

WELCOME TO PTV!

PTV strives to provide an environment that is inviting, nurturing, and safe for all participants. In order to fulfill this mission, we have a few important rules and policies.

Member Rules of Conduct

1. No one will be allowed to operate equipment or remain at PTV facilities while exhibiting unacceptable behavior. Unacceptable behavior includes, but is not limited to:
 - a. Signs of intoxication.
 - b. Harassment or intimidation of staff, PTV Members, volunteers, or board members.
 - c. Abusive language or actions, as determined by the PTV staff.
 - d. Inability to handle the equipment safely and properly.
2. Be respectful, careful, and safe with PTV facilities and equipment at all times.
 - a. Do not abuse any equipment, including attempted repair, rewiring, facility reconfiguration, and improper transport .
3. Do not bring any illegal substance, drugs, alcohol, weapon, or firearm on PTV premises.
4. Do not smoke on the PTV premises or by any PTV equipment.
5. Time spent at PTV is to be used for producing programs, training, or for specific volunteer services.
6. Commercial or profit-making use of PTV equipment or facilities is strictly prohibited.
7. You must always identify yourself as a public access volunteer, never as a PTV staff member, employee, or any official representatives of PTV.
8. Do not falsify any documents or infringe any Copyrights.
9. Do not interfere with PTV operations.
10. Do not do anything illegal on PTV premises or while using PTV equipment.

Violation of the Rules of Conduct can result in expulsion from PTV premises.

Repeat violations can result in permanent loss of privileges. Terminated members may be reinstated only by application to the PTV Board of Directors.

All PTV Staff are authorized to issue warnings and suspensions. In addition, any PTV Staff or designated facility manager may reasonably refuse access to PTV production facilities, equipment, or premises.

Workshops and Training

1. Workshops are filled on a first come, first served basis.
2. Workshops are free for PTV Members but some workshops may require additional materials fees.
3. Enrollment in intermediate and advanced level workshops may require prior attendance at specified basic workshops.
4. Attendance at all meetings of a training course or workshop, in the sequence given, is expected. Failure to attend all meetings may result in being dropped from the training course or workshop and may require the member to retake the entire training or workshop to gain certification.
5. Workshop materials fees are nonrefundable. Members who have enrolled in a workshop and do not complete the workshop are not entitled to a refund.

Studio and Facility Use

1. PTV facilities are available on a first come, first served nondiscriminatory basis.
2. Studio and facility use can be scheduled during PTV's regular operating hours. Scheduling requests outside of regular operating hours can be accommodated at the discretion and availability of PTV Staff.
3. PTV Studio and Facility use require one staff member on site at all times.
4. Please schedule your studio or facility at least two weeks in advance.

5. No one individual or group may monopolize the studio or facility. An Access Coordinator may take any action deemed necessary to rectify such a situation.
6. PTV facilities are to be used for producing programs for distribution on PTV.
7. You are responsible for the behavior and actions of your guests, talent, and others in attendance Your guests must comply with the PTV Member Code of Conduct.
8. PTV will not be responsible for the personal property of anyone using the PTV facility.
9. Any equipment or personal property used at PTV must be used in such a manner as to not create a hazard.
10. Staff must be notified when producer is finished with the studio or facility.
11. Failure to clean up properly and on time after using the PTV Studio or facility may result in a warning. Three warnings will result in revocation of privileges.
12. Please eat and drink only in designated areas. Food or drink in the studio or editing bays may result in a warning. Three warnings will result in revocation of privileges.
13. At the discretion of PTV all productions using PTV facilities shall carry the following full-page credit at the end of the program: **"Production facilities provided by Provincetown Community Television" with the PTV logo.**
14. PTV reserves the right to pre-empt a scheduled studio production for any reason at the discretion of the PTV staff. PTV will make every effort to give notice of pre-empting a scheduled studio production time in as timely a manner as possible.
15. Members under the age of 18 must have a signed consent form from a parent or legal guardian who accepts responsibility for the facility and its use by the minor.

Equipment

1. PTV equipment is to be used to produce programs for distribution on PTV.

2. Free and flexible training is available for all PTV equipment. You must complete training or meet minimum certification requirements that pertain to any piece of equipment before use or check out. You can coordinate training with an Access Coordinator.
 - a. By virtue of extensive television, filmmaking, or communications experience, you may receive certification without a training course or workshop at the discretion of the Access Coordinator.
3. Reservations for equipment should be made at least a week in advance.
4. All equipment must be checked in and out by PTV staff.
5. Equipment check-out procedure must be followed accurately and completely. Failure to properly check out equipment may result in loss of privileges.
6. Equipment can be checked out for no more than 48 hours unless granted special permission from an Access Coordinator.
7. No more than one camera kit may be checked out per PTV Member, unless granted special permission by an Access Coordinator.
8. Please test all equipment before removing it from PTV. Failure to do so will be the user's responsibility.
9. No food, drink, or smoking is allowed near equipment at any time either on PTV premises or in the field.
10. Equipment may not be kept in a car overnight, or exposed to elements, which could cause equipment failure.
11. **No attempt should be made to repair or work on equipment.** Do not tamper with or change any wiring or components. PTV Members may not alter equipment settings outside the scope of their PTV training.
12. Equipment must be returned on time by the PTV Member who checked it out. Failure to return equipment promptly will result in a warning. Subsequent late returns shall result in loss of privileges.
13. Users must report any problems or breakage when returning equipment.

14. The return of damaged or broken equipment will be the responsibility of the PTV Member or Member Organization who checked out the equipment. Members or Member Organizations are responsible for loss or damage due to theft, negligence, or abuse of equipment while it is checked out to them. All fees in connection with repair, replacement or service must be paid in full or on a payment schedule agreed upon with an Access Coordinator before any further equipment or facility use will be allowed.
15. PTV reserves the right to schedule equipment as needed to perform operational requirements. PTV reserves the right to pre-empt scheduled equipment for any reason at the discretion of the PTV staff. PTV will make every effort to give notice of pre-empting scheduled equipment in as timely a manner as possible.
16. At the discretion of PTV all productions using PTV equipment shall carry the following full-page credit at the end of the program: **"Production facilities provided by Provincetown Community Television" with a PTV logo.**

Members under the age of 18 must have a signed consent form from a parent or legal guardian who accepts responsibility for the equipment and its use by the minor.

No-Shows on Scheduled Studio, Facility or Equipment Time

1. Cancellation of Studio, Facility or Equipment reservations must be made 24 hours in advance, except in cases of emergency.
2. A PTV Member who is more than 60 minutes for a reservation and who has not contacted PTV in this period of time will be considered a "no show" and the studio, facility or equipment may be released to another PTV Member.

SUBMITTING PROGRAMS FOR CABLECAST

1. All PTV programming must conform to standard NTSC signal formats and quality controls.

2. The PTV Member sponsor of any program accepts all responsibility for the content of the program and must agree to hold harmless and indemnify PTV staff, volunteers, Board of Directors, The Town of Provincetown, and Comcast Cable.
3. At the discretion of PTV all productions shall carry the following tag: **"PTV and the Town of Provincetown are not responsible for the content of this program."**
4. PTV may ask that an appropriate additional disclaimer be included at the beginning and during other sections of programs with certain content such as but not limited to political content, reenactments, violent material, adult language, or sexually explicit material. PTV reserves the right to determine all time slots for all programming and such content will be a determining factor in scheduling.
5. Obtaining personal releases and copyrights is the responsibility of PTV Members. All programs must adhere to copyright regulations.
6. To produce programs in with students at Provincetown Schools, you must obtain signed release forms for each student and provide these to PTV.
7. Presentation of the following material on the community access channel is prohibited:
 - a. Any program that is commercial in nature including but not limited to qualitative or comparative claims, direct inducements to action, and overly promotional material.
 - b. Any material that is intended to defraud the viewer or is designed to obtain money by false or fraudulent pretenses, representations, or promises.
 - c. All advertisement of (or information concerning) any lottery, gift, enterprise, or similar scheme offering prizes dependent in whole or part, upon lot or chance; or any list of prizes drawn or awarded by means of

such lottery, gift enterprises or scheme, whether list contains any part or all of such prizes.

- d. Libelous or slanderous material.
- e. Material that constitutes an invasion of privacy.
- f. Material that is obscene according to state or federal laws.

All programs may be referred to the PTV Board of Directors and to legal counsel for a ruling as to whether they violate these content rules.

Media Retention Policy

1. PTV will provide one media stock free of charge to certified producers for a program master and a producer copy only. The master will be the property of PTV.
2. A master copy or DVD will be kept in the PTV library for a minimum of 2 months. A master may be kept longer at the discretion of PTV Staff and availability of storage space. PTV is not responsible for raw footage left at the facility.
3. PTV reserves the right for unlimited distribution of any PTV made production over PTV networks and websites. PTV reserves the right to duplicate the program for PTV purposes
4. The program will not be duplicated and lent out to other cable access stations for airing without the producer's permission.
5. If footage produced or edited at PTV is at any time sold, rented, or brings in any money, PTV is entitled to 20% of all moneys received.

Ownership Rights

The copyright for programs produced by PTV Members using PTV equipment will be retained by the PTV Member. This includes the right to distribute the program to other cable systems. However, PTV requires a title card reading "Production facilities

provided by Provincetown Community Television" with the PTV logo in the end credits in perpetuity of any work created with PTV equipment or facilities.

Requests for Cablecast

1. All requests for Cablecast on PTV will be processed on a first come, first served basis.
2. Submitted media should be labeled as per posted guidelines at PTV.
3. PTV reserves the right to reject any program for Cablecast should it not meet the technical and content standards already outlined.
4. Programs produced by PTV Members must complete a Request for Cablecast form, which must be signed and submitted prior to the program's being cablecast.
5. Programs produced outside the scope of PTV that meet the technical and legal standards specified in this document may be submitted for Cablecast by a PTV Member sponsor. The PTV Member must complete a Program Sponsorship form and Request for Cablecast form which must be signed and submitted prior to the program's being cablecast.
6. Eligible programs submitted for cablecast are guaranteed one cablecast. Subsequent showings will be scheduled at the discretion of the staff.
7. PTV retains the right to schedule programming at its discretion.

Regularly Scheduled Series

1. A series may be scheduled for Cablecast on a daily, weekly or monthly basis. Scheduled series will require periodic renewal.
2. Regularly scheduled series time slots will be allocated at the discretion of staff.
3. If a series producer fails to produce new, original programming for more than two consecutive showings or regularly fails to have programs ready for scheduled cablecast, the time slot may be reassigned to other users.

4. Scheduled programs may be pre-empted for time-sensitive programs.

Program Promotion

1. Members are encouraged to promote their own programs. PTV offers training about successful planning and marketing of your piece.
 - a. Effective promotional techniques include short news releases, social media campaigns and we can send with our cablecast schedule to area newspapers and radio stations in addition to a listing on the PTV bulletin board and website.

Underwriting and Grants

1. PTV certified producers are encouraged to apply for and receive underwriting or grants that aid in the development, production, distribution, or improvement of programs.
2. **Before making any solicitations for program funding, you must meet with PTV staff regarding your plans.** At that meeting, PTV will review policies and procedures governing underwriting and grants for Public Access.
3. The PTV name may not be used in connection with any program or solicitation without PTV approval.
4. You must explicitly inform all prospective underwriters and/or grantors you are acting on your own behalf - not as an official representative of PTV - and that PTV does not assume any responsibility for your program.

Grants

1. PTV will work with the producers on a case-by-case basis to evaluate the scope of their project and its involvement with PTV, PTV staff, and PTV equipment and facilities.

2. PTV will provide a rate sheet and breakout of costs associated with the underwritten project. The producer can submit this PTV authorized form as part of their grant proposal.
3. Funds in the grant budget appropriated for PTV will be paid to PTV and will not be refunded should the producer fail to meet the terms of the project for which they have received a grant.

Underwriting and Donations

1. Support for program production can be in the form of donations of goods or services or sponsorship money in the form of underwriting; all forms of support must be made directly to PTV.
2. All acknowledgments shall open with "Support for the following program has been provided in part by..." or something substantially similar. Contributors of products or services may be acknowledged in the credits with specific references to the type of their donation. For example, "Catering provided by..."
3. Underwriting acknowledgments may include the following:
 - a. Logos and/or corporate slogans, which identify and do not promote.
 - b. Shots of the inside or outside of an underwriter's business.
 - c. Location and contact information.
 - d. Value neutral descriptions of a product line or service.
4. The following practices convey a commercial impression and are not permitted:
 - a. Qualitative or comparative language or claims;
 - b. Price information;
 - c. Solicitation of direct viewer response of any kind, such as "... buy one today...", "... give us a call at...", or "... visit our showroom located at...".