

Hubbardston Community Access Policies & Procedures

I. Introduction

Hubbardston Community Access is a volunteer organization devoted to public access television and the citizens who make it possible. Hubbardston Community Access operates under agreements with the Town of Hubbardston and relies on financial support derived from the town's license agreement with the cable service provider. Hubbardston Community Access administers three (3) channels for the community: public access channel, educational access channel, and government access channel.

These Policies and Procedures are designed to make it possible for Hubbardston Community Access members to use the resources of community access television efficiently and to contribute in meaningful ways to the community and the organization. They are subject to change as Hubbardston Community Access develops.

II. Mission Statement

Hubbardston Community Access is dedicated to communication, collaboration and community within the Town of Hubbardston, MA. We are a public forum television for all residents, businesses and organizations. Paving the way for public-educational-governmental access, Hubbardston Community Access provides tools, training and experience for all citizens and institutions to create and broadcast a diverse range of television programs.

III. Non-Discrimination Policy Statement

No individual will be denied access to any Hubbardston Community Access equipment, facilities, or channel time on the basis of race, sex, sexual orientation, age, physical disability, religious or political belief, ability to pay, or due to the nature of the programming interest.

IV. Volunteer Requirements

Any individual who lives, works, studies, or is affiliated with an organization based in Hubbardston, MA. may volunteer. To volunteer for Hubbardston Community Access any individual, family or organization/business must:

- 1) Provide proof of residency or affiliation with a school, organization or business based within Hubbardston.
- 2) Sign a contract that you will adhere to the Hubbardston Community Access Policies & Procedures contained herein. If under 18 years of age, a parent or legal guardian must also sign the contract.

Your compliance with these conditions gives you the opportunity to enroll in all training courses and submit your programs for local cablecast.

Relationship between Hubbardston Community Access and Volunteers

Hubbardston Community Access is a function of the Town of Hubbardston. Volunteers and producers are not agents or employees of Hubbardston Community Access. They are considered to be independent producers and create programming for themselves or the organization they represent. At no time may any individual or organization identify themselves as an employee or agent of Hubbardston Community Access, or any of the funding jurisdictions (Charter Communications) unless hired by Hubbardston Community Access or the jurisdictions to perform a service.

Hubbardston Community Access exercises no control, beyond these policies, over production activities by volunteers except volunteers when trained have been recruited by Hubbardston Community Access crew productions that are specifically coordinated by Hubbardston Community Access. Volunteers must not identify their production efforts as being "for Hubbardston Community Access". Rather, volunteers should indicate that their programs "will be seen on Hubbardston Community Access."

Privileges:

Hubbardston Community Access volunteers have the following privileges:

1. Submit non-commercial programming for cablecast (see Section VI, Programming).
2. Become certified to operate various equipment and facilities at Hubbardston Community Access (see Section V, Requirements).
3. Once certified, volunteers may check out production equipment, reserve studio time and book time on the public access stations.
4. Receive Hubbardston Community Access publications.
5. Take an active role in access television.

V. Use of Equipment/Facilities

Requirements:

To use Hubbardston Community Access equipment and/or facilities, a volunteer must:

1. Be certified to operate the specific equipment (see Training/Certification below).
2. Use the equipment/facilities exclusively for the creation on non-commercial programming for cablecast on the access channels.
3. Sign the appropriate Equipment Check-Out/In form for each usage, taking full responsibility for the care of the equipment being used, and the actions of the crew and/or guests.

Training/Certification:

Hubbardston Community Access will provide training for volunteer equipment certification on an on-going basis.

Once certified in an area of production, volunteers may reserve and use those respective Hubbardston Community Access resources that apply (see Availability/Usage below).

Enrollment in courses and workshops is on a first-come-first-served basis. To register for a Hubbardston Community Access course/workshop, an advance deposit may be required. Training is offered to familiarize volunteers with production concepts and resources available at Hubbardston Community Access, and to ensure proper technique and care are used when handling Hubbardston Community Access equipment.

Individual instruction may be set up by appointment with staff or authorized volunteers.

Volunteers with previous video production skills may, at the discretion of Hubbardston Community Access staff, bypass certain Hubbardston Community Access training and become certified.

Producers who have not used a piece of equipment or resource for two (2) years or more will need to be recertified before a reservation can be made. Producers may test out of training per the discretion of the Hubbardston Community Access staff. Proof of competency in any subject may be required to test out.

Availability/Usage

1. Reservations:

All reservations are dependent upon staff's approval. No producers may have more than three productions in progress at any one time unless authorized by Hubbardston Community Access staff.

Equipment/Facilities will be available to all certified members on a first come, first served basis. Reservation requests should be made at least 48 hours in advance and longer if possible, especially for equipment that may be in high demand.

Portable equipment may be reserved for 24 hours at a time during the week; 72 hours over the weekend. For weekend use, we ask that equipment be picked up on Friday and returned on Monday. Portable equipment reservations may be extended if another volunteer has not reserved the additional time requested.

Reservation extensions will be granted no sooner than three (3) days prior to the reservation date. Portable equipment reservations will be taken up to two (2) months in advance. Reservations may not be made back-to-back. There must be at least 24 hours between scheduled reservations

for an individual or project. All other requests will be honored only at the discretion of Hubbardston Community Access staff.

All equipment and/or facility reservations must be made with Hubbardston Community Access staff by the certified volunteer who will be using it and will be responsible for it. Hubbardston Community Access staff reserves the right to limit the amount of equipment and/or time that any one individual or group may reserve. Unauthorized or improper handling of Hubbardston Community Access equipment may result in a violation (see Section VIII). Only certified members are allowed to operate Hubbardston Community Access Cable equipment. Equipment MUST be returned to Hubbardston Community Access and checked in before being issued to another person.

Volunteers must give at least 24 hour notice when canceling any reservation at Hubbardston Community Access. If a certified volunteer is more than 30 minutes late for pick-up without notification and approval, the reservation may be canceled.

2. Equipment Check-Out/In:

Equipment must be picked up and returned to Hubbardston Community Access by the certified member who reserved it unless alternative arrangements have been approved, in advance, by Hubbardston Community Access staff. An Equipment Check-Out/In form must be filled out and signed prior to taking the equipment. If the Hubbardston volunteer is under 18 years of age, a parent or legal guardian, must also sign the Equipment Check-Out/In form.

Check-out/in of equipment is to be scheduled with Hubbardston Community Access staff. Please observe Hubbardston Community Access posted hours and prescheduled reservation times for check-out and check-in of equipment.

Hubbardston Community Access will make every reasonable effort to ensure equipment is in proper working order, but can make no guarantee as to the operating quality of equipment. It is suggested that the certified volunteer set up and test equipment before leaving the facility.

Use of Hubbardston Community Access equipment outside of the Town of Hubbardston requires prior staff approval.

Equipment must be returned by the time indicated on the Check-Out/In form. When returning equipment, the certified volunteer is responsible for having the equipment officially checked in by Hubbardston Community Access Cable staff. At this time, any damage to equipment or operating irregularities must be reported to the Hubbardston Community Access staff.

Producers are responsible for returning all equipment in working order and are responsible for payment of any repairs or replacements needed.

3. Facility/Studio Use:

Crew position assignments are the responsibility of the producer. Hubbardston Community Access staff may assist producers in assembling crews from among trained and qualified members, but it is ultimately the responsibility of the producer to ensure the eligibility of all crew used.

Producers must arrange an adequate number of crew volunteers and should schedule their production crews to be at the studio at least one hour before and after a shoot to ensure adequate setup and break down time. Hubbardston Community Access staff is only available on a limited basis to serve as crew on member productions and are never available for break down.

Producers are responsible for the action of guests, assistants, crew, children, etc. in the facilities. It is highly recommended that producers require all talent appearing in their program to complete a Performance/Visual Arts Release Form, to keep for their records.

Hubbardston Community Access office equipment and supplies may not be used for props. Due to the limited space available, props and set pieces cannot be stored at Hubbardston Community Access. Volunteers must begin striking their set at least an hour before closing time and completely clean up after themselves. No animals, except for trained guard dogs and other service animals are allowed in the facility without the approval of Hubbardston Community Access staff. Eating and drinking is allowed in designated areas only. Smoking is not allowed in the premises occupied by Hubbardston Community Access.

4. Editing

Only current volunteers certified to use the editing equipment may reserve edit time.

Certified volunteers may reserve a maximum of 4 hours per reservation. The amount of editing reservations in terms of hours that an individual may hold during a week may be limited based on demand. Edit reservations will be taken up to 2 months in advance.

Editing MUST be completed no later than 8:30 PM Tuesday through Thursday. Hubbardston Community Access encourages all volunteers to purchase their own hard drives for editing. In order to provide enough storage for volunteers working on projects, the following procedures apply regarding the storage of projects on all Hubbardston Community Access hard drives.

- a. In order to use any Hubbardston Community Access computers volunteers must be certified in their use by Hubbardston Community Access staff.
- b. Producers may store one project per person on Hubbardston Community Access hard drives.
- c. All projects must be saved on an external hard drive. Anything saved on the internal hard drive of any of the computers will be immediately deleted unless approved by a staff member.

- d. A project may remain in a Hubbardston Community Access hard drive (external) for no more than three (3) months. The three month time period begins on the first day/time of reservation of editing for that particular project.
- e. If additional time is needed, a producer may request an extension in writing to the Hubbardston Community Access staff. The extension will not exceed 1 month unless there are extenuating circumstances.
- f. Extenuating circumstances will be considered providing the producer contacts Hubbardston Community Access staff in writing prior to the end of the 1 month extension.
- g. If the project is not completed within the specified time Hubbardston Community Access staff is authorized to *remove* the project and all associated clips.
- h. Producers are encouraged to purchase and use their own hard drives. A list of recommended drives, purchase locations and approximate cost are available from Hubbardston Community Access staff. Should a producer purchase his/her own hard drive, an appointment with Hubbardston Community Access staff must be made for usage instruction prior to first use.

5. Videotape/Copies

Hubbardston Community Access provides videotape stock for the production of programming for Hubbardston Community Access for a minimal fee. A DVD copy of the final program is available to all producers free of charge upon completion of the project. Hubbardston Community Access will provide one DVD to the producer for this purpose. Otherwise Hubbardston Community Access staff will make a copy on a Hubbardston Community Access DVD for a \$10.00 fee.

VI. Programming

Community Bulletin Board

The Community Bulletin Board (CBB) is a service maintained by Hubbardston Community Access for publicizing noncommercial, non-partisan notices, activities, and events of interest and/or benefit to residents of Hubbardston. It is helpful to submit material for CBB at least 2 week in an advance of the event or activity.

Channel Time

You may request to cablecast an independently produced program on the access channels. All programs submitted for cablecast shall be accompanied by a completed Request for Cablecast form that contains a full disclosure of the program's contents. Any presenter/producer wishing to have a program cablecast must submit a completed program and a Request for Cablecast Form at least two weeks in advance. Presenter/producers must submit three new consecutive programs before they receive a regular time slot in the program schedule. In order to maintain a regular time slot, a presenter/producer must submit a new Request for Cablecast Form every thirteen

weeks and commit to presenting/producing the set number of programs as determined by the presenter/producer on the Request for Cablecast form. Failure to submit a completed Request for Cablecast form and/or present/produce the requested programming as agreed upon by the presenter/producer may result in loss of regular time slot. Frequency of new programming submitted by presenters/producers determines frequency of cablecasts on the access channels.

The following considerations will determine the scheduling of channel time:

- Where the program is/was produced
- Timeliness of program
- Regularity of programs
- Repeat, Live or First Run program
- Date of receipt of Request for Cablecast form
- Availability of channel time

Hubbardston Community Access staff schedules channel time. Hubbardston Community Access will try to accommodate all reasonable requests. Generally, a single program will not be shown more than twice daily or seven times a week, but this policy is flexible and dependent upon the total volume of available content. It is the responsibility of the presenter/producer to alert staff of any questionable content in the requested program, particularly if it not be appropriate for younger viewers. Hubbardston Community Access reserves the right to require an appropriate disclaimer on any program.

Hubbardston Community Access reserves the right to run potentially offensive programming after 10:00 PM and before 6:00 AM. Failure to notify Hubbardston Community Access of potentially offensive material prior to a program or episode airing may result in loss of privileges.

If Hubbardston Community Access makes a good-faith determination that the subject material in a program may offend some viewers and/or may not be appropriate for children, Hubbardston Community Access may require that the following announcement be added to the beginning of the program: "The following program may contain sensitive material. Viewer discretion is advised" and/or "The views expressed on the program are those of the producer(s), and do not reflect the views of Hubbardston Community Access, the Town of Hubbardston, or the cable operator."

Preparation Requirements

Before cablecast, all DVDs must be clearly labeled with the following:

1. Producer and/or presenter's name.
2. Title of program(s).
3. Exact running time (hours, minutes and seconds).

The beginning of all programs to be cablecast should when applicable begin with ten (10) seconds of black only. Hubbardston Community Access requests that each program finish leaving at least 1 minute and 30 seconds to the next half hour, i.e., a half hour show runs for 28 minutes, 30 seconds (or less), not 30 minutes; an hour program would be no longer than 58:30.

The end of all programs to be cablecast should, when applicable, have the following:

1. Appropriate credits.
2. Producer and/or presenter's name.
3. "Produced with facilities provided by Hubbardston Public Access Cable".

Technical Requirements

1. Hubbardston Community Access requests that all programs be submitted on high quality DVD or Mini DV.
2. Programs submitted as mpeg2 files must meet the standards of the Hubbardston Community Access playback server. (Specifications available upon request).
3. All tapes must be recorded in Standard Play Mode (SP).
4. Video and audio quality of all programs to be cablecast must be consistent and of sufficient level to permit adequate reproduction by transmission equipment. Hubbardston Community Access reserves the right to withhold the cablecast of any program which does not meet preparation or technical requirements.

Ownership

The producer retains the copyright for his/her program content produced using HCAT equipment. Hubbardston Community Access retains the right of unlimited cablecasts and video casts over the Internet.

No individual may receive any financial benefit/remuneration from programs produced using Hubbardston Community Access equipment, consistent with Town of Hubbardston practices, unless through an awarded grant (see Section VIII, Underwriting and Grants).

Prohibitions and Clearances

Users of Hubbardston Community Access and program producers are fully responsible for the content of their program material. The following material is forbidden for presentation on the Public, Educational, and Government Access Channels:

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

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

Users are responsible for obtaining, in writing, release forms, minor permission forms, and all necessary approvals, clearances, licenses, etc. for the use of any program material that the user submits for cablecast. These may include, but are not limited to: broadcast stations, networks, music licensing organizations, performer's representatives and any and all other persons as may be necessary for authorization to cablecast program material.

A responsible adult shall verify in writing that authorization has been obtained concerning use of any equipment by a minor; and/or appearance of any minor; and/or that all necessary approvals/licenses have been obtained for a program to be cablecast. Such adults shall be responsible for liability resulting from the use of equipment by, or any appearance of a minor.

Sponsorship Credits

Businesses are encouraged to sponsor programs of interest to citizens in the town, but these programs must be informational in nature and not take the form of an infomercial for a product or service sold by the business. For example, a cooking show by a kitchen supplies store or a home improvement show by a hardware store would be allowed, but a show on how to use a specific branded product would not.

Commercial advertising is prohibited from the access channels. Acknowledgement of underwriting by businesses, organizations, or grantors providing monetary or other assistance to the making of a program may be included in the program credits. The acknowledgement should not exceed ten seconds and may include the underwriter's name, business name, address, phone, website/email address, and a brief value neutral statement describing the underwriter's contribution or product.

Political Programming

Hubbardston Community Access will make production and cablecasting facilities available as an open forum upon request, and encourages political discussion of issues and candidates. .

Hubbardston Community Access will not provide any direct technical support for any political programming. A disclaimer must be inserted at the beginning and end of each political program stating:

"The following program may contain sensitive material. Viewer discretion is advised" and/or "The views expressed on this program are those of the producer(s), and do not reflect the views of Hubbardston Community Access, the Town of Hubbardston, or the cable operator".

1) There are three types of political programming:

a) Debate programs, which must be non-partisan. All candidates are invited and all referendum viewpoints may be expressed.

b) Advocacy programs, which may be partisan. All candidates may or may not be invited and all political or viewpoints may not be expressed.

c) Election coverage, which must observe news reporting standards and give adequate time to all major candidates and issues.

2) A Hubbardston Community Access member must follow the Hubbardston Community Access Policies and Procedures to use Hubbardston Community Access facilities to present/produce political programming.

3) All programs submitted for cablecast shall be accompanied by a completed ***Request for Cablecast Form***.

4) Political programming will cease 24 hours prior to Election Day and will not resume until the polls have officially closed. It is the responsibility of the presenter/producer to alert staff of any political content relevant to the upcoming election.

5) The Community Bulletin Board may not be used for political advocacy.

VII. Violations

In order for the Hubbardston Community Access Policies & Procedures to be effective and to keep operations running smoothly, the following penalty system has been instituted. There are two types of violations that may result in restrictions on a member. The Hubbardston Community Access staff is authorized to issue violation notices. Violations notices may be issued verbally or in writing.

Minor Violations

Minor violations may result in a verbal or written warning, up to 90 days. These may include, but are not limited to:

1. Failure to cancel a reservation in accordance with the Hubbardston Community Access Policies and Procedures.
2. Late pick up or return of equipment without notification and approval.
3. Failure to clean up after using facilities.
4. Eating, drinking or smoking in non-designated areas.
5. Handling off-limit equipment or being in off-limit areas.
6. Failure to comply with the Hubbardston Public Access Cable Policies and Procedures.

Major Violations

Major violations may result in a minimum 90-day suspension. These may include, but are not limited to:

1. Abusive language and/or actions
2. Commercial, profit-making, or personal use of the Hubbardston Community Access facilities and/or equipment
3. Theft or abuse of equipment, including attempted repair, rewiring, etc.
4. Failure to pay for damage if a bill has been issued for repair or replacement
5. Falsifying forms
6. Misrepresentation to others of volunteer's status or affiliation with Hubbardston Community Access
7. Use of the Hubbardston Community Access equipment without staff permission.
8. Being under the influence of drugs (including alcohol) or bringing such substances into the Hubbardston Community Access facilities
9. Bringing weapons on the premises occupied by the Hubbardston Community Access
Historic weapons for special programs require specific authorization and may require notification to the Hubbardston Police Chief
10. Failure to comply with the Hubbardston Community Access Policies and Procedures

The staff of the Hubbardston Community Access exclusively reserves the right to enforce the Hubbardston Community Access Policies and Procedures. The Hubbardston Community Access staff reserves the right to permanently revoke the right of volunteerism of any individual, family or organization/business whose behavior violates the Policies and Procedures of the Hubbardston Community Access

Grievance Procedure

Volunteers are encouraged to resolve difficulties on the staff level. If a difficulty cannot be resolved at the staff level, a member may request an appeal. To file a formal complaint, the following steps are required:

1. The access user is required to submit any grievance, typewritten and signed, to the Hubbardston Community Access Cable Coordinator within seven working days from the

- date of the incident. If the Access Coordinator is an affected party, the grievance request will be submitted immediately to a Grievance Committee and bypass step two.
2. The Access Coordinator will review the grievance and render a decision in a timely fashion.
 3. Should the decision of the Access Coordinator not satisfy the access user, the user may file a written request for review by the Town Administrator. The decision made by the Town Administrator shall be final.

VIII. Underwriting and Grants

Access users are encouraged to apply for and receive underwriting or grants to aid in the development and production of programs. Donations can be in the form of goods, services, and contributions. When monetary consideration is received, the producer is encouraged to make a donation to Hubbardston Community Access unless it violates the terms of the grant. Staff must be informed, in advance, about any such underwriting. To give proper credit for underwriting and grants, see Section VI, Programming: Sponsorship Credits

IX. Bicycled Programs

This refers to programs that are not produced in Hubbardston, rather, it is pre-produced and prerecorded material that is downloaded, shipped or brought to Hubbardston.

Bicycled Programs must be strictly noncommercial in nature and technical and production quality must be high. Locally produced programs will receive priority scheduling.

1. All programs must have open and closing credits listing the title, producer and producer contact information.
2. A public non-profit organization or governmental agency can bicycle programs with only one representative as the sponsor. The non-profit organization does not have to be based in town, but the representative must be able to furnish proof of its non-profit status and that it does serve that town, i.e. one representative must be a resident of the town who will sign an Access User Agreement (Volunteer Form).

X. Responsibility & Indemnification

Users of the access channels shall indemnify Hubbardston Community Access, its employees and the Hubbardston Cable Advisory Committee against any and all liabilities arising out of use of facilities and/or resources, or out of breach of the Hubbardston Community Access Agreement with Policies and Regulations.

XI. Definition of Terms

Access Channels - Channels set aside by the cable operator for use by the public, educational institutions, municipal government, or for lease on a nondiscriminatory basis.

Access Coordinator - As used in this document, the term refers to a Hubbardston Community Access employee who trains and provides supervision in the use of Hubbardston Community Access television studio and equipment.

Access User-Any qualified individual who is a resident, or employee, (or volunteer), of a non-profit organization, or of a municipal agency that serves the towns. He must qualify successfully by completing training and sign the Access User Agreement. Then he/she may schedule equipment, facilities and/or channel time in his/her own name. (Such an individual may or may not be a producer. See that entry for more information).

Advertising - Calling public attention to one's product, service, need, etc. for profit making purposes.

Bicycled Program - A show that is not produced in town, rather, it is pre-produced and prerecorded material this is shipped or brought to operators for Hubbardston Community Access use.

Business Access User - Any employee of a business member located the town that has scheduled equipment, facilities, or channel time in the name of the organization. A Business Access User is subject to the same weekly facility and channel limitations as individual Access Users, whether one or several individuals book time in the name of the business. If a member of any such organization is not an inhabitant of the town, he may only produce programming that is sponsored by the organization to which he belongs.

Business users must follow the guidelines under Section VI, Programming: Sponsorship Credits.

Cable Television System - A broadband communications system, capable of delivering programming and information services from a set of centralized antennas, by coaxial cable, fiber optic technology, or other similar methods to a community. Other integration includes satellite and microwave communications.

Candidate - Legally qualified for office. This can be any person who has publicly announced candidacy by formal declaration and meets the legal qualifications for office.

Character Generator (CG) - Device that electronically displays letters and numbers on the television screen.

Channel Capacity - Maximum number of channels that a cable system can carry simultaneously.

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

Crew – Access users working with the producer and/or access user to assist in the production of programming. Hubbardston Community Access understands it may be difficult for resident producers to find adequate crew from within town. Crew members that are non-residents must fulfill all requirements of Hubbardston Community Access programming operating regulations, including signing the access user agreement, but excluding the residency requirements, under conditions set forth and approved by Hubbardston Community Access. It is expected that non-resident crewmembers will be an exception and will constitute a very small minority. Non-residents involved in any programs shall be limited to the production crew only. Only residents of communities served by Hubbardston Community Access may be producers.

Dedicated Channel – Any channel reserved for a particular use

Downstream – The flow of signals from the cable system head end through the distribution network to the subscriber

Educational Access Programming- Programming produced by the volunteers, students, faculty or employees of educational institutions which is in support of the mission of an educational institution. It includes both academic and extra-curricular programming. In Hubbardston, Hubbardston Community Access operates an Educational Access Channel which provides Educational Access Programming for the Superintendent of the Quabbin Regional School District. Programming with educational content not in direct support of an academic institution is categorized as Public Access Programming.

Federal Communications Commission (FCC) – the U.S Government's agency established in 1934 to regulate electronic communications. The FCC succeeded the Federal Radio Commission.

First Time Access User – An individual or non-profit organization that has not used either the equipment, facilities or channel time during the preceding twenty four months

Franchise – Contractual agreement between a cable operator and a governmental body that defines the rights and responsibilities of each in the construction and operation of a cable system within a specified geographical area

Government Access Programming – Programming produced either by volunteers or by government employees allowing federal, state and local officials to disseminate information to their constituents

Hardware – Equipment involved in the production, storage, distribution or reception of electronic signals. (Examples are head end, coaxial cable network, amplifiers, television receivers and production equipment like cameras and videotape recorders)

Head End – Electronic control center where signals are taken from a master feed and transmitted over cable to subscribers

Independent – Individually owned and operated cable television system; not affiliated with a multiple system operator (MSO)

Interconnect – Connections of two or more cable systems by microwave, fiber, coaxial cable or satellite, so that programming or advertising may be exchanged, shared or simultaneously viewed

Issuing Authority – Government body responsible for specifying the terms of a franchise, awarding the franchise, and regulating its operation. While the franchising authority is usually a local city or county body, some areas are regulated exclusively on the state level.

Leased Access – Any channels made available by the cable operator for a fee

Libel – A written or oral statement that conveys unjust characterization

Local Origination – When a cable operator is responsible for access programming or has additional channels it controls, this refers to cable programming entirely planned and produced by the cable operator's staff. It also refers to a pre-produced program that is cablecast on a channel controlled by the cable operator. When an independent access entity, such as Hubbardston Community Access is responsible for access, the term is avoided for any programming which originates from the access facility. The preferred term for such programming is "Access Programming" (see Public, Educational, or Government Access Channels)

Local Signals – Over-the-air broadcast signals available within the Grade B contour of a community; usually carried on a cable system's basic tier of programming.

Multiple System Operator (MSO) – Company that owns and operates more than one cable television system

Narrowcasting- Delivery of programming that addresses a specific need or highly focused audience

Obscene Material- Material that fits the legal definition of obscene or indecent material under local and state laws

Ordinance- Enabling legislation passed by local government to establish policies for the franchising process

Organizational Access User- Any member of an exempt organization as defined by the IRS that serves the town or employee of a municipal agency that serves the town that has scheduled equipment, facilities, or channel time in the name of the organization. An Organizational Access

User is subject to the same weekly facility and channel limitations as individual access users, whether one or several individuals that book time in the name of the organization. If a member of any such organization is not an inhabitant of the town, he/she may only produce programming that is sponsored by the organization to which he belongs.

PEG- Refers to Public, educational and governmental access channels

Penetration Ratio- The number of cable subscribers or pay-TV subscribers to the total number of households passed by the system

Producer- A Hubbardston Community Access member or organizational user that is responsible for the production of a PEG Access cable program. The producer is Hubbardston Community Access' main contact for a program and must be a resident of the town served by the facility. While a program may involve many access users working on the same production, the producer agrees to be personally and financially responsible for all liabilities arising from safety and other violations of Hubbardston Community Access PEG access programming/ operating regulations by themselves or any members of the production crew. (In the case of a minor, the parent or guardian assumes all responsibility for program content and other liability outlined in Hubbardston Community Access' PEG access programming/operating regulations and access user agreement)

Programming- The news, entertainment, information services and educational presentations carried on a cable system or broadcast by a radio or television station. Such programming can originate at the local, PEG Access, regional or national level.

Public Access Channel- A channel on which programs are transmitted on a first come, first served, non-discriminatory basis. A public access channel is specifically for noncommercial public access programming by residents or local non-profit organizations.

Public Access Programming- Programming produced by volunteers using Hubbardston Community Access facilities and equipment. When an access user brings in prerecorded tape for cable cast, it is also considered public access. In both these instances, Hubbardston Community Access by federal law, may not edit or control content, this programming must be noncommercial.

Slander- A false oral statement that is meant to defame a person's character

Staff – Those employed by Hubbardston Community Access

Subscriber- Customer paying a monthly fee to cable system operators for the capability of receiving diverse programs and services

Talent- A person appearing as a program host, performer, or guest who does not participate in the technical aspect of the program's production. A host must be a Hubbardston Community Access member. Regular performers must be Hubbardston Community Access members.

Guests need not be residents of Hubbardston or members. Guests who reside in town are encouraged but not required to be members.

Training- Evidence of proper training is the ability to complete a task without staff assistance. The requirements for completing training are defined by the Access Coordinator as applicable to the program under production.

Volunteer- Hubbardston Community Access volunteers offer their services for assisting in the production of programming.

HUBBARDSTON COMMUNITY ACCESS VOLUNTEERS REGISTRATION FORM

This signed agreement is required to be completed by all volunteers. Permission of Hubbardston Community Access staff is required for various levels of studio use and borrowing privileges.

I have read, am familiar with, and agree to abide by the Policies and Procedures of Hubbardston Community Access.

1. I understand that the following material is forbidden for presentation on the Public, Educational, and Governmental Access Channels:
 - a. Any obscene and/or other programming prohibited by applicable law(s)
 - b. Any material designed to promote the sale of commercial products and/or services
 - c. any lottery information
 - d. any invasion of privacy
 - e. any violation of trademark, copyright, or publicity rights prohibited by applicable law(s)
 - f. any illegal or otherwise prohibited activity
2. I will be thoroughly familiar with the nature of all program material that I submit for cablecast and take full responsibility for the content.
3. I understand the material I tape will be used for programming on the Public, Educational and Governmental Access channels.
4. I agree to obtain, in writing, all necessary clearances and permissions from any and all organizations, individuals, and groups as may be needed to tape or cablecast material on the Public, Educational and Governmental Access channels.
5. I agree to reimburse Hubbardston Community Access for any cost to repair or replace equipment which I damage or return damaged, except for normal wear and tear.
6. I understand I am responsible and agree to indemnify and hold harmless the Town of Hubbardston, the Cable Advisory Committee, the cable provider(s), Hubbardston Community Access; its employees and their successors, from any liability, loss, claim, cost, damage of any nature whatsoever which may arise by reason of any claim that any material cablecast or disseminated by me infringes and/or violates any rights of any person(s) or organization(s).

**HUBBARDSTON COMMUNITY ACCESS VOLUNTEERS
REGISTRATION FORM**

SIGNATURE _____

Please Print:

NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE _____

TELEPHONE # _____

EMAIL ADDRESS: _____

If the volunteer is under 18 years of age, please enter a parent's or guardian's email address.

(If the email address of a parent or guardian is provided, this form will be sent to them for their signature).

Parent/Guardian: _____

Signature: _____

Hubbardston Community Access Authorization: _____

Date: _____