

BROOKLINE INTERACTIVE GROUP POLICIES & PROCEDURES



Welcome!

Welcome to Brookline Interactive Group! We look forward to working with you on your future projects and ask that you read our handbook and become familiar with our Policies & Procedures. It is your responsibility to read these carefully before using any Brookline Interactive Group (BIG) equipment, facilities, or scheduling any staff time, production time or airtime. Please speak with a staff person if you have questions. These policies are subject to change without notice.

Mission Statement

Our mission at BIG is to serve the Brookline community as an integrated media and technology education facility. As a public access television station, we are a valuable first amendment resource to all members of the community. Our programming showcases what matters to Brookline. We are proud to provide an outlet for the creativity and enthusiasm of any Brookline resident, organization, or institution interested in learning the process of creating community media.

BIG Services

BIG allows any Brookline resident to communicate with other residents over the cable system, a medium otherwise not available due to the expense of broadcast airtime. While we work closely together, and in the same town, BIG is not a subsidiary or an affiliate of Comcast or RCN. Business related to cable TV installation, service changes or reception problems should be directed to your cable provider. Because services provided by Brookline Interactive Group and your cable provider do not overlap, it is very important for specific questions to be directed appropriately. Telephone calls, inquiries, and mail for Brookline Interactive Group should be directed to:

Brookline Interactive Group
46 Tappan Street
Top Floor
Brookline, MA 02445
617-731-8566 / www.Brooklineinteractive.org

BIG administers airtime on the public access channels and provides Brookline residents access to its facilities. In addition, BIG offers guidance on program development and technical training on field and studio equipment.

Our facilities provide a regular forum for community members to educate and inform the community about issues and events of local, national, and global importance. BIG also accepts program proposals to cover on-location events of importance to the Brookline community.

BIG facilities are available to certified members on a first-come, first-serve basis. BIG

reserves the right to preempt user reservations and programming in the event of timely town informational programming, such as Selectmen's Meetings, Candidates Night, or Town Meeting.

Community Event Coverage

If you would like to have your community event filmed, Brookline residents and community groups must submit a Program Proposal a minimum of three weeks prior to the event. Upon approval of the Program Proposal, BIG will add the event to the volunteer calendar. Coverage of these events is based on volunteer availability and commitment, thus submitting a program proposal far in advance is highly recommended. The resident or group proposing the program is encouraged to aid in volunteer recruitment as there is no guarantee an event will be covered without a volunteer crew.

Membership: Benefits & Restrictions

Any Brookline resident or Brookline-based organization, and all non-Brookline residents are eligible to become a member and show an approved program on the access channel under the condition a BIG Membership Form is signed and placed on file with BIG, and the appropriate fees are paid. If the applicant is a minor, a parent or legal guardian must sign the aforementioned document. All new access members must attend the BIG Orientation class prior to their first use of the facilities. Any member who wishes to borrow equipment and use the facilities to produce access programming can do so after fulfilling the necessary requirements for certification. (Members and non-members may rent BIG equipment and facilities for private use. Rates are available upon request.)

Types of membership

Brookline Residents: FREE

Affiliate Membership (for non-Brookline residents): \$50 annual fee

Group Membership (Business): \$200 annual fee (5 members); \$40 each additional person

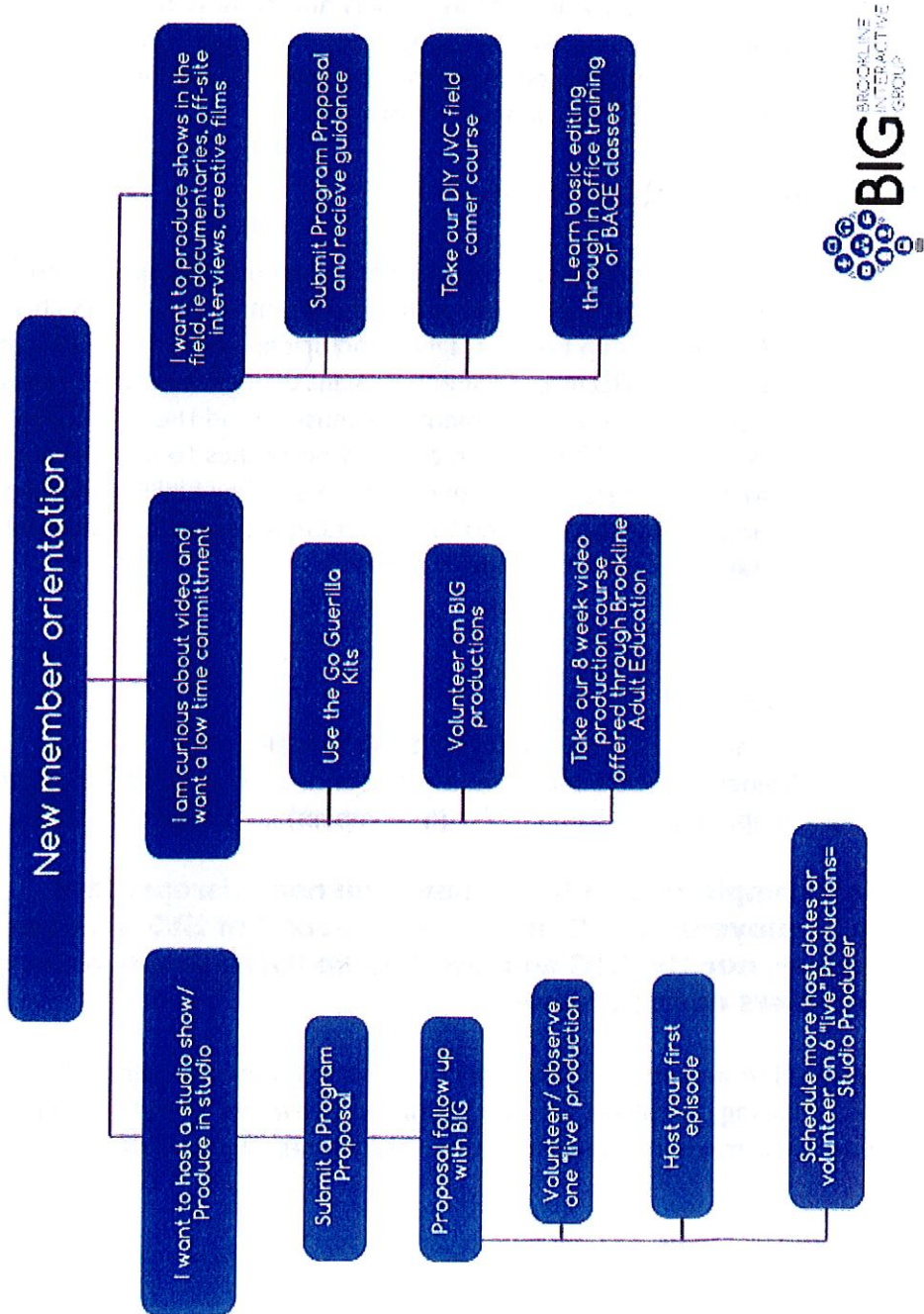
Group Membership (Nonprofit): \$125 annual fee (5 members); \$35 each additional person

Members are not employees of BIG. They shall not misrepresent themselves as employees of BIG, or speak on behalf of BIG. Neither the BIG phone number, nor the BIG address may be listed as a contact number for members or their shows.

Members are permitted to access the BIG facility on the top floor of the Brookline High School Unified Arts Building. Members are not permitted elsewhere in the building. Members must have their membership id with them at all times when accessing the facility.

Membership

Your privileges as a BIG member correspond to the workshops and classes you have taken and to your volunteer hours on member and community produced programs. Members will be permitted to reserve and use edit suites, take-out field equipment and/or studios on which he or she has been certified. Based on your goals as a member, the BIG staff suggests the following membership tracks in order to access the equipment and facilities:



Equipment & Facility Reservations & Procedures

Certified members may reserve BIG equipment and facilities for activities specifically related to productions that will be shown on BIG. It is understood that by working here, your piece is a community program intended for cablecast on BIG. **BIG equipment, facilities and/or staff time are not intended for personal projects.** Please speak with a staff member regarding private reservations for personal projects not designed or intended for cablecast.

Equipment and facility reservations are on a first-come, first-serve basis and subject to availability.

Equipment

The member who reserves equipment must be the one who **picks up and returns** the equipment. Equipment must be returned on time. Field equipment reservations may not extend beyond 48 hours. Members are entitled to a 20-minute grace period, after which a late fee will be charged. To avoid this fee, please notify BIG immediately if a delay is expected.

Members are required to sign an inventory list before taking out equipment and upon return of equipment. We strongly suggest members set-up the equipment when they take it out to ensure it is in proper working order. **We will require the member to set up all equipment upon return.** Members are responsible for any equipment failures, and/or missing or damaged items.

Facilities

Studio reservations are not to exceed four hours per day per producer, which includes setup and break-down time. Additionally, studio reservations must be scheduled to end 30 minutes before the facility's closing. Edit suite reservations cannot exceed four hours per day, however when this time is up, members may remain in that edit suite based on availability. Programs recorded in the BIG studio but edited at outside facilities must be completed and available for broadcast before the producer may reserve any further studio dates.

Non-profit organizations can reserve rooms for educational purposes at the discretion of BIG on a first-come, first-serve basis. Additionally, members may reserve the theater on the condition that the program is educational, free and open to the public. All reservations are made at the discretion of the Executive Director.

A series of facilities reservations must be for a fixed term and may not be open-ended. There is a 20-minute grace period for all late arrivals for room reservations, after which your reservation will be forfeited. To avoid cancellation, please notify BIG immediately if a delay is expected. **It is the responsibility of the party reserving the space to leave it in the condition it was found.**

BIG is not responsible for loss of work due to misuse of the facilities.

Putting a Program on the Channel: Responsibilities & Restrictions

In order to produce your own program you must have completed all of the following:

1. 1) Be a BIG member and have all paperwork on file
2. 2) Be certified on all the equipment and facilities that you wish to use
3. 3) Submitted a Program Proposal and all appropriate forms
4. 4) Followed the Equipment & Facilities Reservations & Procedures guidelines

At BIG members produce their own programs. Thus, producers are responsible for creating their show opening, end credits, graphics, roll-ins, and set design. They are also encouraged to recruit their own two-person crew and can use the BIG volunteer newsletter. BIG will keep a copy of all programs and may cablecast them an unlimited number of times. BIG may also use the program for promotional purposes related to BIG. Unless specified otherwise, the copyright holder makes his/her program available for duplication and distribution by BIG.

Under no circumstances can any programming produced at BIG be used for commercial or for-profit purposes.

All programs produced using BIG facilities, resources or equipment must include a complete list of the crew that is legible and on air long enough to be read.

Anyone requesting air time for a program must sign an agreement taking full responsibility for the program's content and obtain clearances and permissions from all organizations, individuals and groups involved in their program.

BIG producers may freely distribute or "bicycle" their programs to non-commercial or access television organizations. All BIG programs must first be aired on BIG before they can be distributed elsewhere. Producers are responsible for all costs incurred in distributing their program(s), (e.g. DVDs, dubbing, postage).

Members may sponsor outside programming for programs not produced at BIG if that programming is from an access station or similar non-commercial institution. Sponsors must provide contact information and agree to make him or herself available to anyone making inquiries or comments related to the program(s) they sponsor. Producers of foreign language programs are asked to consider providing an English explanation of the program content at the beginning and end of their program.

Anyone using the channel is alone liable for any false, misleading or slanderous statements in his or her program. The member alone is responsible for the program content and compliance with all applicable local, state, and federal laws, including, when relevant, election laws. BIG has the right to place a disclaimer before and after any program that BIG feels may require one.

The following material **may not be shown** on the access channel:

- • any advertising intended to promote the use of goods or services
- • any information or promotion of a lottery
- • any material which constitutes libel, slander, pornography, obscenity, or invasion of privacy or publicity rights, according to local, state, and federal laws
- • programs which fall below minimum technical standards for cablecast
- • use of trademark or copyright which may violate local, state or federal law
- • programs that do not have the required permissions on file
- • any illegal acts

Although commercial advertising is prohibited, programs may include acknowledgment of underwriting by individuals, businesses, organizations or grantors providing monetary or other assistance. A member should never apply for any kind of support, sponsorship, or underwriting without first notifying the Executive Director and submitting a complete outline and proposal.

Cancellation Policy

Cancellations by the producer should be made no less than 48 hours in advance. If a member consistently cancels shows, he or she will receive a warning. Two warnings will result in a one-month studio suspension. Additional cancellations will be dealt with at the discretion of the Executive Director.

Program Schedules

Program time slots are available on a first-come, first-serve basis. BIG will attempt to accommodate members' timeslot requests for series produced at BIG. If there are no requests for time slots, BIG will fill them at its discretion. A series must make continuous use of their time slot or it will be forfeited. BIG can pre-empt or reschedule regular time slots at any time for any reason.

Political Campaigning

Political candidates are subject to the same operating procedures as other members of the access channel: everyone in the community has equal access to the facilities and airtime, but there is no equal time rule. BIG will set aside enough time during the period before an election to cablecast a reasonable number of election-related programs. It is the responsibility of the candidates or those working on their behalf – not the responsibility of BIG – to become a member and produce programs. No campaign programming will be cablecast in the 48 hours preceding the opening of the polls. Any program promoting particular candidates or ballot questions must identify who produced, sponsored and/or paid for the production.

Violations

Violation of the BIG Rules & Procedures will result in warnings, suspensions or permanent membership termination. Suspensions and terminations are at the discretion of the Executive Director.

Minor Violations

Minor violations may result in immediate forfeiture of a facility or equipment reservation or in a warning. Multiple warnings may result in suspension. Minor violations may include, but are not limited to:

- • entering a staff-only area without permission
- • failure to cancel a reservation within 48 hours
- • failure to arrive on time for scheduled productions
- • failure to submit the necessary production information in advance of a studio shoot
- • late equipment return without notification and approval
- • failure to return equipment in the proper condition (e.g. improperly coiled cables, improperly packed equipment, etc.)
- • mishandling equipment, including leaving it in unusually hot or cold environments
- • leaving equipment or facilities unattended without staff permission
- • failure to clean up after using the facilities or to return them to the condition in which they were found
- • changing the wiring, connections or attaching accessories without staff permission
- • misrepresentation of members' affiliation with BIG
- • eating or drinking in no-food areas

Major Violations

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

- • commercial or profit-making use of BIG facilities without written consent
- • use of equipment/facilities without staff permission
- • blatant abuse of equipment, including attempted repair
- • taking BIG equipment out of Massachusetts
- • falsifying forms
- • committing unlawful or violent acts within the facility, including theft
- • abuse or harassment of staff, other members, or any building personnel
- • smoking in the building
- • possession and/or consumption of alcohol or illegal drugs

Appeals

Anyone wishing to appeal disciplinary action may make that request with the Executive Director.

Indemnification

Users of the access channels shall indemnify Brookline Cable Community Trust, Inc. and its employees against any and all liabilities arising out of breach of these Rules & Procedures.

Each BIG member understands that he or she is responsible and agrees to hold harmless Brookline Interactive Group, its directors and employees (and their successors) from any liability, loss, claim, cost or damage of any nature whatsoever which may arise by reason of any claim that any material cablecast or disseminated by that member infringes on or violates any rights of any person or organization.

THURSDAY NIGHT LIVE

Ever wanted to Host your own talk show?
Have an idea for TV and want to try it out?
Are you ready to take the plunge
into TV Broadcasting?

Then Thursday Night Live is for you!

Thursday Night Live is a weekly Cable Broadcast Program at Brookline Interactive Group. Community members interested in hosting their own TV show or learning the basics of studio production to become studio producers can sign up for weekly 1 hour slots to host or crew a Thursday Night Live Show. Shows are available every hour on the hour from 4-9 every Thursday.

The process to become a host or producer is simple. Follow the steps of the Thursday Night Live flow chart to see your dream of being on cable TV come true!

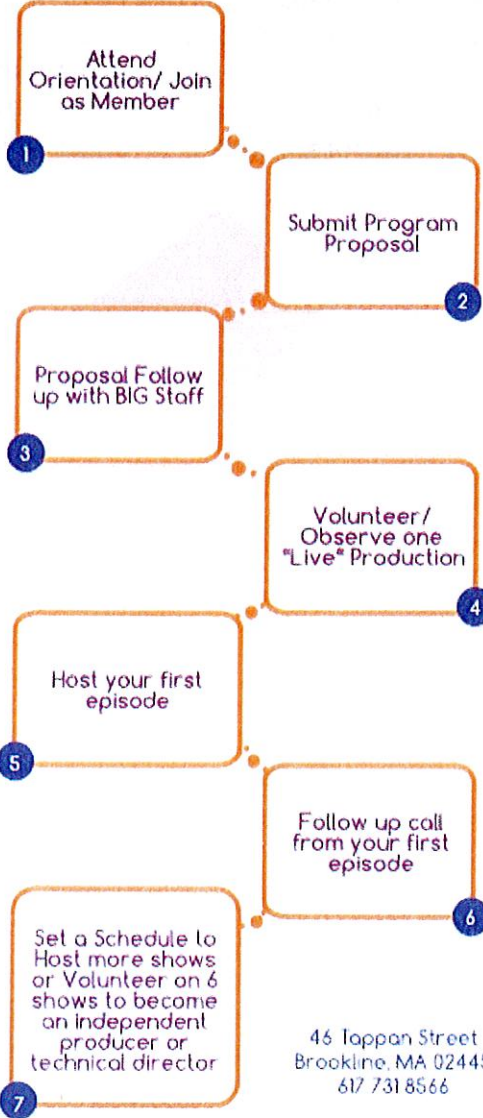
Host your own show!

Learn the basics of studio production!

Gain valuable, hands on experience!

Work your way to producing
your own TV show at BIG!

THE PROCESS



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Brookline, MA 02445
617 731 8566

brooklineinteractive.org

