit. Producers are encouraged to buy their own memory cards and portable hard drives. See SCTV staff for recommendations.
7. Hard Drives: The Access User may store RAW footage, elements, project files and exported files to SCTV's edit stations for the project they are working on. Once that project is completed, these files will need to be erased to make space for future projects. Access Users are encouraged to buy their own memory cards and portable hard drives if they wish to keep their files. See SCTV staff for recommendations.

8. Files that are stored on SCTV hard drives will be held at the studio for a maximum of thirty (30) working days after project is complete. After that time, if previous arrangements have not been made.

All working and master digital files will be subject to deleting or recycling at the discretion of staff. Best efforts will be made to inform producers that such work will be deleted, so that producers can make arrangements to back up their work.

E. Scheduling Conflicts

1. Facility use for dubbing, practice, or any other personal purposes shall have the lowest priority and may be bumped from a requested time slot if facilities are needed for production of SCTV programming.

F. Portable/Field Equipment

1. Access Users holding equipment reservations must follow these check-out and check-in procedures:

Check-out:

- a. Sign all required forms and equipment checklists.
- b. Determine if equipment is in working order. It is the producer's responsibility to make sure that they have all required equipment including audio, headphones, batteries, tapes, etc.

Check-in:

- a. Equipment must be returned on time.
- b. Any problems with equipment or damage must be noted on the equipment checklist and brought to staff attention. Users are responsible for loss or damage due to negligence or abuse while the equipment is checked out to them.
- c. Equipment must be picked up and returned during staff hours. Pickups and returns must be made at least 30 minutes before the facility closes.
- d. Failure to return equipment when due may result in suspension of Access User privileges and/or a late charge of \$25.00 per day.
- e. Equipment may be borrowed for a maximum of twenty-four (24) hours during the week and seventy-two (72) hours over the weekend. Longer loan periods must

be requested at the time the reservation is made and will be honored at the discretion of the staff.

f. Access users with portable equipment already checked out will not be allowed to check out additional equipment, unless special arrangements are made with staff.

g. Only in special cases, and with staff permission, can Access Users take equipment outside of Saugus.

G. Editing and Post Production

1. Requests to use the editing equipment for graphics, special effects, etc. shall be made at least twenty-four (24) hours in advance and will be subject to the discretion of staff.
2. Access Users are entitled to a maximum of 4 hours per session with a maximum of 12 combined hours per week. Scheduling outside these parameters will be made at staff discretion. These guidelines are designed to allow everyone equal and fair access to the post-production facilities.
3. Access Users must arrive on time for scheduled editing sessions. Sessions may be cancelled if Access User is more than 30 minutes late.

SCTV is not responsible for lost files, lost footage, or lost work due to technical malfunctions or any other reason. Access Producers are encouraged to purchase their own memory cards and portable hard drives and to back up all digital files.

H. Studio Productions and Facility Use

Studio Productions need a crew, talent, set, props, etc. A crew sign-up sheet will be available to solicit other volunteers.

1. A minimum of one (1) week notification is required for scheduling a studio production.
2. Access users must show up on time for scheduled studio productions and must have the studio and control room equipment and sets put away before the end of the scheduled time period. It is generally good practice to allow for set-up and clean-up of the studio, at least one hour before, and after, the time needed to tape the actual

show. Also, remember to leave time before or during the scheduled studio time to brief the crew and talent on the planned production.

3. Scheduled studio productions will be cancelled if the production crew does not show up within thirty (30) minutes after the start of the scheduled facility time.

IV. Program Content

A. Access Users are fully responsible for the content of all program material and have the following program rights and responsibilities:

1. Ownership of rights to all original material.
2. To timely request that programs be discontinued from cablecast or that files be deleted in the event that program information becomes outdated or obsolete.
3. To play or distribute the videotape, for nonprofit purposes only, provided SCTV is given graphic credit within the videotape at each cablecast date or play.
4. Blank DVDs for making duplicates (dubs) of program masters, or any other tapes, must be provided by the individual or group making the dub.
5. Duplication services may be purchased from SCTV at a cost determined by SCTV. Access Users are permitted one free dub of their completed, ready for telecast program provided they furnish a blank tape/DVD. This policy does not apply to raw, unedited, or work print footage. Access Users may also make copies without charge for the purpose of using their program as a bicycled program at other facilities. All material & distribution costs (discs, postage, file upload costs, etc.) are the responsibility of the producer.

B. The following material is prohibited:

1. Obscene and indecent material. This type of programming is not permitted on cable television by federal law.
2. Material which constitutes libel, slander, invasion of privacy or publicity rights, or which might violate applicable state or federal law.

3. Programs containing material that violates copyright or trademarks. Use of such material generally requires obtaining appropriate rights from music licensing organizations, publishers, representatives, copyright holders, broadcast stations, networks, and any other persons as may be necessary for cablecast. Access Users may be asked to furnish written authorization for use of such materials.
4. Program material that creates the immediate danger of damage to property or injury to persons; the substantial obstruction of law enforcement or functions or services; the deprivation of any person by threat, threat of force of physical action through the exercise of a legal right, or the disturbance of any person in the enjoyment of a legal right; or the creation of public nuisance.

Any such prohibition is subject to an opportunity to be heard on the matter with timely notice to SCTV.

C. Political and Issue-Oriented Programs

- i. SCTV encourages all Saugus residents, persons associated with a businesses or organizations (whether for profit or non-profit), including candidates for any political office, to use the public access channel to communicate their political views. Candidates and other providers of political programs, as well as the programs themselves, are subject to the same policies and procedures as any other user of SCTV, including with respect to the use of a bulletin board.
- ii. Coverage of Public Affairs Issues and Access –Public Access Users are under no legal obligation to show any viewpoint other than their own. Residents with diverse viewpoints are encouraged to use public access to express those ideas.

D. SCTV Program Rights

As SCTV has provided materials, facilities, and staff support for the production of programs, SCTV has the following rights:

1. To retain the edited master of the program for its program library.
2. To make duplications of the program for noncommercial distribution, except where permission has expressly been denied in advance. Producers will always be given graphic credit in the videotape for such use.

3. To cablecast the program as often as is deemed appropriate and on any of its affiliated PEG Access channels.
4. To exercise the option of erasing an obsolete or unusable program after it has been cablecast.
5. SCTV should be notified of any subsequent use of any program produced at their facilities if the producer receives any profit or remuneration.
6. SCTV will own programs produced by SCTV's staff. When SCTV staff produces a program, with the assistance of volunteer or staff crew, it is considered to be Local Origination Programming and copyright ownership is held entirely by SCTV.

V. FACILITY AND EQUIPMENT TIMES

Facility and/or equipment times will generally be provided on a first-come, first-served, basis, subject to exceptions for reasons deemed appropriate by SCTV to any Access User filing a request, in accordance with applicable requirements. It should be understood, however, that since this is a shared resource, specific facility and/or equipment use requests cannot always be guaranteed.

VI. PROGRAMMING AND CABLECASTING TIMES

A. Scheduling Channel Time

1. SCTV reserves the right to schedule programs at its discretion to meet the needs of channel and the community.
2. Scheduling priorities are as follows:
 - Shows produced by SCTV members
 - Shows featuring Saugus events & municipal meetings
 - Bicycled shows featuring Saugus guests
 - Bicycled shows requested by SCTV members

SCTV reserves the right to pre-empt regularly scheduled programs to meet the needs of the channel and the community. Best efforts will be made to re-schedule pre-empted programming in a comparable time slot.

3. Repeat Showings:

If scheduling and equipment allows, a program may be repeated any time during any weekly period. First-run programs have priority over reruns in slot scheduling.

4. Series:

Program series will be allocated consistent time slots at the discretion of the staff, provided ample time remains available for other programming requests and if the following conditions are met:

- a. Access User(s) produce the material.
 - b. Titles and descriptions of programs are submitted to SCTV staff at least three weeks in advance of the scheduled time.
 - c. Access User has new material on a consistent basis.
 - d. A crew has been trained and certified.
 - e. If a series Producer regularly fails to have the program ready for scheduled cablecast, the staff may, at its discretion, assign the time slot to other Access Users.
 - f. A series time slot will be allocated for new series only if Access User has completed two taped programs prior to application, and/or Access User has successfully produced two live programs in the proposed series.
5. Except for live and series programming, channel time will generally not be scheduled until a program is complete and all the information pertaining to the program is supplied to the staff for scheduling.
6. If scheduling conflicts occur, staff may resolve the conflict at its discretion.

VII. CABLECASTING PROCEDURES

1. Copyrights, Licenses, Releases – Access Users must obtain permission from the copyright holder, in order to use any copyrighted materials, including, but not limited to music, artwork, broadcast/cable network, concert and theatrical performances.

Access Users must obtain in writing, and produce upon request, all the necessary approvals, clearances, licenses, etc. in order to cablecast any program material including copyrighted materials.

Talent releases must be obtained from all who appear on camera, or whose voice is used in production. Some organizations and schools have blanket releases for their members or students. Minors require a parent or guardian signature on their releases.

Failure to provide proof of the necessary clearances, rights, licenses, etc. will result in the suspension of the particular program, series, or episode in questions until such proof is produced. (See page 14 for further information on use of copyrighted material).

2. Labels – Before cablecast, all videotapes and DVDs must be clearly labeled with the following information on the box spine and on the tape or DVD:
 - a. Title of program (and episode name if a series program)
 - b. Name of Producer
 - c. Month show is set to run
 - d. Length of Program
 - e. Length of Pre-roll

3. Trailer – The end of all cablecast programs must include the following:
 - a. Appropriate production credits
 - b. SCTV credit (“Produced through the Community Television facilities of SCTV”)
 - c. Copyright (Copyright 20__ - Production Company or Producer’s name)
 - d. Face to black

4. Shows scheduled for cablecasting must be brought to the staff at least seventy-two (72) hours prior to the scheduled cablecast, unless otherwise arranged with staff.

5. Technical Standards
 - a. Programming must meet minimum quality standards for cablecast. SCTV reserves the right to pre-screen programs. Videotapes/DVD’s must be of such quality that a processing amplifier used by the channel will accept the signal. If the amplifier will not accept the signal and the resulting picture is unstable, the videotape/DVD may be rejected.
 - b. Audio quality of all videotapes will be constant and of sufficient level to permit adequate reproduction on SCTV transmission equipment.
 - c. If staff notices an abnormal number of production problems with a videotape (i.e. poor audio or video), an Access User may be asked to re-train.

6. Disclaimers/Labeling of Sensitive Material

a. Programs must include the following:

Opening Disclaimer: A 10 second opening disclaimer slate of black background, with white that states:

The following, verbatim:

“The following program was provided by an independent producer solely responsible for its content. The opinions expressed do not necessarily represent the views of SCTV, its staff, Board of Directors, or underwriters.”

Closing Disclaimer: A 10 second opening disclaimer slate of black background, with white that states:

The following verbatim:

“The preceding program was provided by an independent producer solely responsible for its content. The opinions expressed do not necessarily represent the view of SCTV, its staff, Board of Directors, or underwriters.”

b. Sensitive Material

If SCTV makes a good-faith determination that the subject matter in a program may offend some viewers and/or may not be appropriate for children, SCTV may require that the following announcement be added to the beginning of the program: “The following program may contain sensitive material. Viewer discretion is advised.” SCTV reserves the right to run potentially offensive programming between 11pm and 4 am – typically known as “Safe Harbor” hours. Access Users shall notify SCT of potentially offensive material prior to a program or episode airing. Failure to so notify SCTV of potentially offensive material may result in loss of privileges.

VIII. GRANTS, UNDERWRITING and SPONSORSHIP

1. SCTV must be notified that a program will be underwritten at the time the program proposal is submitted.
2. Any individual or group submitting a proposal for grant funding for a project which involves the use of SCTV’s facilities must have obtained prior written approval for SCTV staff.

3. Underwriting for programs must be for goods and services or in-kind contributions that aid in developing and improving the program. Underwriting may NOT be used to remunerate producers, talent, or crew.
4. Credit for underwriting will be similar to the following: "Goods and services used in the production of this program were contributed by [company name, address]." A company logo and/or photograph may be included. Credits will be shown before and after the program and can be displayed at periodic intervals during the program. Such programs must still include SCTV's credit.

IX. PERSONAL PROFIT/COMMERICAL USE

Access Users, whether an individual, business or other organization, may not use all or any part of the program for personal profit or gain without the express written permission of SCTV. SCTV may require that a producer share such profits in order to compensate for the facilities, equipment, tape supplies, and staff time that were provided to the producer. Access Users found to be using the facilities or equipment for personal profit without prior permission will be subject to loss of privileges.

Reimbursements for profit making programs are as follows:

- a. Charging an hourly fee for the actual value of the equipment and facility time; or
- b. Trading services (e.g., a media artist working under a grant trades teaching specialized video production classes in return for using the facility).

X. BICYCLED PROGRAMMING

Bicycled Programming is a program that is not produced in the Town, but is brought to SCTV by a member for PEG Access use. Bicycled programming must be strictly noncommercial in nature and technical and production quality must be reasonably consistent with the minimum standards and/or practice of SCTV. Locally produced programs will receive priority scheduling.

1. An SCTV member must sponsor the bicycled program by signing the sponsor form.
2. Fees incurred for running requested programming (postage, download fees, etc.) must be borne by the local sponsor.
2. SCTV Staff may accept bicycled programming without a local sponsor from nonprofit organizations that serve Saugus; Municipal, County, State or National Government entities; or area Access Studios when the programming is produced by that studio's staff.

XI. VIOLATIONS, APPEALS AND GRIEVANCES

A. Violations – SCTV access members are expected to conduct themselves in a courteous and professional manner whenever using SCTV equipment or facilities. The following is a list of some violations of rules and the consequences:

1. Minor Violations

- a. Repeated cancellations, late or otherwise
- b. Repeated late pickup/return of equipment or arriving more than 30 minutes late for editing or studio sessions
- c. Not cancelling reservations for equipment or studio time.
- d. Mishandling of equipment/facilities
- e. Use of equipment in unsafe environments
- f. Incomplete return or improper storage of equipment
- g. Smoking in/on SCTV facilities or school grounds or around equipment

Penalties for minor violations:

1st – Verbal warning

2nd – Written warning

3rd – Loss of privileges

2. Major Violations

- a. Commercial or for-profit use of SCTV equipment or facilities
- b. Misrepresentation as a staff member or employee of SCTV, Inc. (SCTV)
- c. Knowingly falsifying forms
- d. Abuse or neglect of equipment
- e. Taking or use of equipment or facilities without proper permissions
- f. Attempted self-repair of equipment and/or rewiring of facility equipment
- g. Verbal or physical harassment of staff, directors or other members of SCTV
- h. Theft of any kind
- i. Use or possession of alcohol or illegal drugs in/on SCTV facilities or school grounds or while in possession of SCTV equipment
- j. The recording of or use of equipment for recording obscene, illegal or inciting material

Penalty for major violations:

Major violations will result in the immediate suspension of privileges to use facilities or equipment. Some violations may result in criminal prosecution. A hearing before the SCTV Board of Directors or its designee will automatically be held upon the suspension. If the hearing is held by a designee of the Board, the designee shall provide a written report of its findings and recommendations to the Board. The SCTV Board will determine if these privileges will be reinstated.

B. Appeals

SCTV Access Members may appeal any loss of privileges to the Board of Directors of SCTV. **Decisions of the SCTV Board of Directors are final.**

C. Grievances – Any grievance regarding the assignment of channel time, equipment, studio time, editing time, or any other matter regarding SCTV facilities should first be discussed with the Executive Director. If that does not provide an acceptable solution, a grievance may be filed in writing with the SCTV Board of Directors.

XII. INSURANCE AND INDEMNIFICATION

A. Insurance Requirements – All SCTV equipment is insured. SCTV access members are responsible for all equipment signed out to them. In the event of an accident it is imperative that the following information be compiled. Failure to provide this information to SCTV may result in non-payment by the insurance company and the access member would pay replacement or repair of the equipment:

1. A police report must be filed in the town or city in which the theft occurred.
2. Equipment cannot have been left unattended.
3. Equipment cannot have been left in a hazardous situation.
4. There must be proof of unauthorized forcible entry into the vehicle or location where the equipment was stolen.
5. Equipment must not have been left in a vehicle overnight.

If the insurance company honors the claim, the Access User is still responsible for payment of the deductible.

B. Indemnification – Any user, including an Access User, of the SCTV facilities, equipment and/or channel time shall indemnify, defend and hold harmless SCTV, Inc., its officers and staff, and the Town of Saugus against any and all claims, liability, damages, costs and expenses, including reasonable legal fees arising out of any such use of SCTV facilities, equipment and/or channel time or out of the breach of the “Access User Agreement”.

**ADDENDUM TO SCTV PEG ACCESS FACILITY AND PROGRAMMING OPERATING PROCEDURES
(Incorporated herein)**

**ADDENDUM TO SCTV PEG ACCESS FACILITY AND PROGRAMMING
OPERATING PROCEDURES AND POLICIES**

USE OF SCTV PROGRAMMING ON WEBSITES

We are aware of changing viewing habits and know that many people are “watching TV” on their computers or tablets. We are also aware of the many ways that video can enrich a website.

SCTV’s primary commitment is to produce programming that runs on its cable television channel. Our main source of funding is from local cable television revenues. We do not benefit directly from the cable companies’ internet revenues. Therefore, it is in our best interest to encourage members to subscribe to Comcast TV Service. SCTV can be seen on the affordable basic programming. A significant loss of cable TV subscribers could negatively impact our ability to continue providing services to our viewers and the Town.

Therefore, if SCTV’s equipment is used in the production of video, we ask that it be chiefly formulated as a television show to be aired on SCTV. If a Community Producer has used SCTV equipment to produce a show, then a formal, written request may be made to SCTV to use the video on the web.

The Following conditions must be met, in order to use the video on the web:

The show must be produced solely by a Community Producer or Organization

SCTV must be acknowledged using the language below.

An active link back to the SCTV website must be included

Web Video Technical Requirements

SCTV’s primary commitment is to produce programming that runs on its cable television channel. Our final product is maximized for delivery via our video server.

However, web video can be delivered in a variety of formats and sizes. There are many video sharing sites on the web, and requirements may vary. Since we have such a small staff, we are not able to spend our time converting files for individual producers. We are happy to provide a finished DVD for our Community Producers, who can then convert files to best adapts to their website needs.

Acknowledgment language for web videos

(includes an active line to <http://saugustv.org>)

This program was produced through the community television facilities of SCTV, Saugus, MA

**ACKNOWLEDGEMENT BY ACCESS USER OF RECEIPT OF AND AGREEMENT TO ABIDE BY
PEG ACCESS FACILITY AND PROGRAMMING OPERATING PROCEDURES**

By signing below, I do hereby acknowledge having received the Saugus Community Television, Inc. "PEG Access Facility and Programming Operating Procedures and Policies" ("Procedures and Policies") and state that:

1. I have read the Procedures and Policies and I have no question or further question regarding said Procedures;
2. I agree to abide by the Procedures and Policies and understand that failure to do so may result in suspension, revocation of some or all privileges or expulsion from Saugus Community Television; and
3. I sign this document of my own free will.

Signed

Organization (if applicable)*

Printed Name

Date

*Organizations must have a letter on file with Saugus Community Television naming the individual Access User(s).

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

Signed (Parent or Guardian)

Date

Printed Name (Parent or Guardian)

.....
SCTV acknowledgment of receipt:

Signed

Title

Printed Name

Date