



Policies & Procedures

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Statement of Mission and Purpose

Danvers Community Access Television Inc. is a non-profit, membership-based organization, governed by the DCAT Board of Directors, which is dedicated to providing video and media production tools to encourage the free exchange of information and ideals of Danvers while bringing the community together through media production, instruction, and community collaboration.

DCAT Core Values

At the core of DCAT's philosophy are four values outlined below. All employees and members are asked to support these values through their pursuit of creative expression, freedom of speech, and development of skills and ideals.

-) **Commitment** to providing an electronic platform for freedom of speech which includes the free exchange of information and ideas
-) **Consistently** provide coverage of Danvers municipal and school committee meetings, in order to keep the community informed about local happenings, politics, and educational events.
-) **Collaborate** with Danvers-serving non-profits and businesses in order to enrich the community through informational programming, family-orientated events, and educational opportunities.
-) **Cultivate** creativity and learning potential for any member who has interest in video production in a positive, inclusive learning environment with use of our free state-of-the-art equipment.

Membership

Requirements of Membership

All persons, firms, corporations, businesses, organizations, institutions, and other entities in the Town of Danvers who subscribe to the purpose of Danvers Community Access Television, Inc. (DCAT), and who support the Corporation by participation, or with a contribution of money, service or equipment, shall be eligible for membership in the Corporation. The Board of Directors of DCAT has established membership fees, which shall be published annually.

In order to become a Member in good standing of DCAT, a person or organization must meet all the following conditions:

-) Provide proof of Danvers residence or corporate address in Danvers (PO boxes are not acceptable); or an affiliation with a Danvers serving non-profit organization or school;
-) Complete a membership application form;
-) Sign the receipt of the Policies and Procedures;
-) Pay the required membership fee if applicable.

Term of Membership

Memberships are recognized as active from the date of application. All members will renew on January 1st. Exceptions will be made for membership applications received between October 1st and December 31st to renew on the following January 1st.

Membership Levels

Individual Membership – Shall have the following privileges:

-) Inclusion on DCAT email lists featuring programming schedules, crew calls, and special events updates.
-) Exclusive access to DCAT workshops, special events, and classes for no charge;
-) Use of DCAT equipment for check-up upon completion of the certification classes for no charge;
-) Advanced registration for classes, camps, and events;
-) Access to conference room to hold meetings in accordance to the policies and procedures;
-) Reduced rate on DCAT birthday party attendees;
-) Access to the volunteer perks and prizes within the DCAT mobile application;
-) A birthday gift on your birthday month;
-) A free gift upon registration;
-) Eligible to vote at DCAT Annual Meetings.

Family Membership – Shall have the above privileges, but can be issued to all immediate family members living within the same household, who apply together for the membership, up to 5 people. Each person must be listed on the application with an accurate email address and contact phone number.

Organizational Membership – Any Danvers-based firms, corporations, organizations or other entities recognized as non-profit, tax-exempt by the IRS. Organizational members have the same privileges as individual members, with the following exceptions:

- a. An organizational membership must have a designated representative who will be listed on the application as the primary contact. This individual will represent the group during any voting meetings if the organization wishes, such as the DCAT annual meeting.
- b. All people listed on the organizational membership must have accurate email, contact information, birth date and address upon registration. No additional members can be added onto the organizational membership at a later date.
- c. An organizational membership can hold 5 people.

Business Membership – Any Danvers-based, for profit firms, corporations, organizations, institutions or other entities. Business Memberships have the same privileges as individual memberships, with the same exceptions as the organizational membership.

Membership Orientation and Producer Workshop

Attendance at and completion of an Orientation Session is a mandatory prerequisite for any DCAT training or facilities privileges and voting rights at the DCAT Annual Meeting. Orientation Sessions are scheduled by appointment with appropriate DCAT Staff and last for 45 minutes to 1 hour. The Producer Workshop coincides with the orientation. It is an informal discussion about the members' goals for their time at DCAT. The Producer Workshop is approximately 1 hour.

Conference Room Usage

The William Cerretani Conference room is a comfortable meeting space for up to ten people. For amenities it has, Wi-Fi, copy machine and scanner, white board, big screen television with DVD player and HDMI hook up, as well as a mini fridge with complimentary waters.

General Usage

The William Cerretani Conference Room is available for use by all DCAT members in good standing for the following purposes including: production meetings, non-profit organization meetings, social meetings such as book clubs and writing clubs, Girl and Boy Scouts, or school-related projects. Any other meeting types needs to be approved by Management.

The conference room must be scheduled by the hour with a DCAT staff member. It may not be scheduled more than 3 hours at a time, unless special permission is granted by Management.

The person that books the conference room needs to be a DCAT member in good standing, and is responsible for the actions of the meeting attendees during the time.

All meeting attendees must sign in at the front desk with their name, contact information, and reason for usage. Meetings can be booked between DCAT office hours, not to end past 8pm in the evening. At 7:50pm the meeting attendees will be given a ten minute warning. They will need to exit the building by 8pm.

Food and drinks can be brought in, but patrons must clean up after themselves. Alcohol is not permitted.

If equipment usage such as the television, DVD player, laptop, iPad, Skype, is needed, the DCAT member in good standing must make the request no later than 48 hours in advance in order to give the Coordinator enough time to prepare for it. The coordinator on duty will not be able to make last minute accommodations regarding technology or facilities as their primary responsibility is to maintain the studio production.

No social gatherings such as birthday parties or reunions are allowed.

Meeting attendees are limited to the conference room and may not loiter in other areas of DCAT.

VIOLATIONS FOR CONFERENCE ROOM USAGE will result in the DCAT member suspension of conference room use privileges.

If any meeting attendees refuse to leave at the 8pm time mark.

If any meeting attendees do not sign in at the front desk.

If any meeting attendees loiter outside of the conference room.

If any meeting attendees steal or disrespect the facilities at DCAT.

If any meeting attendees use the DCAT phone for incoming or outgoing calls.

If any meeting attendees fail to clean up the conference room.

If any meeting is held that does not fall within the approved meeting types.

Rental Terms

The William Cerretani Conference Room is also available for businesses, and entrepreneurs to rent for the purpose of conducting business.

Businesses can rent the room at a rate of \$50 per hour, with a 2 hour minimum. The same rules for general usage will apply.

A deposit of 25% is due at the time of reservation. DCAT will retain the deposit for any cancellations. If the party needs to move the date of the reservation, DCAT will do its' best to accommodate.

Mobile Application

DCAT and technology are rapidly advancing each day. DCAT has developed a mobile application available for the public, with additional member-only functions. The following is strictly prohibited:

- a. Profanity and deliberately offensive or provocative comments, messages, or emails;
- b. Inappropriate, suggestive or graphic images, videos or external links;
- c. Advertising commercial products or services outside of DCAT's approved Underwriters;
- d. Falsely compiling DCAT points by stealing and/or using the DCAT password;
- e. Any harassment or trolling.

If any of the above stated situations occur, the member's mobile application privileges will be suspended. During the mobile application suspension, the member will not be able to participate in any games, contest, or accumulate

points for prizes. They will have a system reset on the application, which will result in the loss of points accumulated to date. The following is the schedule for infractions:

- a. First infraction – Three month suspension
- b. Second infraction – 6 month suspension
- c. Third infraction – Complete loss of membership privileges

Training and Certification

Any DCAT member in good standing is eligible for training through DCATs' instruction. Workshops are given under the instruction of the DCAT staff members.

DCAT reserves the right to schedule workshops and classes on any day of the week at any time, even if it takes the place of a regularly scheduled member-produced show.

All certification classes must take place after the initial Orientation and Producer Workshop.

Certification is awarded to members in good standing after completing the entire course applicable to the type of production they wish to pursue. For example, a member must complete a studio class prior to being able to use the studio equipment, or a field class prior to checking out the equipment.

Certification can be waived on an as needed basis; however the member must take a practical application test and the Coordinator will determine if the members' skills are at an adequate level.

Workshops and classes are distributed to all members through DCAT emails, social media, and through our Community Bulletin Board. Those who wish to enroll must sign up prior to the start date of the class. The classes are first-come, first-served.

Advanced workshops and classes are offered on an as needed basis. In order to participate in an advanced course, the member must have completed all the basic courses, including orientation, producer workshop, studio production, and field production.

Responsibility and Insurance

DCAT has an insurance policy for equipment while it is being used by its members. Premiums are paid by DCAT, Inc. and the policy is in DCAT's name. In the event that equipment is stolen or damaged due to negligence and the insurance company honors the claim, the member is responsible for the \$250 deductible payment. In the event the insurance company does not honor a claim or a claim is less than the \$250 deductible payment, it is the responsibility of the member to reimburse DCAT, Inc.

Members may ask the Board of Directors for a determination of negligence. Negligence will be determined by a vote of the Board of Directors, the vote will be the final decision.

Equipment must not be left unattended or left overnight in a car or in a manner that might damage the equipment. Equipment may not be used in hazardous situations without prior approval of the DCAT staff.

If equipment is stolen, a police report must be filled immediately. If the equipment is stolen and a police report is not filed by the member in good standing, the member will be responsible for the entire replacement cost of the equipment.

Due to insurance coverage, a DCAT staff member should be informed when equipment is to be taken outside of the town limits.

Part-time employees covering public meetings that are the responsibility of DCAT, are not responsible for

accidental damage of equipment. However, normal care and precautions should be taken during the set-up, taping, and dismantling of the equipment.

The equipment should be returned to the studio after the shoot or locked in a pre-approved designated area at the site of the shoot.

All equipment should be returned in the state it was given, with wires wrapped, lens caps on, etc.

Field Production Resources

In order to take any equipment out of DCAT, the member in good standing must have completed the certification course related to the equipment.

Equipment must be reserved no more than 12 weeks in advance. Equipment is on a first-come, first-served reservation. DCAT reserves the right to swap out comparable pieces of equipment upon check out.

All field production equipment must be reserved with a Coordinator. Utilize the DCAT app for an expedited reservation process.

The member in good standing must be present when checking out the equipment. The only acceptable substitutes for picking up the equipment are immediate family members who are also members in good standing.

The member in good standing must sign an equipment receipt form upon taking the equipment out of the office. When checking out the equipment, the member can request an equipment refresher from a Coordinator on duty to go over the equipment. Approximately 20 minutes should be allotted for this.

When returning the equipment, the member must sign in the equipment with the date, time, event name, approximate length, and any notes related to the production or the status of the equipment (ie. Camera kit was out of gaffers tape, tripod leg was loose, etc.). A staff member must be present for the return.

Equipment must be returned in the state it was given. Equipment returned in a sloppy fashion will result in the potential loss of privileges through the DCAT Strike Policy.

Late pick up or return of equipment by 15 minutes or more will result in the potential loss of privileges through the DCAT Strike Policy.

No program will be scheduled to be cablecast until it is completed.

We encourage members to work on large projects with multiple shooting days, however, DCAT reserves the right to pause field production privileges if the member is “stock piling” media with no intent on editing it to a finished project. This can be avoided by submitting a production plan to the Coordinator.

Editing Facilities

Reservations

In order to reserve any editing facilities, the member must have completed the certification course or have the certification waived by a Coordinator.

All editing facilities must be reserved with a Coordinator. Utilize the DCAT app for an expedited reservation process.

Editing facilities must be reserved no more than 12 weeks in advance. Members in good standing may reserve one four hour block per day in advance. However, on the day of the editing session, the member may extend their time if the Coordinator approves.

If the member is more than 15 minutes late for their editing appointment, they will need to reschedule. If they do not show up for the appointment or call, this will result in the potential loss of privileges through the DCAT Strike Policy.

Computer Facilities

A member must be actively using the editing facilities for the purpose of editing video, audio, or graphical projects related to DCAT.

All computer hardware and accessories that are brought in by the member must be inspected by the DCAT staff. Unauthorized connection of external devices is not permitted.

No one may reconfigure any wiring or settings.

Editing Facility Maintenance Policy

All members utilizing the DCAT editing facilities must adhere to the DCAT NLE Maintenance policy.

All members must follow the DCAT file organization system, which is outlined in the NLE Maintenance policy. All projects are reviewed for organization on a quarterly basis. If a member does not follow the NLE Maintenance policy, he/she will receive a strike. A member is given three strikes to clean up their project. The third strike will result in the deletion of the project off the DCAT editing facilities.

If the member wishes to bypass the NLE Maintenance policy, he/she must purchase their own external hard drive, where all of their editing projects will be stored. The DCAT staff will not review the hard drive for organization.

Twice a year, the DCAT staff will review member projects housed on the editing facilities. If the project is older than 6 months, DCAT reserves the right to remove it from the editing station.

Exporting

When a member is finished editing their project, it is their responsibility to inform the DCAT staff that the project is completed. The DCAT staff member will export the file to the appropriate file type in order to play on DCAT channels.

A member can request a different file type. The member will need to schedule a separate appointment with a Coordinator in order for the Coordinator to show the member how to export the different file type. After the initial orientation, the member will be responsible for the exporting of the file themselves.

Any studio show that is produced within the studio, is the member's responsibility to edit in post-production, if need be. This includes small edits such as graphics, misspellings, audio adjustments, etc.

Any program that is exported using DCAT facilities, must contain the following information at the end of the program:

Produced Using the Facilities at
Danvers Community Access Television,
87 Elm Street
Danvers, MA 01923
(978) 777-2720
www.DanversTV.org

Uploading Files to External Media Distribution Services

There are many ways to distribute media created at DCAT. DCAT is responsible for ensuring media is played on the DCAT channels and on the DCAT website. Beyond that distribution, it is the responsibility of the member.

The member will be responsible for their own login credentials and passwords regarding sites which include, but are not limited to: Vimeo, YouTube, PEGMedia, and MMX. A separate appointment with a Coordinator can be set up for the initial walk through on how to upload to other sites.

Coordinators are not responsible for uploading any programs.

Studio Facilities

DCAT has an HD studio facility available for member's in good standing to utilize after certification. Each production is unique and requires different needs and accommodations. The Coordinators will determine the needs of the production.

The DCAT staff person on duty during a studio production is not considered part of the crew.

In order to reserve studio facilities, the member in good standing must have undergone certification. If the member is using the space and does not use any DCAT equipment, he/she will not need to complete the certification.

When members are looking for studio availability, they must book ahead of the requested studio date by 3 weeks. When they request available dates, they will be given two different dates, each with its own set time and they will have 48hrs to respond or those dates and times will be listed as available for other members.

All crew members must have undergone certification if they are touching any equipment. Hosts, guests, and talent do not need to be certified or be members in good standing.

No studio productions may take place without staff supervision.

Members must recruit their own crew. Members, who are older than 16 years old, are not permitted to call members under 16 years old to recruit for crew. The DCAT Coordinator will be responsible for recruiting crew members under the age of 16 years old.

In order to confirm a studio show, a minimum of 2 crew members is needed for a taped show, and 3 crew members for a LIVE show. The Coordinator will dictate if a show has a maximum crew member number. Any additional crew members that show up once the maximum is met will either shadow a crew member, or will not be able to participate in the production.

No food or beverages are allowed in the control room. People may have beverages in the studio, but only if they are capped, or as on set props.

No cell phones are allowed in the control room or studio. Cell phones may be placed in the cell phone storage area that is dictated by the Coordinator.

Any member that comes to DCAT prior to the crew call time can help with set-up and production preparations. Members need to be respectful of DCAT Staff's time.

We encourage members to work on large projects with multiple shooting days, however, DCAT reserves the right to pause studio production privileges if the member is "stock piling" media with no intent on editing it to a finished project. This can be avoided by submitting a production plan to the Coordinator.

Cancellations

Members in good standing must give at least 24 hour notice when canceling any reserved use of DCAT equipment, facilities, channels, or classes. If a member is more than 15 minutes late without notification, the reservation will be canceled. Repeated instances of failure to make a timely notice of cancellation may result in the suspension of privileges.

Reservations cancelled at least 24 hours in advance will be designated as a normal cancel. Reservations with less than 24 hour notice will be designated as “late cancels”. If a member is more than 15 minutes late, the cancellation will be designated as a “no show”. After three late cancellations, the member will be notified that his or her membership privileges are at risk, and that a minor violation has been noted.

Three “no shows” constitute a major violation, and may result in a suspension of member privileges.

Children and Parents

DCAT is a learning facility and we encourage students and children to sign up and participate in DCAT events. All DCAT staff and interns are CORI checked and approved prior to employment.

Membership Orientation and Communication

All children who sign up as a DCAT member must have a parent or legal guardian approve and sign their membership form. All membership forms must also include the name of the parent or guardian, a home phone, a cell phone, and an email address.

With all children under the age of 16, parents must attend the membership Orientation and co-sign the policies and procedures their child will adhere to through their membership.

Any child under the age of 16 will be on the no-call, no-share list. This means, their contact information will not be accessible by other producers. A staff member will call them if they wish to volunteer on shows, or they can learn about volunteering opportunities through our monthly emails.

Participation in Classes and Productions

All members must undergo training in order to use the equipment; children and students are no exception. For children under the age of 12 years old, a parent must be present for the class. The parent does not need to participate in the class, however.

Drop off and Pick up Policy

DCAT has numerous events throughout the day. For each event, the DCAT staff will provide a drop off time and a pick up time. If a volunteer arrives early to an event, they may wait in the green room for the event to begin, or they may assist in studio set-up or clean-up.

The DCAT staff will always provide a confirmed finish and pick-up time for volunteers. In order to keep our younger volunteers safe, DCAT management has implemented a pick-up policy to encourage parents to pick up their children on time. The first late pick-up will receive a written warning from DCAT Management via email to the parent or guardian. Following the warning, any additional late pick-up will result in a charge of \$2 per minute, per child. The parent or guardian will be invoiced by DCAT.

If a parent is late to pick up their child, they must call the coordinator on duty to inform them of their status and approximately what time they will be there. This does not eliminate the fees.

Parents and guardians can give written permission, upon membership sign-up, for their child to walk or bike home from DCAT.

Parents must take into account for inclement weather. All late fees still apply.

Specific Needs and Requirements

DCAT is an inclusive environment for all members. We want all of our members to feel included and part of the DCAT community. Students with individual learning support needs can be disclosed to the DCAT staff, but does not have to be. This information will help the staff create and adjust curriculum to better serve your child. Our goal is to serve our members to our best abilities.

Producer Types and Programming

In House Producers

An In House Producer is defined as a member in good standing that utilizes the DCAT equipment to create programming with the intent to air on the DCAT channels.

In House Producers receive preferential time slots in regards to playing their programming. The DCAT staff will do its' best to accommodate requests. In House Producers also have their productions aired on the DCAT Video on Demand option on the website.

Out of House Producers

An Out of House Producer is defined as a member or non-member who creates programming using other resources outside of DCAT.

Out of House Producers must retain a sponsor to have their production played, if they are not a member in good standing. They will be assigned a time slot by a DCAT staff member to play their programming. If they are a DCAT member, they may request a time slot. The DCAT staff will do its' best to accommodate requests.

Their videos will not be seen on the Video on Demand option on the website.

Staff Producers

Staff Producers are staff members that create programming for the community. Staff produced programming will have first choice of time slots. All staff produced programming will be seen on the Video on Demand option on the website.

Programming

DCAT is responsible for the administration of three cable channels on the Cable TV system in Danvers. Any DCAT member, resident, organization or business that operates within Danvers, may request channel time for a program produced at DCAT, or programming produced elsewhere.

All programming that falls under the series guidelines and is aired on DCAT channels, must have a yearly Access Usage Agreement signed by either a member in good standing, or someone who would be eligible to be a DCAT member. For shows that fall under the special programming guidelines, an Access Usage Agreement must be signed for every show. Properly submitted programs, that follow the DCAT technical guidelines, are guaranteed one airing. DCAT is not required to provide additional broadcasts. Producers are fully responsible for the content of their program material, and must adhere to the terms in the Access Usage Agreement.

DCAT retains the right to pre-empt programming at any time in order to provide timely local programming, such as live or taped special municipal events, important local debates/forums, or other local events of general interest to the Danvers community for which time is of the essence. Furthermore, DCAT may place a higher priority on access to limited channel cablecast time for programming for and about Danvers or by a Danvers resident, against programming on more general or wider topics, or that is produced outside of Danvers.

Presentation of the following is prohibited:

1. Any commercial programming or advertising;
2. Any material which constitutes libel or slander;
3. Any obscene material or pornography;
4. Any unauthorized use of copyrighted materials or publicity rights, and invasion of privacy;
5. Any material in violation of FCC regulations; and,
6. Any material which violates local, state, or federal laws.

Ownership

DCAT producers own their program and hold the copyright, provided it is cablecast at least once on any of the access channels. Producers may make one free copy with their own media.

DCAT has the right to maintain a digital and hard copy of any program in its library to cablecast an unlimited number of times.

DCAT has the right to use any program for promotional purposes related to DCAT.

DCAT has the right to submit any program into contest or film festivals without the consent of the producer. If a program wins, DCAT will display the award on its premises. Upon request, DCAT will purchase a second award for the producer.

Only the producer, as holder of the copyright, may authorize any other use of a program within the guidelines.

Any exceptions to the above shall be determined solely by the Executive Director on a case-by case basis.

Safe Haven/Adult Programming

DCAT does not screen all programming that is submitted for cablecast. Producers are expected to alert DCAT staff to programming that may be inappropriate for younger viewers.

DCAT reserves the right to cablecast programming with excessively violent material, offensive language, nudity, or sexually explicit material after 11pm and before 4am.

Time Slots

In house producers have preferential treatment in regards to time slot choice. They may choose whatever time slot is available first.

In order to request a time slot; the programming must be completed and available for cablecast.

Time slots are available in half hour, hour, and two hour increments. Any programming that does not fall within these time constraints will have overtime cut off.

A show will fall under “series guidelines” and will retain their regular time slot if they provide a new episode consistently every week or month, that has the same title and subject matter. If a producer does not provide a show for their time slot that is new at least every month, their time slot will be forfeited.

A show will fall under “specialty programming” when a producer submits a show occasionally on a non-series basis. These shows will not have an ongoing time slot, but will be placed into DCAT’s specialty time slots.

DCAT reserves the right to bump programming for the purpose of LIVE productions. DCAT will also evaluate time slots quarterly and reserves the right to re-arrange time slots to ensure programming continuity.

Prime time is defined as any time between the hours of 5pm and 11pm daily. An individual may be limited to one prime time opportunity, per show, per week, depending on scheduling demands.

It is the intent that original programs, not repeats, fill time slots.

Time slots are non-transferable among DCAT members. Requests to change time-slots must be approved by the Executive Director.

Publicity

DCAT encourages producers to promote their shows so viewers will watch them. DCAT also encourages producers to recruit their own guests and crew, however, when promoting shows, the producer needs to provide their own contact information and not act on behalf of DCAT.

Staff Produced Programming

DCAT is required under its agreement with the Town of Danvers to record Board of Selectmen Meetings, Town Meetings, and School Committee Meetings.

DCAT will make every effort to inform members of volunteer production opportunities on such productions.

DVD and Data Copies

All producers of local content can request one complimentary data copy of their production. Copies requested for crew members or talent on the show can be made, but the producer must provide DVD-R media and pay for the posted DVD fee per DVD copy. The data file distribution is free to talent and crew only.

DVD copies and data copies of productions can be purchased. DVD and data prices are posted yearly on July 1st.

Producers, talent and crew can request the complimentary data file to be transferred in the following ways: external hard drive, Dropbox, Google drive, or email. The file will not be altered in any way from the time it was outputted from the editing or studio facilities. The DCAT staff will only provide an MPEG2 file.

Technical Requirements and Standards

Media Requirements

All Media must be submitted as an MPEG2 or on a DVD (+R and -R are acceptable).

All programs must have no more than 5 seconds of black at the beginning and the end of the program. Programs that have no black are acceptable.

All programs need to fall within their appropriate time slot it was allocated for, or it will be cut off.

Programs that have time sensitive information within it need to be noted to the DCAT Staff. DCAT will not play a program after the producer-made time stamp.

All DVDs submitted to DCAT for cablecast need to have the title of the program, date, and total reel time noted on it with permanent marker.

Technical Standards

Programs to be cablecast must meet certain minimum technical standards in the opinion of the DCAT Staff. Programs having poor audio and/or visual signal quality may be withheld from cablecast at the staff's discretion.

If a problem with the audio or visual signal is identified during actual cablecast, DCAT reserves the right to stop the cablecast.

DCAT does periodic testing of its equipment and on air functions. DCAT reserves the right to stop programming in order to complete the appropriate testing in a timely fashion. DCAT will re-program any show that the testing interfered with in a timely manner.

LIVE In-Studio Programming

Request for LIVE programs must be made four weeks prior to the taping date.

If viewer call-ins are to be included, the following policy must be strictly observed:

- All calls must be answered off-air by an assigned crew member so that the producer may obtain the caller's name and telephone number.
- Producers must maintain a log of names and telephone numbers of individuals who are call-in participants. Caller names and numbers remain confidential to the producer, except as otherwise may be required by a court order or legal action.
- No unidentified or anonymous callers will be allowed on air. The concern is in regards to issues of libel, slander, obscenity, or threats to public and personal safety. Nothing in this policy is designed to censor or thwart commentary, even anonymous commentary, but rather is a precaution should any actual instance of FCC-prohibited content occur.
- If any vulgar, obscene or offensive language is used during a LIVE programming via call in, DCAT retains the right to air future broadcasts of the episode during safe haven/adult programming hours.

LIVE Remote Programming

Requests for LIVE remote programming require much coordination with DCAT. All proposals for LIVE remote programming must be made 6 weeks prior to the event.

All requests must be given to the DCAT staff, who will notify the Executive Director of the request. Exact information about date, time, location and the nature of the event must be provided.

A community producer, who fails to use a live time slot that has been scheduled, or who cancels a live remote production with less than two weeks' notice, must submit a written explanation to the Executive Director. Such cancellation may be reason to deny other such live program requests.

LIVE remote productions require complicated engineering coordination with employees and the cable company. Producers are admonished to not publicize such a LIVE event until such time as all approvals are obtained.

Community Bulletin Board

DCAT may cycle community announcements on the channels up to 24 hours per day when there is no programming being cablecast.

Danvers-based, non-profit organizations may submit messages to promote events, fundraising, the organization, or an employment opening within their organization. These bulletins will stay up for 14 days. It can be requested to stay up longer on the 14th day.

Danvers-based businesses may submit messages related to free community events they are sponsoring. The event needs to be free to the public. If donations are accepted, the amount of proceeds and the organization the proceeds will benefit need to be specified.

Danvers residents may submit messages that are important to the community that cannot receive any monetary gain. Examples of this would be, lost pets, birthday announcements, congratulations, block parties, etc.

No foul language, lewd, or sexually explicit bulletin boards will be created. If a bulletin board announcement is deemed inappropriate, DCAT will not develop it.

Underwriting and Grants

An Underwriter is a local business or non-profit that supports the DCAT channel with monies. In return for support of an underwriter, DCAT creates and plays underwriting “pods” at the top of the hour during programming. A pod includes the name of the business, logo, address, and website information. Pods can be combined with other underwriters and cannot exceed 30 seconds in length.

Underwriters shall be acknowledged only at the beginning and end of programs, with the following exceptions: During programs longer than one hour, announcements may be made during natural breaks, e.g., half time of a game. Acknowledgement of donated prizes may be made when the prize is given away, e.g., “We’re about to give away a pizza donated by House of Pizza.”

Prohibited from underwriting is direct sales talk, marketing, or “calls-to-action” which disclose specific products on sale.

All content on the underwriting pod must be value neutral and not include comparisons or quality judgments (e.g., “best pizza in town,” “lowest prices”).

The mention of products is prohibited unless it is necessary for identification purposes. (For example, “Coffee House Coffee, authorized dealer of Maxwell House,” but not “Market Basket, this week featuring sale on Maxwell Coffee.”)

Community producers can solicit for underwriters for financial support. They must provide each underwriter with the DCAT fact sheet, which makes clear that no commercial content is allowed on public access programs.

DCAT members are encouraged to seek grant and or underwriting funds from outside sources for their productions. All funds must be paid directly to Danvers Community Access Television, Inc. DCAT retains 20% of funds in order to extend our non-profit status to our members; and, the receipt of the funding by the member would be impossible with the actual support and resources of DCAT.

In kind donations of products and services used in a program's production may be credited at the end of a program. Such credits may include the product and service, such as “Costumes provide by...”.

Commercial advertising is prohibited on DCAT channels.

Election and Campaign Programming

DCAT provides to all Danvers residents, including those residents running for local, state or national public office or those supporting a ballot issue, equal opportunities for access to training, equipment resources and cable channel programming time on a first-come, first served, non-discriminatory basis.

At public access television centers like DCAT, there is no “equal time” policy for viewpoints. Political programs and candidates are treated in the same manner as any other programs or community producers. DCAT operates on

an “equal opportunity” basis. Candidates have the same opportunity to appear on the channel as anyone else, including other candidates. They must follow the policies and procedures as any other DCAT member.

Any candidate for public office for whom Danvers residents may vote for shall be afforded the same rights as a resident of Danvers with regard to access to DCAT facilities and channel time. However, they must become a DCAT member and undergo the appropriate training, just as any Danvers resident.

Advocacy, debate, and election coverage will cease at 48 hours prior to an election. This includes any mention of campaigning and platforms in regularly scheduled programming as well.

In order to ensure equal opportunities for programming time on DCAT channels, the following rules apply:

-) DCAT maintains the right to limit length and frequency of programming. Such limits when imposed shall apply to all programs on the channel and to all program producers.
-) DCAT retains the right to preempt programming at any time in order to provide timely local programming, such as live or taped municipal events, important local debates or forums, election-related programming.
-) A sufficient block of time will be reserved during each political season to enable a wide selection of political programs to be cablecast.

Community Bulletin Board Postings

Candidates are allowed one community bulletin board (CBB) posting at a time. The CBB must be submitted by Monday 12pm to be aired starting that Monday for a maximum of 2 weeks. The posting must only include the following: Name of Organization or Candidate, time and date of the event, location, transportation, contact number.

Candidate Submitting a Program

In order for a candidate to submit a program produced without using DCAT resources, he or she must submit the program with a signed Access Channel Usage Agreement in accordance to our policies.

DCAT Produced Campaign Programming

DCAT has been a platform for non-biased, televised, candidate forums in the past. There is no guarantee that DCAT will hold these events for every election or race. Beyond the candidate forums, DCAT will not produce programming for candidates.

Violations

Members are encouraged to resolve difficulties on an individual level. If a resolution is not achieved, the Executive Director or their designee is authorized to issue warnings, and suspensions. If requested in writing, an appeal may be submitted to the Board of Directors for further review.

Major Violations

-) Major violations will result in an immediate suspension of membership. These may include, but are not limited to:
 -) Commercial or profit-making use of DCAT facilities.
 -) Abuse of staff or other members.
 -) Misrepresentation of members’ affiliation with DCAT to others.
 -) Falsifying forms.
 -) Taking or reserving equipment without staff permission.
 -) Abuse of equipment, unauthorized repair, facility reconfiguration, or improper transport.
 -) Failure to follow the station’s LIVE call-in screening policy.
 -) Three “no show” cancellations in any one-year period, which includes not appearing for classes, workshops or meetings.
 -) Taking of DCAT or staff personal property off furniture in common as well as off limits areas.
 -) Firearms, weapons and or alcoholic beverages are prohibited from DCAT facilities.

-) Any use of tobacco products such as smoking or chewing tobacco. Vaping is also prohibited.

Minor Violations

-) These may include, but are not limited to:
 -) Failure to cancel a reservation within the 24 hour timeframe.
 -) Late pick-up or return of equipment without notification and approval.
 -) Mishandling or unsafe use of the equipment.
 -) Eating, drinking or smoking in non-designated areas of DCAT facilities.
 -) Failure to clean up after using the facilities.
 -) Handling off-limits equipment or being in off-limits areas.
 -) Rowdiness or horseplay while in the facility, or creating any disturbance to other DCAT members, guests, staff, or to the public.
 -) Improper sign in/out process with the equipment.
 -) Returning equipment in a disorganized or unkempt way.
 -) Repeated use of cell phones during productions, in the studio, or in the control room.

Interns

DCAT relies heavily on the services of volunteers and interns. DCAT interns are held in high respect as part of the DCAT team. Students who are receiving high school or college credit are encouraged to apply for a DCAT internship.

All interns, upon acceptance into the program, will receive structured curriculum to teach them about their field of study. Internships are for the benefit of the student, not the DCAT business.

All interns must undergo and pass a CORI check prior to acceptance into the DCAT program.

Intern positions will not replace or displace the paid positions of any DCAT employee.

Interns also receive a free 1 year membership to DCAT pending completion of the internship.

Facility Upkeep

DCAT is a non-smoking and tobacco using environment. Smoking, vaping, and tobacco products, such as chewing tobacco, are prohibited from DCAT.

Community producers are expected to clean up each time they use the DCAT facilities. This includes striking sets, replacing all equipment and cables properly.

No animals are allowed in the building except for service animals as defined by the Americans with Disabilities Act (ADA). Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. The only exception to this is if the animal plays an integral part of a particular program, upon the prior approval of the Executive Director.

Eating and drinking are allowed in designated areas, which must be kept clean by users.

Community Producers must remove all set pieces and neutralize the studio when they are finished. DCAT has limited space for storage, and may not be utilized by members.

DCAT office supplies and equipment may not be used for sets.

DCAT is not responsible for sets, props or personal items left on the premises.

Member Accommodations

DCAT prides itself in being an inclusive environment for members of all abilities. The DCAT staff will make appropriate accommodations to our members and guests regarding impairments e.g. mobility impairment, hearing impairment, etc. However, the safety of the members, guests and staff are a priority, and if a persons' safety is at risk due to an illness, disability, or other issue, DCAT will take the appropriate precautions.

All members must be able to use the restroom facilities themselves. DCAT staff will not assist anyone.

Any members with ongoing health issues that can put themselves or others at risk must be accompanied by a certified health aide. DCAT will review accommodations prior to the members' next visit.

Right to Refuse

DCAT 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.

Indemnification

Users of the access channels shall indemnify the Town of Danvers, Comcast, Verizon, DCAT, their employees, and the DCAT Board of Directors against any and all liabilities arising out of use of facilities and resources, or out of breach of the Agreement with these Policies.

Interpretation

Where the implementation of these policies is subject to interpretation, decisions shall be at the discretion of the DCAT Executive Director or a designee.

Appeals

DCAT members are encouraged to resolve difficulties on the staff level. Any community producer or member wishing to appeal an action of the staff or to communicate a problem or complaint should communicate this appeal or message to the Executive Director. After receipt, the Executive Director will provide a written response in 15 days or less. If the member should be dissatisfied with the response, he or she may request a hearing before the DCAT Board of Directors, by contacting any DCAT Board Member.