



Operating Rules & Procedures

Revised - October 2012

***Milford Community Media Center, Inc.
138 South Main Street
Milford, MA 01757***

www.milfordtv.net

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Milford TV Rules and Procedures

FOREWORD

Milford Community Media Center, Inc. (Milford TV) is a non-profit, 501(c)(3), membership-based corporation established to manage facilities for community access programming on the Public, Educational and Governmental (PEG) Access channels on the Milford cable television systems and related websites.

The October 2010 Agreement between Milford TV and the Town of Milford details Milford TV's responsibility for the management and operation of these channels and designates Milford TV to receive annual payments from cable television providers to foster the development of PEG Access programming in Milford.

Milford TV, a membership-based, non-profit corporation, with studios and offices at 138 South Main Street, Milford offers a public forum for free electronic expression, providing its services on a first-come, first-served, non-discriminatory basis. Those services include training in television production and related technologies, providing the equipment necessary for producing cable television and web based programming, and administering the programming of two to three subscriber channels on the cable system and associated websites.

Milford TV will provide additional services to meet community needs: coverage of local government meetings, school events, election debates and forums, graduations, and neighborhood events to name a few. Milford TV may broadcast these programs to cable and internet viewers alike.

The following Operational Rules and Procedures provide guidelines for Milford TV Members' participation in Milford TV activities and services.

The uses of electronic media have corresponding responsibilities, especially where basic guidelines will ensure efficient and fair operations for an active facility like Milford TV. These Rules and Procedures are working guidelines that may periodically be reviewed and adjusted. The input of Members in that process is especially important and appreciated. Members are encouraged to address their comments to the Executive Director of Milford TV.

I. MEMBERSHIP

All persons, firms, corporations, businesses, organizations, institutions and other entities in the Town of Milford who subscribe to the purpose of MC2 and who support MC2 by participation or with a contribution of money, service or equipment shall be eligible to membership in MC2. Others wishing to participate may be permitted to join as non-voting members.

A. Types of Membership

Full Membership

1. Individual Members shall have the following privileges:
 - Receipt of e-newsletters and programming information
 - Ability to cablecast programs
 - Access to training classes and workshops
 - Use of Milford TV equipment/studios/facilities to produce programming
 - Eligibility to receive technical advice from the Milford TV staff for program production
 - Eligibility to vote at Milford TV general membership meetings (one vote per individual Member)
2. Family Memberships shall be issued to up to four persons within the same household (at the same address) who apply together for membership. Persons joining Milford TV under a family membership shall have all the privileges of individual membership, except that only one vote can be exercised for each family membership.
3. Non-Profit Organization Memberships shall be available for any firms, corporations, organizations, or other entities recognized as non-profit, tax-exempt entities by the IRS. Groups joining Milford TV under non-profit membership shall have all the privileges of individual membership, except that only one vote may be exercised per non-profit membership. Non-profit organizations are eligible to receive training for up to seven people per membership year with training for additional people available at an additional fee*.
4. Government Memberships shall be available for any Town of Milford department, any Milford public school, and such institutions as the Milford Town Library and other publicly funded departments or bodies. Government membership is not available to individual municipal employees or to elected officials. Government Members are eligible to receive training for up to ten employees per membership each year. There is no charge for government memberships, and they have no voting power.
5. Business Memberships shall be available for any Milford-based, for-profit firm, corporation, organization, institution or other entity. Businesses joining Milford TV under business membership shall have all the privileges of individual membership, except that only one vote may be exercised per business membership. Business members are eligible to receive training for up to four people per membership year with training for additional people available at an additional fee*.

Friends of Milford TV Membership

Individuals, families, non-profit organizations and for-profit businesses, including those who may not qualify for full membership, may join as supporters of Milford TV and its mission. Friends of Milford TV Members will receive e-newsletters, updates of events and program highlights, and may attend Milford TV functions throughout the term of their membership. Friends of Milford TV may not vote at Member meetings or sponsor a program for cablecast on any of Milford TV's channels. (*References in these Rules & Procedures to "Members" refer only to full Members unless otherwise indicated.*)

B. Membership Fees

The Board of Directors of Milford TV may establish membership fees, which shall be published annually. (See current rate sheet in the Milford TV lobby.)

C. Requirements of Membership

To become a Member of Milford TV, a person or organization must meet all of the following conditions:

- Provide proof of Milford residence or corporate address in Milford (post office boxes are not acceptable)
- Complete a Membership Application Form
- Attend an orientation session and sign the agreement to abide by these rules and procedures
- Pay the required membership fee

D. Orientation

Orientation Sessions are held regularly on at the Milford TV Studio according to a posted schedule. One-on-one Orientation Sessions with a full-time Milford TV staff person can also be scheduled. Attendance at an Orientation Session is a prerequisite for voting rights at the Milford TV annual meeting as well as for any Milford TV training or facilities privileges.

E. Membership Identification Number and Term of Membership

All Members will be issued a Membership Identification Number. All memberships are recognized as active for a one-year period from the date of application. Membership must be renewed annually.

F. Representation

Members do not represent Milford TV in any official or non-official capacity and should refrain from implying such representation. False representation of Milford TV will result in suspension of membership privileges. (Such false representation might include but are not limited to statements such as "I am producing for Milford TV..." or "I work at Milford TV.") A Community Producer may inform interested persons that he or she is a volunteer Community Producer, working on his or her own TV program produced at Milford's PEG access facility, Milford TV, but must add that he or she is responsible for the entire production, or words to that effect.

*see current rate sheet at Milford TV

II. TRAINING AND PRODUCER CERTIFICATION

A. Eligibility for Training

Any Member who meets the conditions set forth in Section I is eligible for training. Workshops are given under the direction of the Milford TV staff or by a person appointed at the discretion of Milford TV.

B. Standards for Certification

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

C. Workshop Schedules

Class schedules are distributed to all Members through Milford TV e-newsletters and Milford TV's official website, milfordtv.net. Members wishing to take classes must sign up for them on a first-come, first-served basis. There is no charge for these courses; however, failure to attend a class for

which you are registered and confirmed without giving Milford TV 24 hours notice will result in a fine, which must be paid before further work at the access center. Non-payment will result in loss of membership.

D. At the discretion of the Executive Director, experienced videographers may be certified and exempted from classes by demonstrating proficiency with the equipment and/or software to be used

E. Annual re-certification of Community Producers will automatically take place with renewal of membership, provided the Community Producer has been involved in a Milford TV-based production in the previous six months of membership.

III. RESPONSIBILITIES AND INSURANCE

A. Agreement with these Rules and Procedures is a prerequisite to using equipment.

B. Community Producers are responsible for the Milford TV facilities and equipment signed out to them, as well as for the actions of their talent, crew, guests, and others involved with their production.

C. Milford TV holds an insurance policy for the equipment while in use by Members. Premiums are paid by Milford TV and the policy is in Milford TV's name. In the event equipment is damaged, destroyed, lost or stolen, the Community Producer must cooperate fully with the Milford TV insurance carrier. In the case of theft, the Community Producer is responsible for the following in order for the insurance company to honor the claim:

1. A police report must be filed immediately.
2. Equipment cannot have been left unattended.
3. Equipment cannot have been left in a car overnight.
4. There must be proof of forcible entry in the case of theft from an auto/home.

In the event Milford TV's claim is not honored by its carrier, and the Community Producer is found to have failed to take reasonable precautions to protect the loaned equipment, it is the responsibility of the Community Producer to reimburse Milford TV for the full replacement value to be determined by Milford TV. Community Producers may not borrow additional equipment until all items have been returned in good working order or all claims have been resolved.

IV. EQUIPMENT RESOURCES

All Milford TV equipment and facilities are to be used for producing live or taped non-commercial programming for cablecast on the Milford PEG access channels. Milford TV Community Producers may use portable production, post-production, and studio production equipment on a first-come, first-served basis. Equipment may not be used in hazardous situations. Members may reserve equipment or facilities not needed by the Milford TV staff.

A. Steps for a Milford TV Production

- Members must complete a Project Proposal form and attend a Project Proposal conference with Milford TV's Member Services Coordinator, the Executive Director, or their designees.
- No reservations for equipment or facilities can be made without a completed Project Proposal Conference, and a separate project proposal is required for each program (Feature or Series).
- Members must, by telephone or in person, complete a project proposal conference with the Member Services Coordinator, preferably a minimum of 24 hours before the first reservation under this project, and provide the following information:

- Title or working title of the program to be produced
- A brief description of the type of production (e.g., studio talk show, field documentary, event coverage)
- The length of the final program
- Whether it is a Series or Feature
- Whether it will be aired live or recorded
- The projected completion date for production work ("planned end date")
- Equipment and facility time needed to complete the project

PLEASE NOTE: The purpose of this conference is to assure that the Member has everything he or she needs to do the shoot and is using the methods and materials best suited to the production. Nothing in this conference influences the content of the program or subject matter, which is exclusively controlled by the producer.

B. Field Production Resources

1. The amount of equipment available for a given project will be determined by the Member Services Coordinator during the project proposal conference, based on the needs of the project and the equipment available for the proposed time period of the project production.
2. Equipment must be reserved in advance of a project shoot. Milford TV equipment is available to all Members and is reserved on a first come, first serve basis. Members can reserve equipment up to 13 weeks in advance.
3. In cases of projects that require substantial facility resources, the Member Services Coordinator reserves the right to limit resources devoted to an individual project in order to treat all Members equitably.
4. Equipment Check Out - Equipment must be checked out at the Milford TV office by the Community Producer named in the project proposal as producer or co-producer. The staff will keep a record of the checkout information, and a hard copy will be signed by the Community Producer. If equipment is needed for more than 3 business days at a time, producers must receive clearance from a Milford TV staff person. **Approximately 30 minutes should be allowed for checking equipment in or out.**
5. Return of Equipment - Community Producers are responsible for notifying the staff of any problems with the equipment. Community Producers may not attempt repair of equipment or borrow additional equipment until all items have been returned in good working order (normal wear and tear excepted).
6. Completion - All projects are given an initial 13 weeks for completion from the date of the first reservation. Producers are expected to deliver their program for cablecast no later than this planned end date. A single, 13-week extension will be considered at a project extension conference with the Member Services Coordinator.

C. Editing

1. Community Producers coming in to edit must check in with the staff person on duty. If a producer fails to check in, the producer may be listed as a "No Show," and his or her edit time may be given away.
2. Community Producers must consult with a staff person before connecting accessories to Milford TV equipment. Unauthorized connection of external devices is a major violation and grounds for suspension of membership.
3. Edit times must be reserved no more than 13 weeks in advance. Producers may reserve only one

four hour block per day in advance. However, on the day of an edit session, a producer may extend this edit time if the room is available.

4. Community Producers must consult with a Milford TV staff person before connecting accessories to Milford TV studio equipment.

D. Studio Facilities

1. The Milford TV staff person on duty during a studio production is not considered part of a crew.
2. Crew position assignments are the responsibility of the Community Producer. All studio crew must be certified or approved by the Milford TV staff.
3. A studio reservation is not confirmed until the Community Producer has confirmed, at a minimum, the assignment of a director for the production.
4. Producers must consult with the staff before bringing in accessories to the control room. There may be areas posted as off-limits. Studio time must be reserved no less than one week and no more than 13 weeks in advance. A studio production block of up to 4 hours may be reserved in advance. The studio reservation may be extended on the day of production if time is available. Hours of studio use are firm; therefore all Community Producers should allow time to break down sets and clean up before their reservation is up.
5. All use of studio and editing facilities is subject to the direction of the Milford TV staff person on duty, and Community Producers agree to abide by such direction.

E. Cancellations

Community Producers must give at least 24 hours' notice when canceling any reserved use of Milford TV equipment, facilities, channels or classes. If a Community Producer is more than 20 minutes late without notification, the reservation may be canceled. Repeated instances of failure to make a timely notice of cancellation may result in a suspension of privileges. Reservations cancelled at least 24 hours in advance will be designated as "Normal Cancel." Reservations cancelled with less than 24-hours notice will be designated as "Late Cancel." If a Community Producer is more than 20 minutes late, the cancellation will be designated as "No Show." After three "Late Cancels," a producer 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 90-day suspension of Member privileges.

V. PROGRAMMING

All programming produced for cablecast on Milford TV's channels shall be non-commercial.

Community Producer refers to a Member producing programs with Milford TV equipment or facilities.

Local Sponsor refers to a Milford TV Member who is taking legal responsibility for the cable casting of either a locally-produced program or a program produced elsewhere. Milford TV retains the right to preempt programming at any time to provide timely local programming, such as live or taped special municipal events, important local debates/forums, election-related programming, or other local events of general interest to the Milford community.

Further, Milford TV may place a higher priority on programming for and about Milford or produced by a Milford resident than on programming about more general topics or produced outside Milford.

Community Producers and local sponsor Members must agree to comply with all applicable sections of these Rules and Procedures and abide by the following conditions:

A. Producer Obligations

1. Any Milford TV Community Producer may request channel time for the presentation of programming the Member has produced at Milford TV or programming produced elsewhere.
2. In order to distribute programming, one must be a Milford TV Member in good standing and submit the completed, labeled media for which appropriate releases and clearances have been obtained. Community Producers are legally responsible for the content of their program material, whether produced locally or elsewhere, and must have signed an acknowledgement of responsibility in a release form.
3. All programming produced at Milford TV or with Milford TV equipment must indicate that the program was produced at the facilities or with the equipment of Milford TV, Milford, Massachusetts. Typically, this information is included within the end credits of a program.
4. Community Producers are responsible for including in each episode or feature disclaimer language stating that “the views and opinions expressed do not represent those of Milford TV, its Board of Directors, Staff, or the Town of Milford.”
5. Closing Credits must include the name and contact information of the Community Producer or Co-Producers.

B. Program Content

1. Milford TV is forbidden by law from censorship or content control except as noted below. Milford TV encourages anyone who disagrees with the content of a program to produce counter-programming presenting an alternative point of view or otherwise responding to the program in question.
2. The following are prohibited:
 - Commercial programming or advertising
 - Material that constitutes or contains libel or slander
 - Obscene material or pornography [Note: Programming deemed unsuitable for children may be aired between 10 p.m. and 6 a.m.]
 - Unauthorized use of copyrighted material
 - Unauthorized use of any individual’s name, visual representation or words to endorse or sell a product or service
 - Material that violates FCC regulations. [FCC regulations can found online at fcc.gov/guides/obscenity-indecency-and-profanity. These regulations are to be used as guidelines for avoiding obscenity and the like though the FCC has no authority over the content of Milford TV programming.]
 - Material that violates local, state, or federal laws
 - Programming that does not meet technical standards issued by Milford TV.

C. Ownership of Locally Produced Programs

1. Milford TV Community Producers own their programs and hold the copyright
2. Milford TV has the right to maintain a copy of any program in its archive and to distribute it at will for one year, and thereafter unless the Community Producer withdraws permission in writing.

3. Milford TV has the right to use any program (or excerpts of a program) for promotional purposes related to Milford TV.
4. Only the Community Producer, as holder of the copyright, may authorize any other use of a recorded program.
5. Any exceptions to the above shall be determined case-by-case solely by the Executive Director.
6. All programs produced by Milford TV staff, with or without volunteer crew, shall be owned by Milford TV. Milford TV may air and replay such programs on its cable channels, website, and other media outlets as determined by Milford TV.
7. The Community Producer must provide Milford TV with the opportunity to air each episode or feature before airing on any other media outlet. After the agreed upon air date, a producer may distribute the program through other media outlets.
8. Community Producers wishing to create and distribute programming made with their own equipment must be Milford TV Members and must complete a Project Proposal Conference. All such productions must meet technical standards set by Milford TV.

D. Underwriting and Grants

All underwriter funds must be paid directly to Milford TV through the office of the Executive Director. Any Community Producer that has secured underwriting sponsorship funding for a program, series or feature, may apply for reimbursement of documented expenses as designated in the Milford TV “Underwriting Expense Form” amounting to not more than the funds secured by the producer. The producer must secure prior approval from the Milford TV Executive Director of his/her intention to approach a potential underwriter/sponsor. This will avoid the appearance that Milford TV has multiple solicitors in the field. Acknowledgement of underwriting sponsors may be included in the program credits and up to a 15-second video roll-in featuring the underwriter contribution. Milford TV requires that all in-kind contributions such as set furniture, crew meals, clothing, haircuts, etc., secured for each program, series and/or feature be itemized and forwarded to Milford TV once each calendar year. Acknowledgement of in-kind sponsors shall be limited to program credits only. Milford TV does not allow commercial content on public access programs, series and/or documentaries.

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

1. Any program submitted by a Milford TV Community Producer as an episode or episodes of a duly registered series will be designated by a unique episode number. The producer will fill out an episode submission form and label media as required.
2. For episodes in a series, a “half-hour” time slot must be filled with programming that is 29 minutes and 00 seconds long. A “one-hour” time slot must be filled with programming that is 59 minutes and 00 seconds long.
3. Deadlines for media submission are described on the episode submission form.
4. Milford TV classifies times available for scheduling programming, as follows:
 - I. Prime Time: Monday through Friday, 5pm to 10 pm.
 - II. Secondary Time: Monday to Friday, 12 noon to 5pm
 - III. Tertiary Time: Seven Days, 6am to noon, Saturday and Sunday, noon to 10pm
 - IV. Overnight: Seven Days, 10pm to 6am
5. Program time slots for the public access channel are scheduled by Milford TV staff after consultation with the Community Producer. Locally produced programming will take precedence in scheduling. Milford TV retains the right to allocate time slots as needed.

6. To the extent possible, access programming (programming at least 50 percent of which is originally created at Milford TV or by a Milford TV Member) of a series will be aired once per week in each of the four time classifications above, with a home spot in prime time. Imported or Bicycled programming will be aired once per week in the secondary, tertiary, and overnight classifications, with a home spot in one of those. Programming directed toward children will have a home spot on Saturday morning. Other home spots will be available on request. A “home spot” is the time when a producer’s first program or episode of a series is replaced with a new or unique program or episode. Remaining time on the public access channel will be divided equitably among locally produced programming, at the discretion of the Milford TV staff.

7. An episode of a series may remain in the program rotation for up to four weeks, after which it will not be aired again for a minimum of ten weeks.

8. Series with more than one episode per week will be limited to a maximum of one airing per episode per day.

9. Features (single programs) may be submitted in any length. They will be scheduled at Milford TV’s discretion and will remain in program rotation as long as Milford TV and the Community Producer agree. Time-sensitive features will receive preferential scheduling in recognition of their unique nature.

10. Exceptions to scheduling may be made at the discretion of the Executive Director.

F. Election/Campaign Programming

1. Any certified candidate for public office or ballot issue campaign for which Milford residents may vote shall be afforded the same rights as a resident of Milford with regard to access to Milford TV facilities and channel time. A sufficient block of time will be reserved during each political campaign season to enable a comprehensive selection of political programs to be distributed.

2. Milford TV will offer to assist each such candidate or ballot campaign to produce one promotional piece for play on Milford TV’s government channel. Such pieces shall be of the same length for each candidate or ballot campaign. Any other program produced by or for a candidate may be played under the same conditions as all other access programming, with assurance that Milford TV will make every effort to provide equal opportunity to every candidate or campaign.

3. If Milford TV produces a program that includes a candidate or representative of a ballot question campaign, the candidate or campaign is encouraged to distribute the program or representative excerpts elsewhere. Such distribution must occur after the initial play (home spot) on Milford TV and must give credit to Milford TV for production.

4. Milford TV may contact each candidate for public office for whom Milford residents may vote and whose candidacy has been certified to appear on a Milford ballot with information about how to take advantage of Milford TV’s facilities. Milford TV may request any candidate or ballot-issue proponent seeking access to Milford TV facilities or channel time to provide identification of known opponents sufficient to allow Milford TV to make such contact.

5. Milford TV will provide disclaimer language that must be included in every program promoting a candidate or ballot question.

G. Safe Haven/Adult Programming

Producers are expected to alert Milford TV staff to programming that may be inappropriate for younger viewers. To preserve a safe haven for viewing by all audience members, Milford TV reserves the right to

limit cablecast programming with excessively violent material, offensive language, nudity, or sexually explicit material to the period between 10 p.m. – 6 a.m. . Milford TV is forbidden by law from censorship or content control.

H. Live In-Studio Programming/Viewer Call-Ins

1. Requests for live programs must be made 4 weeks before the taping.
2. If viewer call-ins are to be included, the following policy must be strictly observed:

Live Show Call-In Policy

- *All calls must be answered "off-air" so that the Producer may obtain the caller's name and telephone number.*
- *For a call to be taken live on Milford TV, the Producer or designated phone operator must call back the individual who wishes to comment on the program.*
- *Producers must maintain a full log of names and telephone numbers of individuals who are call-in participants. Caller names and numbers remain confidential to producer, except as otherwise may be required by a court order or legal action.*

I. Live Remote Programming

1. Requests for live remote programming require a great deal of coordination with Milford TV, other Producers whose programs are already scheduled and the staff. Therefore, requests for live programs must be made 6 weeks before the event. Milford TV makes no representation that a live signal will be available from a desired location.
2. Requests for live remote programs should be made to the Member Services Coordinator, who will immediately notify the Executive Director of the request. Exact information about date, time, location and the nature of the event must be provided.
3. 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.
4. Live remote productions require complicated engineering coordination with employees of the cable companies, the city's I-net users group, and Milford TV staff. Therefore, such requests are subject to the approval of these representatives. Producers are instructed not to publicize such a live event until such time as all approvals are secured and technical requirements satisfied.

J. Staff-Produced Community Programming

Milford TV is required under its agreement with the Town of Milford to produce programming of interest to the community. Milford TV will make every effort to inform Members of volunteer production opportunities on such production.

K. "Imported" or "Bicycled" Programming

1. Programming produced outside Milford may be cablecast on Milford public access channels if sponsored by a Milford TV Member in compliance with the Rules and Procedures. That Member must certify in writing to having the permission of the copyright holder to air the program.
2. Requests for cablecast time-slots will be honored on a first-come, first-served basis. Locally produced programming will take precedence in scheduling. To ensure program continuity, Milford TV staff may determine appropriate playback periods for outside programming. When all time-slots in a playback period are full, approval for cablecast of new programs will be withheld until time

becomes available. Outside programming may be excluded from prime time cablecast when locally produced, Milford based programming has already filled all the time slots.

3. Milford TV may insert a disclaimer before each program.

4. Modifications to material produced by elsewhere may not qualify a program as “locally produced.”

L. Community Bulletin Board - CBB

Milford TV may cycle community announcements on the access channels at any time when there is no programming being cablecast. Messages about community events or activities of interest to Milford residents may be submitted by Milford-based organizations and Milford residents. No commercial announcements, advertising, or direct appeals for funds will be accepted. However, fund-raising events or projects may be announced. Milford TV staff reserves the right to schedule announcements at Milford TV's discretion. Milford TV is not responsible for mistakes made on the CBB. Milford TV reserves the right, as producer of the Community Bulletin Board, to reject or edit any message. A "Call for More Info" phone number is permitted.

M. Program Promotion

Milford TV encourages all Community Producers to publicize their programs in a variety of ways. Two weeks notice should be allowed to put a notice on the program schedule on Milford TV's Web page and on the Community Bulletin Board. Milford TV will assist Community Producers in announcing their programs in local newspapers. Milford TV shall make the Community Bulletin Board available for programming-related announcements. Further, Producers are encouraged to prepare 30 or 60-second promos for cross-promotions by other producers or staff and submit press releases to local newspapers of their upcoming programs. Milford TV may, at its discretion, use social media outlets to promote upcoming Member produced programs. *Community Producers must remember to clearly identify themselves as individual citizens, and make it clear to editors and their readers that the program is not a production "of" or "by" Milford TV or Milford TV.*

VI. VIOLATIONS

There are two types of rules which, if violated, can result in restrictions on a Community Producer. The Executive Director or a designee is authorized to issue warnings and suspensions. Membership fees will not be refunded to a Member whose privileges have been suspended or revoked.

A. Major Violations

1. Major violations will result in an immediate 90-day suspension of membership. These may include, but are not limited to:

- (a) Commercial or profit-making use of Milford TV facilities
- (b) Abuse of staff or other Members
- (c) Misrepresentation of Members' affiliation with Milford TV to others
- (d) Falsifying forms
- (e) Taking or reserving equipment without staff permission
- (f) Abuse of equipment, including attempted repair, facility reconfiguration, or improper transport
- (g) Tampering with, copying or deleting Milford TV software or data
- (h) Failure to follow any requirement of the stations' Live Call-In Screening Policy
- (j) Three "No Show" cancellations in any one-year period

2. Any subsequent major violation will result in the permanent loss of Milford TV equipment and facilities privileges.

B. Minor Violations

1. These may include, but are not limited to:
 - (a) Failure to cancel a reservation
 - (b) Late pick-up or return of equipment without notification and approval
 - (c) Mishandling or unsafe use of equipment
 - (d) Eating, drinking or smoking in non-designated areas of Milford TV facilities
 - (e) Failure to clean up after using the facilities
 - (f) Handling off-limits equipment or being in off-limits areas
 - (g) Rowdiness or horseplay while in the facility, or creating any disturbance to other Milford TV Members, Producers, guests or the public
 - (h) Three "Late Cancels" in any six-month period
2. Minor violations that take place within a one-year period will result in the following series of actions:
 - (a) First violation - written warning
 - (b) Second violation - 30-day suspension
 - (c) Third violation - 90-day suspension
 - (d) Fourth violation - permanent loss of Milford TV privileges

VII. OTHER CONDITIONS

A. Copies of Programs

Milford TV offers its Members the use of dubbing equipment to make multiple copies of their programs on media stock that they provide. Producers should not generally announce that dubs are available from Milford TV as the capacity to produce them is limited.

B. Volunteers and Interns

Milford TV Members are encouraged to volunteer during and after their training and certification. Students who are receiving high school or college credit are encouraged to intern. All volunteers must become Milford TV Members and sign the agreement included in the Rules and Procedures.

C. Facility Up-keep

1. The entire Milford TV facility is a strictly enforced non-smoking environment. No smoke or fog machines are permitted in the studio.
2. Community Producers are expected to clean up each time they use this facility. This includes breaking down sets, replacing all equipment and cables, and sweeping floors.
3. No animals are allowed in the building except for Service Animals, and animals which are an integral part of a particular program. Producers who wish to bring an animal into the facility for a production must have prior approval of the Member Services Coordinator so that we may alert persons with known allergies.
4. Eating and drinking are allowed only in designated areas which must be kept clean by users.
5. Community Producers must remove all personal set materials from the facility when they are finished. Milford TV has limited storage space for sets, to be used at the discretion of the Executive Director.
6. Milford TV office equipment, furniture and supplies may not be used for sets. No one may use another Member's set without permission.

7. Milford TV is not responsible for sets, props or personal items left on the premises.

8. Props that are labeled as general use props will available for use if needed.

D. Right to Refuse

Milford TV 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.

E. Indemnification

Members, Community Producers, Co-Producers, Crew, Interns, Talent, and Volunteers shall indemnify and hold harmless the Town of Milford, Comcast, Verizon, Milford TV, their employees, and the Milford TV Board of Directors against any and all liabilities arising out of use of facilities and resources, or out of compliance with the requirements of these Operating Rules and Procedures.

F. Interpretation

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

G. Appeals of Staff Decisions

Community Producers, Co-Producers, Crew, Interns, Talent, Volunteers and other Milford TV Members are encouraged to resolve difficulties on the staff level. Any Community Producer or Member who wishes to appeal a decision of the staff or to communicate a problem or complaint should submit the issue in writing to the Executive Director. The Executive Director will provide a written response in 15 days or less. A Member may request a hearing before the Milford TV Board of Directors if the Member wishes to appeal the response of the Executive Director by contacting the Executive committee of the Milford TV Board.