



BMC Member Acknowledgement

I acknowledge that I have read the Belmont Media Center Policy and Procedures Manual and agree to abide by all the rules and regulations as stated:

This includes but is not limited to:

I am responsible for paying a \$500.00 insurance deductible on any damages or loss of equipment/facilities that has been checked out by me or to me.

BMC Member

Signature

Date

Belmont Media Center

Policy and

Procedures

Handbook for

Members

*Rules for use of equipment, facilities, and local access
cable TV channels & web networks
as provided and managed by the
Belmont Community Media Center, Inc.*



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SECTION ONE: MEMBERSHIP

A. Categories of Membership

To participate in training classes or to use production resources, you must be a BMC Member. There are four types of memberships:

1. Individual Membership

Any Belmont resident may become a member. Individual members may:

- Enroll in BMC sponsored classes (see Training Section)
- Use BMC's video equipment and facilities for a specified period of time without charge, provided the production is for BMC's channels (see Section Four: Training, Workshops, and Certification)
- Vote in BMC Board Elections
- Cablecast programs on BMC's channels
- Rent BMC's equipment and facilities

Note: Discounted membership is available for Seniors (65+), and Students registered at an accredited educational institution.

Membership fee may also be waived in lieu of volunteer work (See details in Section Eight: Volunteers p. 23)

2. **Family Membership:** Up to four people living in the same household, who apply for membership together. Family memberships have all the privileges of an individual membership, except that only one vote can be exercised per family.
3. **Non-Profit Organization:** One person receives membership with a non-profit membership. Additional persons affiliated may join for a \$10 fee. Non-profit organization memberships have all the privileges of individual membership, except only one vote may be exercised per non-profit. Non-profit members are given a listing on the BMC website, and on all access TV channels.
4. **Business Membership:** Three designated people may be associated with a business membership. Any for-profit business, corporation or entity that is based in Belmont may apply for membership. Business memberships have all the privileges of individual membership, except only one vote may be exercised per Business membership. Business memberships are eligible to receive training for up to three people per year. Business members are given a listing on the BMC web site, in the newsletter and on all access channels.
5. **Interns:** BMC relies on the services on interns in many capacities. Generally, an internship requires a four-month commitment of a minimum of three hours weekly. In exchange, interns receive all the benefits of membership. Students receiving high school or college credit are encouraged to intern. Potential interns should submit a letter of interest (*Note: Internships are approved at the discretion of BMC staff*)



6. **Volunteers:** BMC relies on the services of volunteers. Anyone can be a volunteer. You do not need to be a Belmont resident to volunteer. Please fill out a Volunteer Registration Form, available at the facility or online.
7. **Town of Belmont staff:** The Town of Belmont and the School Department staff may receive BMC Membership on request [without charge] related to official town or school business or school activities.

A. Requirements for Membership

To become a member of the Belmont Media Center:

1. Show proof of Belmont residency. [*Definition:* A Belmont resident is defined as an individual whose principal residence or work address is located in the Town of Belmont]
2. Proof may include but is not limited to, current license, utility bill, or lease. A letter received at a Belmont address is not deemed to be sufficient proof of residency.
3. Pay the current membership fee, or volunteer in exchange for a membership (See Section Eight: Volunteers for further details.)
4. Complete the Membership Application and the Agreement with Policies form.
5. Parent signature is required if the applicant is under 18. The parent assumes responsibility for any damaged or lost equipment.

Note: It is the Members' responsibility to ensure that BMC has their current contact information.

C. Membership Benefits

1. Members may take classes and receive individualized training.
2. Members may reserve and use field and facility equipment free of charge as relates to shows produced for BMC.
3. Members' productions are aired with the authorization of the Executive Director or his designee.

D. Community and Business Sponsors of BMC

BMC seeks funding from many sources in order to support its operations and programs. Donations from individuals, foundations, corporations, and businesses are tax deductible and are gratefully acknowledged on BMC channels, in the BMC Newsletter, and in other promotional materials. Donors do not receive any goods or services for their donations, nor do they receive membership benefits, unless such benefits are part of a special sponsorship package.



SECTION TWO | PROGRAMMING

By agreement with the Town of Belmont, the community cable TV channels are administered by BMC and are not subject to content regulation by BMC, the Town of Belmont, or the cable TV providers(s). The community cable TV channels are available to all Belmont residents for noncommercial, constitutionally protected speech on a nondiscriminatory basis. BMC is content neutral and all program that is considered protected speech under the First Amendment of the US Constitution is permissible. Such speech is subject only to reasonable time, place and manner requirements as defined in programming policies. A Belmont resident or BMC Member who provides programming for BMC's channels takes personal responsibility for the content of that programming by signing the Program Contract

A. Submission of Programming

Definition: the term "program provider" means the Belmont Resident, BMC Member, or designated representative who signs the Program Contract

Airtime on BMC's channels is available for programming produced or sponsored by Belmont residents or designated representative who signs the Program Contract..

Any resident, business or organization with a valid Belmont address may sponsor a program.

A Program Contract for a series or single programs must accompany media submitted for cablecast.

BMC staff has the right to not show or stop a program if the audio and/or video signal is below minimum technical standards as determined by staff. BMC staff will make every effort to consult with the program provider before program is not shown or is removed from the channels for technical reasons.

B. Program Delivery and Pickup

Programs may be submitted in person during normal BMC operating hours. Internet submissions are acceptable; however, arrangements must be made with the Program Director. Programs may also be sent via mail. A program contract must accompany all submissions of Single Programs. The first episode of a Series must be submitted with a signed Program Contract.

For each program or episode, program providers will have one month from the last cablecast date to pick up their programs. Media will not be returned by mail unless arrangements are made. Media left at BMC for over a month after the last scheduled play date becomes the property of BMC. BMC is not responsible for media lost, stolen, broken, or erased while on the premises.

C. Content Responsibility and Liability



The responsibility and liability for program content lies solely with the program provider as specified in the BMC Program Contract. By submitting a Program Contract, the provider agrees to indemnify and hold harmless BMC, Town of Belmont, Comcast and Verizon for loss or damage.

BMC, the cable operator(s) and the Town of Belmont assume that the program provider has obtained all necessary releases and clearances. BMC, the Town of Belmont, and the cable operator(s) are not responsible for the content of the programming shown on the community cable channels or on BMC's website.

D. Programming Restrictions

Presentation of the following is prohibited:

- Any commercial advertising or programming including:
 - Promotion of the sale of any service or product
 - Price information
 - Commercial call to action or inducements to buy
- Programming that does not have clearances, releases, or other assurances from copyright holders and/or those appearing in the production
- Programming that falls below minimal technical standards for cablecast. Please see the Program Contract for information on formatting requirements.
- Programming that does not fall under constitutionally protected speech and raises serious risk of liability on the part of BMC. This may include, but is not limited to: libel, slander, unlawful invasion of privacy, sedition, (advocacy of violent overthrow of the government), or obscene material.

Obscene material as determined by the courts is material which:

- to the average person, applying contemporary standards, taken as a whole, appeals to the prurient interest,
- depicts or describes sexual content in a patently offensive way, and
- taken as a whole, lacks serious literary, artistic, political or scientific value.



E. Potentially Objectionable Material

Unlike obscene material, potentially objectionable material may be shown on BMC's channels, but BMC staff will schedule this material between the hours of 11 PM and 5 AM. It is the responsibility of the program provider who signs the Program Contract to indicate whether or not a program includes potentially objectionable material.

Potentially objectionable material may include, but is not limited to:

- Strong coarse language, intensely suggestive dialogue, or intense sexual situations
- Intense or graphic physical violence or degradation
- Most forms of nudity
- Graphic depiction of medical procedures

All programming, both live and pre-recorded is subject to the full set of Policies & Procedures. Currently all live programming is scheduled before 11PM and therefore may not contain any potentially objectionable material.

Note: A program provider who violates BMC content guidelines or misrepresents the content of a program on the Program Contract will receive a written Notice of Violation as seen in section Six: Violation of Policy.

BMC has a right to place a disclaimer before, after any program that as, indicated by the program provider or in the best judgment of the BMC staff, may be objectionable to cable subscribers. The disclaimer will advise viewer discretion for the program and will indicate that the responsibility for the content of the program lies with the program provider and not with BMC, the Town of Belmont, or the cable operators

F. Scheduling

BMC staff will program the channels with the goal of presenting a coherent schedule to cable subscribers, building the audience, diversifying programming, distributing channel time equitably, and minimizing technical issues. BMC staff will retain the right to schedule each program in a time slot that is appropriate for its content and likely audience.

1. Scheduling Priorities

When scheduling BMC's channels, first priority is given to live programming. Second priority is given to programs produced by BMC Members. Third priority to programs produced by Belmont residents who are not BMC Members. Fourth priority is given to non-local programs.

Single submission will not displace a series submission.

BMC reserves the right to pre-empt all programs for live or special event coverage.

BMC staff will attempt to accommodate all requests and will not exclude any Belmont resident from showing a program on the community channels (see Section Two: Programming: Programming restrictions). All programming schedule decisions by BMC staff are final.



2. Series Programming

Time Slots: Persons providing a series may request a regular time slot. Series time slots are renewed annually on a calendar-year basis. BMC staff will attempt to provide a renewing series the same time slot, however, the same time slot cannot be guaranteed. It is the intention that new content fill this timeslot.

New episodes should be submitted at least two days prior to the cablecast date or by special arrangement with the Program Director. Episodes that have previously played on BMC channels may be resubmitted only after six months have elapsed since the original cablecast unless for a specific time sensitive event.

Cancellation of a series time slot may result from a failure to meet the above conditions and is at the discretion of the Program Director. Should a program become inactive BMC has the right to stop airing the program, but will resume when a new episode is submitted. The original timeslot cannot be guaranteed. Inactivity is defined as three months with no new submissions.

G. Disclosure of Information and Comment

BMC shall maintain a viewer response line at 617-484-2443 and an email address at feedback@belmontmedia.org. Viewers and members may leave comments or ask or be contacted by the program provider and BMC staff will relay that information.

H. Copies of Cablecast Programs

If a viewer requests copies of a program, BMC staff will contact the producer for permission, and if permission is granted will provide copies for a reasonable fee.

Members may receive copies for a reduced fee or use their own discs at no cost.

I. Electronic Community Bulletin Board

BMC operates an Electronic Community Bulletin Board, which is shown on the channels between programming and continuously on 96/30, as well as on the BMC Website. Events or notices sponsored by non-profit groups, the Town of Belmont, and Belmont schools are listed as space allows.

Notices sponsored by political campaigns or candidates are only permitted during specified campaign periods. (See "Campaign Programming"). All other programming restrictions apply to the Electronic Community Bulletin Board. BMC recommends notices be submitted no less than two weeks in advance of the event.

Notices may be submitted by email to access@belmontmedia.org, fax to **617-484-2446** or mail to **Belmont Media Center, 9 Lexington Street, Belmont, MA 02478**.

J. Political Campaigning

Political candidates are subject to the same operating procedures as other program providers for BMC channels. Everyone in the community has equal opportunity and access to the equipment, facilities and channel time.



It is BMC's mission & responsibility to provide an open political forum. BMC considers election programming to commence ninety (90) days before Election Day and end on Election Day. BMC has no responsibility to produce programming for candidates simply because another candidate requests resources. It is the responsibility of the candidates or those working on their behalf to submit programming, or to become BMC Members and produce programs to be shown on BMC channels.

BMC works in partnership with the League of Women Voters, and other non-partisan groups and local newspapers and other local media/news outlets to produce and host regular voter education & election programming.

In addition, BMC will announce campaign programming in advance and offer local candidates equal opportunity to airtime during the election campaign period.

K. Publicity

BMC staff will publicize programs in a variety of ways, including listings on the BMC website, local media and websites, and on the Community Bulletin Board. Please consult BMC staff for deadlines and more information. In addition, program providers are encouraged to consult the staff for guidance in preparing short promotional spots or utilizing other avenues for publicizing their program.

SECTION THREE | VIDEO PRODUCTION

A BMC member wishing to produce a program using BMC's resources for distribution on BMC's channels and website must first attend an orientation or meet with staff, complete a workshop or one-on-one training with staff, and have an approved Program prior to his or her first reservation of facilities. Please allow up to a week for review and approval of Program Proposal. Approval of a Program is contingent upon availability of equipment, facilities and airtime.

All BMC members must agree to abide by all BMC policies regarding program ownership, distribution, and subsequent generation of revenues. A signed statement to this effect is required as a part of the Membership Application process.

BMC reserves the right to premiere any program using BMC's equipment or facilities on the access channels and/or website. BMC may retain a copy of any program produced using BMC's equipment and facilities for unlimited distribution or for promotional purposes on BMC networks.

A. Costs

1. Member use

BMC members producing programming intended primarily for distribution on BMC's channels and electronic platforms shall receive free facility use. (See Section Five of Policies for



Equipment Allowances). Free use of facilities and equipment is also extended to Organization members when the only compensation the individual receives is their salary (not including contractors working on specific grants). BMC members may not receive free use of equipment or facilities if the program has commercial intent or if payment in any form is intended, or will be received at a later date, for the program.

2. Significant non-BMC Use

Members producing VIDEOS with significant non-BMC use are not guaranteed free use of facilities. Examples of significant non-BMC use include: a program kept at the library of another institution, used as a submission for a grant, used as a pilot for non-BMC project, produced for broadcast or commercial channels, or sample reels produced for potential employment.

If there is significant non-BMC use, the program may be evaluated and assessed equipment and facility rental charges.

3. Unfinished Programs

Members with outstanding Program Proposals, for which equipment and/or facilities have been used, are not guaranteed the approval of additional Program Proposals. A maximum of up to three months additional time beyond a Program Proposal due date will be permitted per extension, at the discretion of the staff.

4. Commercial Rate Facility Use

If any form of payment is being received for the promotion, or a program is not intended for distribution on BMC's channels or electronic platforms, the Commercial Rate will be charged, on an hourly or daily basis, for the use of BMC facilities and equipment.

A rate card is available for all equipment and facilities rentals.

B. Ownership

The Member listed on the Program Contract as the owner of the program is responsible for the content and distribution of the program. It is the Members' responsibility to file an amended Program Contract if there are any changes in the ownership, copyright, or distribution of the program. BMC reserves the right to use the program internally.



C. Sponsorship, Underwriting and Credits

1. Commercial advertising is prohibited on BMC channels. Members using BMC equipment and facilities for the production of commercials will be charged the commercial rate.

Producers and distributors of programming on the channels are encouraged to find sponsors for their programs, provided that such sponsorship does not constitute commercial use of the Community Access Channels. Commercial use includes the promotion or the sale of products or services made available to persons, corporations or institutions. This includes sponsorship by an entity that may have commercial interest in the subject of the program. Sponsors may be identified as providing grants or contributions to defray the cost of the program.

For example, the following is acceptable:

“This program has been made possible with the support of”

The visual appearance may include the symbol or moving image of the logo of the entity. BMC staff, in advance of scheduling the applicable program, must approve all underwriting credits (see Section Three: costs for further details).

2. BMC may solicit and will accept sponsorships of BMC's channels, as well as underwriting of specific programs.
3. All programs using BMC facilities, resources, or equipment must credit Belmont Media Center (not the initials BMC). The format is at the discretion of the Member; however the credit must be legible and displayed long enough to read.

D. Programming/Production by BMC

When BMC produces programming the organization is responsible for the content and holds the copyright. If BMC is working in collaboration with another organization or individual, the control over content and copyright is shared. BMC may solicit underwriting or sponsorship for these programs.

BMC may acquire programming for its channels or website at staff discretion. Programs will be selected on the basis of resident requests, free or low-cost availability, timeliness, or promoting a programming theme.

E. Production Services for Hire/Equipment and Labor

BMC may be contracted by organizational and individual members to produce commercial or non-commercial programs. BMC's equipment is also available for rental. See the Rate Card for details. In the event of equipment failure, the user will not be charged for down time.

However, if the user is being paid by an outside agency, BMC cannot be held responsible for labor charges.



SECTION FOUR: TRAINING, WORKSHOPS and CERTIFICATION

BMC offers Members an extensive training program in multi-media production. Class schedules are posted on the BMC website, in the newsletter and on the scheduling calendar in the facility. Schedule brochures and special flyers are available at BMC. Workshops are conducted on an ongoing basis and new schedules are announced on a regular basis.

Classes for groups can be arranged on an ad hoc basis. A minimum number of participants are required for each class to be held as scheduled.

(Note: BMC encourages members to make proposals to teach classes that are not currently offered)

A. Class Fees

Class slots are reserved on a first come first served basis, upon payment being received by BMC. Class fees will be held until the class convenes and are refundable if BMC cancels the class, or if a member notifies BMC of inability to attend 24 hours before the first session. If a class is full, members may be placed on a waiting list.

B. Attendance

Members are expected to notify BMC no later than 24 hours before the class by leaving a message in the general voice mailbox if they are not able to attend.

C. Cancellation of Classes by BMC

There is a posted minimum enrollment requirement for each class. If the minimum is not met, BMC *may* cancel the class. Further, BMC reserves the right to cancel the class at any time due to instructor illness, absent students, or at the reasonable request of the instructor.

SECTION FIVE: EQUIPMENT RESOURCES

Members wishing to reserve equipment must have an approved Program Proposal on file with BMC. Members must have taken workshops or tested out with a staff member on the required equipment. 48 hours are required for approval of equipment reservations.

Members may reserve portable production, studio production equipment, post-production equipment and facilities on a first come, first served basis.

Free use of BMC's resources is only available to members producing programs to be cablecast on BMC's networks.

Equipment may not be used in hazardous situations that compromise the safety of the users or equipment. Equipment may not be used outside of Massachusetts without prior approval of BMC staff and acceptance of the insurance co-payment option.



A. Reservations

Once the Member has received notification of an approved program proposal, he or she may reserve equipment via the website or by calling or visiting BMC during its business hours. BMC staff will schedule equipment pickup and return at the time of the reservation. It is recommended that editing equipment be reserved no less than 48 hours in advance and the studio no less than 7 days in advance to assure availability.

The Member named on the Equipment Reservation form may only pick up equipment. The same member is expected to return the equipment on or before the designated drop off time, unless other arrangements have been made with the staff person.

The Member who signs the Equipment Reservation form is responsible for the equipment. Equipment must be picked up and returned on time to BMC. If equipment is not returned as scheduled, future equipment privileges may be jeopardized.

BMC will make every effort to ensure that all equipment is in good working order. It is strongly suggested, however that Members set up and test equipment before leaving the building. In the interest of maintaining the equipment in good working order, Members are responsible for notifying the staff if there are any problems with the equipment by submitting a Trouble Report.

B. Equipment Uses by Production Type

Equipment allowances help BMC offer facilities to as many Members as possible. The number of equipment or facility uses available for each production is dependent upon the type of production proposal submitted.

C. Equipment Time Allowances

1. On Site Editing

Members may reserve up to 4 hours per day to edit. If there is additional time available, the Member may continue editing, at the discretion of the staff.

2. Studio

Producers may reserve Studios A, Control Room, or Studio B during BMC normal operating hours. Members may reserve a maximum of 4 hours per day.

3. Portable Equipment

Producers may reserve portable equipment, including Mac books, for a maximum of 3 days.

**D. Equipment and Facility Cancellations and No-Shows**

Out of respect for other members, Members are expected to give at least 24 hours notice when cancelling any reservation of BMC facilities or equipment. In addition, if a Member is more than 30 minutes late for a reservation without notification, the reservation may be cancelled.

E. Insurance & Liability

See Section Eight

SECTION SIX: STUDIO PRODUCTION**A. Production Roles**

Producer: Responsible for reservations, guests, and crew; contact person for BMC before, during, and after a shoot; content and design of show.

Director: responsible for all technical & artistic matters during production and in charge of crew; production and execution of show.

Crew: May include camera operators, floor directors, audio engineers, and graphics.

B. Studio Production

When a studio reservation is made, BMC staff will expect that the producer has made arrangements for a knowledgeable crew. Crew must be BMC members in order to be covered by BMC insurance. If extra assistance is needed, BMC staff may be able to identify interns and volunteers to help with a specific shoot. Follow-up arrangements and confirmation are the responsibility of the producer.

C. BMC Staff

A staff member will be available to answer questions on an “on-call/oversight” basis. If a staff member is needed to assist in any other way, arrangements must be made in advance by the Producer.

D. Live Production

Live studio productions must be arranged 14 days in advance with coordination between reserving the studio and receiving approval for channel time from the Program Director. Live programs must start and end on time.



General Rules for Studio Production @ BMC

- Do not rewire, reconfigure or bring in equipment without advance permission of a BMC staff person.
- All studio equipment must stay in Studio A
- Smoking is prohibited within the building.
- Eating and drinking (except as part of the production) are prohibited in the studio, editing suites, and control room.
- Report any broken or malfunctioning equipment to the BMC staff in charge, by filling out an Equipment Problem form.
- The producer is responsible for coordination of guests.
- Reservations are not transferable from one ember to another.
- No producer may use another's set or props without permission. BMC has limited storage space and cannot assume responsibility for sets and props left on the premises.
- BMC office supplies & furniture can be used with permission of staff.
- Do not stick anything or lean anything against the walls, and keep all sharp objects away from them.
- All scrims, gels, cables, microphones, and other equipment or supplies should put away when done. Dispose of trash or recycling in proper container.
- Never stand on or roll anything over the cables.
- Use only **Gaffer Tape** on the floor to secure cables or objects—**DO NOT** use duct tape or transparent tape on the floor.
- Do not mark the camera monitors. Do not take a camera off the tripod/pedestal
- Leave enough time to strike the set and clean up the studio/control room. See information in studio for placement of equipment. Please leave the studio/control room cleaner than you found it.



SECTION SEVEN: INDIVIDUAL MEMBER RESPONSIBILITY

Members are responsible for the BMC facilities and equipment signed out to them. This includes responsibility for the actions of guests, assistants, crew, and others. BMC is not responsible for agreements between members and any other parties.

A. Violations Of Policy

In order for these policies to be effective and to keep BMC operations running smoothly and equipment available to all members, a system has been instituted to address violations of policy. There are two levels of violations, major and minor, with corresponding restrictions on a Member's privileges (see 1 and 2 below).

If a staff person believes a Member is in violation of BMC policies, the member will receive Notice of Violation within one week of the incident from the Executive Director. This will be mailed to the Member's address on file. An additional copy of the Notice of Violation is kept in the Membership file.

1. Minor Violations may include, but are not limited to:

- Failure to attend a scheduled training session (see Section Four, paragraph B)
- Repeated failure to cancel a reservation (see Section Five, paragraph D)
- Repeated late pick up or return of equipment without notification or approval (see Section Five, paragraph A)
- Misrepresentation of the content of a program/video on the Program Contract (see Section Two: Programming)
- Careless mishandling of equipment
- Eating, drinking or smoking in restricted areas of the facility
- Failure to clean up after using facility

Minor violations may result in the following actions within a one-year period:

First Violation:	Written warning
Second Violation:	Written warning
Third Violation:	30-day suspension of privileges in Section One
Fourth Violation:	90-day suspension of privileges in Section One
Fifth Violation:	1-year suspension of privileges in Section One

2. Major Violations may include, but are not limited to:

- Commercial or profit-making use of facilities without prior notification
- Misrepresentation of a member's affiliation with BMC to others
- Falsifying forms or other fraudulent activity
- Taking or reserving equipment without staff permission
- Abuse of equipment, included attempted repair
- Changing the wiring, connections, or attaching accessories without staff authorization
- Attempt to install unauthorized software or otherwise alter a computer
- Entering areas posted as off-limits
- Interfering with orderly conduct of business.

Major Violations may result in an immediate, 90-day suspension of membership privileges, as listed in Section One. Repeated violations will result in permanent suspension of membership.

All suspensions take place immediately after authorization by the Executive Director or designee. Any scheduled equipment and facility use will be cancelled. At the discretion of the Executive Director an immediate 30-day suspension may be issued for minor violations.

For cause, upon a 2/3rd vote, the Board of Directors may vote to permanently suspend an individual's membership privileges or revoke them for a specific amount of time. Cause shall include, but not be limited to, consistent inability to share facilities with others, being a disruptive influence, abuse, gross misrepresentation, harassment of others, illegal activities, or commercial or profit-making use of facilities without prior notification to BMC. Any member to be removed by a Board vote shall be entitled to 10 days notice in writing, by mail, of the meeting at which the vote will take place. The individual is entitled to appear before and be heard by the Board at this meeting prior to the vote.



B. Appeals

A BMC Member may initiate an appeal in the following manner:

The Board of Directors will review appeals at a regular meeting of the board. Within 10 days of receiving a suspension, a Member must contact a Board Member, in writing and through the staff, and request a review at the Committee's next regular meeting. Members may either provide their appeal in writing, or appear before the Board. The Board of Directors will inform the Member of its decision no later than 2 days after the meeting. The Board's decision is final.

The Board of Directors may elect to uphold the existing suspension, reject the suspension, or limit the suspension to certain areas of privilege. These areas of privilege include:

- All access to BMC's facilities
- All access to BMC's facilities and all membership privileges
- Use of facilities
- Use of equipment
- Registration for courses

B. Complaints

Members are encouraged to resolve difficulties at the staff level. However, Members may file complaints with the BMC Board of Directors. The complaint process can be initiated in the following manner:

1. A member may write a letter to the Executive Director, outlining the problem and suggesting a solution. A response will be sent within 10 working days.
2. If the Member is dissatisfied with the response from the Executive Director, they may write a letter requesting either a meeting or a written response from the Board of Directors during its next regular meeting. The Board shall respond with a decision no later than 2 days after the Board's regular meeting. The Board's decision is final.

C. Free Speech

At no point does any violation of these guidelines infringe upon the free speech rights of a BMC member or member of the public. Members and non-members may submit programs at any time regardless of their membership status



SECTION EIGHT: INSURANCE

A. Equipment Insurance

The Member, or their parent or guardian, is responsible for any damages to or loss of equipment. If equipment is stolen, a police report must be submitted. There is a \$500 deductible for damage to BMC's equipment & facilities, as indicated on Equipment & Facilities Reservation Form.

In order for the insurance company to honor a claim in the case of theft:

1. A police report must be filed
2. Equipment cannot have been left unattended
3. There must be proof of forced entry, and
4. Equipment must not have been left in car overnight

Note: In the event the insurance company does not honor a claim, it is the responsibility of the member to reimburse BMC for the full replacement value.

B. Personal Liability Insurance

BMC members working on their own field productions are not covered by BMC's public liability coverage. BMC members injured working on their own studio productions are covered for medical liability up to \$5,000. Members injured while working on BMC-sponsored field productions or studio productions are fully covered by BMC's public liability insurance.

SECTION NINE: OTHER POLICIES and CONDITIONS

A. Members' Contact Information

Provided the member gives permission, email addresses and phone numbers of BMC members will be made available to other members for the purpose of networking, production, and other BMC communications with members.

Note: BMC is not liable for any unauthorized release of names.

B. Public File

BMC will make available to the public by appointment during normal business hours, program logs, cablecast request forms, and electronic-related requests for the previous year. Completed membership applications, addresses, and donor information will *not* be made available to the public.

C. Misrepresentation

Members of BMC must represent themselves as volunteers or independent producers, not as employees of BMC, nor as having the ability to speak for Belmont Community Media Center, Inc. Such misrepresentation may result in temporary or permanent suspension of Membership and privileges. If asked, a Member should respond, "I am a volunteer producer, working on my own TV program, which I produce at BMC. I am responsible for the entire production," or words to that effect.

D. Facility Rules



Cleaning Up: Members are expected to clean up after themselves each time they use the facility.

Eating and Drinking: Allowed only in the Green Room, kitchen, and conference room.

No smoking: By Town of Belmont ordinance, smoking is NOT allowed within BMC.

Animals: Not allowed in the building with the exception of seeing-eye dogs or as part of a production, with prior BMC staff approval.

Fax Machine: Members may send and receive faxes related to a BMC production.

Wi-Fi: Members are welcome to access the Internet via BMC WiFi Network

E. Right to Refuse

BMC staff 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

Users of the facilities shall indemnify BMC, the cable operators, and the Town of Belmont and its employees against any and all liability arising from any use of facilities and resources or from breach of the Member Policies & Procedures.

F. Interpretation

When the implementation of these policies and procedures are subject to interpretation, decisions shall be made at the discretion of the Executive Director or designee

G. Revisions to Policies & Procedures

The Board of Directors and/or Outreach & Membership Committee: comprising board, staff, and BMC members will generally consider changes to these policies on an annual basis or as needed. Any BMC member may submit revisions or ideas for revisions directly to the Executive Director or to the Board of Directors at a regular board meeting.

BMC Members are strongly encouraged to participate on the Outreach & Membership Committee, whose role is to develop and propose changes to these policies & procedures to the BMC Board of Directors for approval.

All proposed changes to these policies & procedures will be made public for comment by all staff and members thirty days in advance of a scheduled vote by the board of directors.



External Hard Drives and SD Camera Cards

BMC has a limited number of **external hard drives** for editing and **SD cards** for field production for BMC Member shared use during the course of a production or a video project – for a limited time.

While BMC will make these drives & SD cards available for use by Members; BMC takes **NO** responsibility for safeguarding and protection of producer's data or video footage temporarily stored on BMC owned drives and SD cards.

As the cost of “storage” has steadily decreased, BMC **strongly encourages** all members & producers to purchase their own external hard drives and SD camera cards for their exclusive use. Please see a staff person for more information & specifications.

In order to allow for fair & equitable use of BMC owned media storage, the following policies are in effect:

External Editing Hard Drives

Editing Drives will be assigned on a first-come, first-served basis to a single user. Users have an initial time period of **1 month** to complete a project, unless prior arrangement has been made with BMC staff for a longer period.

Users may request **1** extension of time from staff - who will advise user on management of data/video and editing schedule to assist user in successfully completing the editing of projects and programs.

At the end of **2nd time period**, editing of the project must be complete.

All data/footage will be erased or transferred off of the BMC owned drive in preparation for next user.

Special projects requiring more time must be discussed with staff and will be considered on a case-by-case basis and as supplies allow.

SD Camera Cards

BMC provides two 16 GB SD cards with each HD field camera kit. Producers making use of these cards **MUST** arrange to remove their data off the cards when they return the camera.

Please see a staff member for before checking out camera.

SD Camera Cards **WILL** be erased & reformatted for the next user.



Computer Workstations

Editing Stations and Laptops

BMC Producers/Members using BMC editing stations and laptops should log-in as "Member". ALL data related to projects are to be stored on **external hard drives**. NO producer data is to be stored on the local internal hard drives.

Make sure to check and set your scratch disks as needed. Regular maintenance is performed on the internal drives by BMC technical staff. Any unauthorized data found will be removed.

Downloading and installing software is not permitted. Web-surfing and email checking is not permitted on editing computers, except if related directly to editing project.

Non-Editing Workstations

BMC has other computer workstations that may be used for web-surfing, email, word processing etc. Downloading and installing software is not permitted.

Blip.TV/YouTube/Facebook Upload Stations

There are two workstations for uploading clips to Blip.TV (and other content sharing sites): The PC in the main Green Room and MacBook 1 in the Control Room. Blip.TV clips may be stored in specific folders on the hard drive (please see the staff).

These folders will be purged on a quarterly basis & files will be removed. It is the responsibility of the producer/member to transfer any files they want to keep to a removable drive. BMC is not responsible for maintaining Blip.TV files.

**Duplication Prices:**

\$20 per DVD/tape
Public/Non-Member Rate

\$10 per DVD/tape
BMC Members Rate

NO COST / FREE

BMC Member provides blank DVD's and makes copies with BMC Duplicator with staff supervision.

Limit: 10 copies per show or video

Blank Media: DVD's - Mini-DV Tapes - S/VHS Tapes

All producers of current programs scheduled to air on BMC Channels will be provided one **FREE** blank DVD/videotape to record program or final edit of program for submittal to BMC Program Director.

BMC is NOT responsible for keeping this DVD/tape available for future use by producer once the program has been aired. This DVD/tape becomes the property of BMC, unless prior arrangement has been made with Program Director.

BMC encourages all producers/members to make personal copies of programs or videos for safekeeping outside of BMC. See rates above.

\$5 – Blank DVD's or Mini-DV videotapes**Facility & Equipment Rental**

	<u>BMC Member Rate</u>	<u>Non-Member Rate</u>
Conference Room	\$25 half-day	\$50 half-day
Green Room	\$50 half-day	\$75 half-day
Green/Conference Room	\$60 half-day	\$100 day
Studio A (no staff)	\$100 day	\$200 day
All other equipment	Estimate based upon project, time, and usage	

- BMC encourages all to request an estimate from Executive Director based on specific use, equipment and staff needed.
- All uses of BMC facility as part of a BMC approved program scheduled to air on BMC Channels is free.