



WAYCAM RULES AND OPERATING PROCEDURES

Adopted by Board of Directors
October 2, 2007, addendum Dec. 2008

A. STATEMENT OF PURPOSE OF WAYCAM

As stated in the WayCAM by-laws, the mission of the Corporation shall be to provide a non-profit electronic forum for the free exchange of information and ideas that reflect the talents, skills, interests, concerns, and diversity of the Wayland community. In pursuit of this mission, the Corporation shall:

- 1) Manage facilities for community Access TV programming on the Public, Educational, and Governmental (PEG) Access channels of the Wayland cable television system;
- 2) Provide access to and training in telecommunications and/or computer technology, including video production and computer communications;
- 3) Serve as a catalyst to facilitate and stimulate community discourse and provide leadership in the uses of telecommunications technology.

B. MEMBERSHIP IN WAYCAM

WayCAM Membership shall be \$10 each per year, January 1 – December 31.

1. All residents of the Town of Wayland, Town and School employees and organizations based in the Town are eligible for membership in the Corporation.
2. Membership entitles individuals to voting privileges at the annual meeting; subscription to any newsletters, program guides or other publications; open access to training, production equipment and facilities; and channel time.
3. There are three (3) categories of membership: Individual, Family, Organizational. Each category includes voting privileges, at the rate of one vote per membership. Families and Organizations must designate the one member to represent their voting privilege.

(See Appendix A: “Membership Application”)

C. ROLE OF THE WAYCAM STAFF AND VOLUNTEERS

Successful public Access programming depends on participation of many active, trained volunteers who use video communication tools to reflect their ideas and interests, independent of WayCAM. Because of this, as well as limited staff time, WayCAM cannot provide video production services for the private use of community members or organizations. Staff will assist community members in assembling production crews from among trained and qualified community volunteers. However, community organizations planning to produce programs on a regular basis are encouraged to form their own television production committees which WayCAM will then train.

(See Appendix B: “Request for Video or Broadcast Services”)

D. ACCESS RULES

1. WayCAM studio and equipment is available to Wayland residents, groups, organizations and institutions on a first-come, first-serve basis, with the following limitations.
 - a. Anyone using the studio and equipment must be oriented to the philosophy of Access, must be familiar with the WayCAM Rules and Operating Procedures, and must sign the “Annual Access User Agreement” (**See Appendix C**), which holds the user responsible for the studio and equipment during the time such use is assigned to that person/entity.
 - b. Anyone using the Access equipment must be qualified to do so, in the judgment of the Station Manager.
 - c. Programs produced with Access equipment and facilities must be cablecast on the Wayland Access Channel. WayCAM does not provide services for the sole purpose of creating archives. Tapes of programs generally are archived for 12 months and then recycled.
 - d. Access users under the age of 18 who are not enrolled in a television production class must provide and have on file with WayCAM, a signed “Annual Access User Agreement,” including a Minor Release (**See Appendix C**).
 - e. Producers must have signed a “Producer’s Release Form” (**See Appendix D**), and program guests and ‘talking heads’ must have signed a “Talent Release Form” (**See Appendix E**).
2. Anyone producing programming using WayCAM facilities and equipment must agree that ownership of the copyrights to that program remains with WayCAM.
3. A production copyright notice should appear at the end of each program to read: “A production of The Wayland Access Studio Channel 9 © [year] WayCAM” or words to that effect.
4. Users of WayCAM facilities and/or equipment must identify themselves only as public Access community producers, not as employees or staff of WayCAM.
5. The use of the Community Bulletin Board (CBB) is limited to not-for-profit and community groups to publicize activities and events. Event and activity prices will not be included in CBB notices.
6. Political notices on the CBB are covered under WayCAM Public Service Announcement (PSA) guidelines, which require equal access to all candidates and to all political groups. (**See Appendix J**).
7. Regarding program duplications (“dubs”): (**See Appendix F: “WayCAM Duplication Policy”**)

E. ON SITE BEHAVIOR

Anyone operating equipment or spending time in WayCAM facilities will be expected to treat others with dignity and respect and to conduct themselves in a manner appropriate to professionals undertaking a professional task.

(See Appendix G: “On-site Behavior”)

(See Appendix H: “Grievances”)

F. GENERAL HOUSE RULES

Production times should be planned according to posted hours so that production and cleanup can be completed before user leaves.

- a. User must clean up after productions, break down studio equipment, and remove all personal items from edit suites, control room, and studio by the end of the scheduled time slot.
- b. Food, drinks and smoking are not allowed in the studios, control room, master control room or audio or video edit suites.

G. USE OF EQUIPMENT

1. General Rules:

- a. Equipment is available for use by qualified Wayland residents on a first-come, first-served, non-discriminatory basis. All users of WayCAM equipment must fill out and sign an “Equipment Sign-Out Form” (See Appendix I).
- b. Cancellation of equipment and facility reservations should be made at least 24 hours in advance, except in cases of emergency. Repeated last minute cancellations may result in loss of privileges.
- c. Any materials for productions, beyond those supplied by WayCAM, must be supplied by the user and must be removed after the production. Sets, props and production materials may not be left in the studio.
- d. Individuals using WayCAM equipment, studio or post-production facilities must not change wiring or components without permission or supervision from Station Manager. No attempt should be made to work on or repair equipment. Any damage caused in this manner will be charged to the user! A loss of privileges may result from such equipment abuse.
- e. Individuals using WayCAM equipment and facilities must report any defects or problems to the Station Manager in the “Equipment Return” section of the Equipment Sign-Out Form (See Appendix I).
- f. Producers found to be misusing or abusing the equipment shall be required to replace and/or repair abused equipment.
- g. Producers found to be misusing or abusing the equipment may be asked to repeat training, testing and/or be subject to loss of privileges.

2. Use of the Studio
 - a. Reservations may be made up to two months in advance. Reservations can be made in person or by phone to Station Manager only, and shall be confirmed in writing by the Station Manager.
 - b. In order to schedule the studio and control room, a community user (and all crew members) must be approved for studio production by Station Manager prior to production date.
 - c. No studio production may take place without Station Manager's supervision or permission.
 - d. "General House Rules" above under Section F and "On Site Behavior" listed in **Appendix G** shall apply.
 - e. The studio and control room are available for rental at the rate of \$85 per hour, which includes hourly fee of \$35 for the Station Manager, who must be present during the rental period. Rental period must include set up and clean up time.
 - f. Users must show up on time for scheduled studio productions and must put away the studio and control room equipment and sets before the end of the scheduled time period. It is generally good practice to allow at least one (1) hour before and after the time needed to tape the actual production for set up and cleanup of the studio.
 - g. Users under the age of 18 who are not enrolled in a television production class and who wish to schedule the studio or participate in a studio production must have written permission from a parent or guardian and Station Manager (**See Appendix C**).
3. Use of Editing and Post-Production Facilities
 - a. To schedule and use the editing or post-production facilities, a community user must sign the Annual Access User Agreement (**See Appendix C**), and be approved for such use by the Station Manager.
 - b. Users under the age of 18 who wish to schedule the editing and post-production facilities must have written permission from a parent or guardian and the Station Manager.
 - c. Producers are entitled to a maximum of 3 hours per session with a maximum of 9 scheduled combined hours per week in the studio, post-production or editing facilities and must be approved by the Station Manager. Scheduling outside these parameters will be made at the discretion of the Station Manager. These guidelines are designed to allow everyone equal and fair access to the facilities.
 - d. Grievances concerning scheduling should be brought to Station Manager's attention immediately and should be resolved at that time.
4. Use of Portable Video and Audio Equipment
 - a. Reservations for portable video or audio equipment may be made up to one month in advance and should be made at least one week in advance. Reservations can be made in person or by phone to the Station Manager. Reservations are on a first come, first served basis.
 - b. Equipment must be picked up and returned at the previously agreed upon time. Failure to return equipment when due may result in loss of privileges in the future.
 - c. Equipment may be checked out for forty-eight (48) hour periods during the week or longer for weekends or holidays or at the discretion of the Station Manager.
 - d. An equipment use will be applied against each group, organization or institution each time its individual members check out equipment for that entity's use.
 - e. Producers holding equipment reservations must use the following checkout and check-in procedures:

Check-Out of Equipment

- a. Fill out Equipment Checklist and sign “Equipment Sign-Out Form” (**See Appendix I**).
- b. Assemble and test requested equipment. It is the producer’s responsibility to make sure that he or she has all required cables and connectors to facilitate production.
- c. Qualified users under the age of 18 who are not enrolled in a television production class and who wish to borrow portable equipment must be accompanied by a parent, guardian or qualified adult Access user, who signs a release stating that the adult accepts responsibility for the equipment and its use by the minor.

Check-In of Equipment

- a. Equipment must be returned at scheduled time
- b. Equipment return must be verified and signed by the Station Manager at the bottom of the “Equipment Sign-Out Form” (**See Appendix I**).
- c. Any problems with equipment or damage should be noted on the “Facilities/ Equipment Incident Form” at the bottom of the “Equipment Sign-Out Form” (**See Appendix I**), and brought to the attention of the staff.
- d. Users are responsible for loss or damage due to negligence or abuse while the equipment is checked out to them.

H. PROGRAM CONTENT RULES

1. Presentation of the following material on community Access channel, including the Community Bulletin Board, is prohibited:
 - a. Any program or material that is commercial in nature.
 - b. Any material, which 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 in part, upon lot or chance; or any list of the prizes drawn or awarded by means of such a lottery, gift enterprise or scheme, whether said list contains any part or all of such prizes.
 - d. Libelous or slanderous material.
 - e. Material that is obscene according to local community standards or is otherwise illegal.
 - f. Material that expresses a political point of view which does not follow WayCAM’s PSA policy (see paragraph 3 below).
2. Producers who bring in shows or music must have on file a signed “Producer’s Release Form” (**See Appendix D**), stating the producer is solely responsible for program content, and indemnifying and holding harmless WayCAM, its officers, directors, employees and agents, from liability or legal fees and expenses incurred as a result of their program.
3. Political programming and PSA policy.

Whereas the FCC’s (Federal Communications Commission) political cablecasting policies and rules apply only to commercial cable operators that originate programming, and therefore do not apply to PEG channels like WayCAM; therefore, the Board of Directors of WayCAM has adopted the rules to apply to political programming and public service announcements on its channel.

(See Appendix J: “WayCAM Political Programming and Public Service Announcements [PSA] Policy”)

4. Regarding fundraising programs, the following is permitted:
 - a. Non-profit organizations may produce one (1) fundraising program per year.
 - b. The format of that program may be either a live auction, a live telethon, or other program approved by the Board of Directors.
 - c. All fund-raising programs must be pre-approved by the Board of Directors.

I. PROGRAM CREDIT FOR UNDERWRITING AND GRANTS

1. Underwriting for programs must be for goods, services, in-kind contributions and/or donations that aid in developing and improving programs.
2. Credit for underwriting should be as follows: “This program was made possible through a grant from [_____]. Goods and services used in this program were contributed by [_____]”
3. WayCAM credit must still be included.
4. The Station Manager must be informed, in advance, of any such underwriting credits and consulted about the proper format for underwriting credit.
5. Producers should not include telephone numbers, email or street addresses of underwriters, but may list business or organization name and town.

J. CHANNEL TIME REQUESTS/CABLECASTING PROCEDURE

Scheduling Procedures

1. General Procedures
 - a. Scheduling and cablecast times will be determined by the Station Manager.
 - b. All requests for channel time should be made to the Station Manager by phone: (508) 358-5006 or email: waylandcable@comcast.net, and will be processed on a fair and equitable basis.
 - c. A “Request for Video or Broadcast Services” (**See Appendix B**) must be provided for scheduling purposes.
2. Series Scheduling
 - a. Regularly scheduled "series" time slots will be allocated at the discretion of the Station Manager, provided ample time remains available for other community programming requests.
 - b. A series may be weekly, bi-weekly or monthly.
3. Schedule posting

Program schedules will be posted on the Community Bulletin Board (CBB), on the WayCAM Web site, Town of Wayland Web site, and, space permitting, in the Wayland Town Crier. Once the schedule has been posted, it should remain as stated. In cases where the announced schedule must be changed, the correction will be posted on the CBB and WayCAM Web site.
4. Program Archives

Tapes of programs generally are archived for 12 months and then recycled.

K. CABLECAST STANDARDS

Cablecasting Requirements

1. Label

Before cablecasting, all videotapes or DVDs must be clearly labeled with the following information:

- a. On spine label: title of program only.
- b. On face label: segment name and exact TRT (total running time) in minutes and seconds as well as the pre-roll time.
- c. Maximum of three half hour programs on each tape.

2. Beginning of tape or DVD

The beginning of all cablecast programs must have a standard format in the following order:

- a. Pre-roll of at least 10 seconds of black before the program.
- b. At least 10 seconds of black after the program.
- c. In addition, if program will be shared with other studios, a 10-second countdown should follow the 10-second pre-roll and should precede the program.
- d. Optional: Graphic slate with series title, segment name, total running time, production date and producer's name can precede the countdown.

3. End of tape

- a. Appropriate production credits
- b. WayCAM credit: "A production of Wayland Cable Access Channel 9" or words to that effect
- c. Statement indemnifying WayCAM regarding program content
- d. Copyright notice, with year of production
- e. 60 seconds of standard black is desirable.

All video tapes scheduled for cablecasting on the channel must meet WayCAM's equipment requirements; DVDs must be of such a quality that the standard time base corrector (TBC) will accept the signal. If the TBC will not accept the signal, and sync instability results, the videotape or DVD may be rejected.

L. SCHOLARSHIPS

The scholarship committee shall be composed of three members of the Board of Directors, one of whom shall be the school liaison.

WayCAM shall award annually up to two scholarships in equal amounts to senior students who have attended and will graduate from Wayland High School and who meet the criteria listed below:

Recipients shall have a demonstrated interest in communication and television production; recipients shall state their intent to enter the field of television production or a related field in media and communication.

The scholarship account shall be funded using fees from dubbing fees supplemented by individual donations and/or such other sources as designated by the board of directors. The members of the WayCAM board will annually determine the total amount to be awarded.

During the month of February of each year, The WayCAM scholarship committee will ensure that students and parents are informed about these scholarships through all appropriate media and publications.

Applicants shall submit a formal application including a written description of their interest in communications, as well as a letter of recommendation and transcript supplied by the Wayland High School Guidance Department, no later than the end of March of the year in which they will graduate. Students will not submit financial aid forms.

In April the scholarship committee will interview candidates, review the applications, and make final decisions based upon the established criteria.

Scholarship recipients will be announced at the senior awards assembly.

[end]

APPENDICES

A: MEMBERSHIP APPLICATION

Wayland Community Access and Media, Inc. (a.k.a. WayCAM), is a Wayland, MA corporation whose primary activity is to provide non-commercial public, educational and government cable access and related technology services to the residents, schools, businesses and other institutions of Wayland.

The mission of the Corporation is to provide a non-profit, electronic forum for the free exchange of information and ideas which reflect the talents, skills, interests, concerns, and diversity of the Wayland community. In pursuit of this mission, the Corporation shall:

- 1) manage facilities for community Access TV programming on the Public, Educational, and Governmental (PEG) Access channels of the Wayland cable television system;
- 2) provide access to and training in telecommunications and/or computer technology, including video production and computer communications;
- 3) serve as a catalyst to facilitate and stimulate community discourse and provide leadership in the uses of telecommunications technology.

MEMBERSHIP DUES

WayCAM Membership shall be \$10 each per year, January 1 – December 31.

All residents of the Town of Wayland, Town employees and organizations based in the Town are eligible for membership in the Corporation. Membership entitles individuals to voting privileges at the annual meeting; subscription to any newsletters, program guides or other publications; open access to training, production equipment and facilities; and channel time.

There are three (3) categories of membership: Individual, Family, Organizational. Each category includes voting privileges, at the rate of one vote per membership. Families and Organizations must designate the one member to represent their voting privilege.

Note: As determined by the Board of Directors, a scholarship, partially funded by Membership dues, may be awarded to one or more graduating high school seniors who have shown exceptional interest or accomplishment in the area of television production through participation in WayCAM.

I, the undersigned, am eligible for Membership in WayCAM and agree to abide by the terms and conditions of WayCAM Rules and Procedures and Bylaws*. In consideration of the above and with payment of the Membership Dues, please record me as a Voting Member.

Signed: _____ Date: _____

Printed Name: _____

Organization/Title (if appropriate): _____

Wayland Address: [] Home or [] Organization: _____

Phone: () _____ Email: _____

*Copies are available upon request from the WayCAM Board of Directors, address below.

PLEASE MAKE CHECKS PAYABLE TO: WayCAM, enclose this form, and mail to:
WayCAM, 264 Old Connecticut Path, Wayland, MA 01778 (508)358-5006

Oct. 2007

B: REQUEST FORM FOR VIDEO OR BROADCAST SERVICES

**Wayland Community Access Media, Inc.
WayCAM Operations
Request for Video or Broadcast Services**

Important note: All requests to WayCAM for broadcasting services must be submitted 2 weeks prior to the date of service requested, 3 weeks prior if the program is to be broadcast live. Emergency requests will be considered on a case by case basis. All requests will be honored on a first come, first served basis, depending upon availability of crew and equipment.

Date and time of service: _____

Approximate duration of service: _____

Location: _____

What is the nature of the event? (Meeting, lecture, concert, etc.) _____

Is this a live broadcast? _____ Or is it to be videotaped? _____

(Note - Live broadcasts must take place in the Selectmen's Room or the Public Hearing Room in the Town Building. Book these rooms through the Selectmen's office.)

Camera operator to be provided by your board or committee? Yes No

If yes, does this person need to be trained in the use of WayCAM equipment? Yes No

Camera Operator Name: _____

Phone Number: _____ Email: _____

If organization cannot provide a volunteer, would you like WayCAM to try to provide a camera person? Yes No

Your Name: _____ Email: _____

Your Title: _____ Organization: _____ Phone: _____

Requests may be sent by email to waycam_requests@comcast.net. Or you may print out this form, fill in the information requested, and fax it to the studio at 508-358-3472.

The mailing address is: WayCAM, Wayland High School, 264 Old Connecticut Path, Wayland, MA 01778. Phone: 508-358-5006.

C. ANNUAL ACCESS USER AGREEMENT

ACCESS USER INFORMATION

(All users of WayCAM studio and equipment must sign this form.)

<i>Access User (Please print, sign and return with proof of address)</i>		
Print Full Name:		
<i>Full Address: Street, Town & Zip:</i>		
<i>Proof of Address Provided:</i>	<i>Circle One - ID / Driver's License / Utility Bill / Other: _____</i>	
STAFF USE ONLY		
<i>Circle One to verify ... Access User's address verified by - ID / DL / Utility Bill / Other:</i>		
Approved by:		Date:

1. I have read and am thoroughly familiar with the contents of the WayCAM Rules and Operating Procedures.
2. As the program producer, I will be responsible for the content of program material to be taped and/or cablecast by WayCAM and agree that such program material will not include:
 - a. any obscene or profane material;
 - b. any lottery or lottery information;
 - c. any advertising
 - d. any direct or indirect solicitation of money, except where exempted under these rules;
 - e. any material which constitutes libel, slander, invasion of privacy or publicity rights, violation of trademark or copyright, or which might violate any local, state or federal law.
3. I acknowledge that as the producer I am responsible for obtaining all approvals, clearances, licenses, etc. for the use of those program materials; including, but not limited to, approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performer's representatives, persons appearing in the program material and any other approvals that might be necessary in order to cablecast the program on WayCAM.
4. I indemnify and hold WayCAM harmless against any claims of any nature, whether asserted directly against WayCAM or against any entity to whom WayCAM or the Town of Wayland has issued an indemnity, arising out of any use of the program material produced by me or under my direction that is cablecast over a PEG channel or produced with WayCAM equipment, or any breach of this Access User Agreement by me; including, but not limited to, any claims in the nature of libel, slander, invasion of privacy or publicity rights, noncompliance with applicable laws and unauthorized use of copyrighted material.
5. I agree that I shall not represent myself or any other person involved in programming, as an employee, representative, or agent of WayCAM, unless specifically authorized by WayCAM to do so.
6. I understand that I may be liable for the costs of any repair or replacement of equipment or materials resulting from damage beyond reasonable wear and tear through normal use, misuse, or theft while such equipment or materials are in my possession or control. I understand the penalties that apply if equipment or materials are not returned on time. I also indemnify WayCAM against any damage or liability incurred while I am using the equipment.
7. I shall not use WayCAM channels, equipment, or facilities for any financial gain or other commercial purposes. I understand that programming produced with WayCAM's equipment or facilities shall be for the benefit of the community and will be broadcast on the Wayland Channel.
8. I understand that violation of the terms of this statement is grounds for forfeiture of the right to use WayCAM equipment, facilities or channel time.
9. I have been instructed on how the Access equipment I am borrowing is to be safely handled, including the storage and lifting of it in and out of my vehicle and/or dwelling.

(SIGN) Name: _____ Email: _____

(PRINT) Name: _____ Date: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell: _____

RELEASE FORM FOR MINORS: I am the parent or legal guardian of the minor who has signed the above release and I hereby agree that we shall both be bound thereby.

PARENT/LEGAL GUARDIAN (signature): _____ DATE: _____

PARENT/LEGAL GUARDIAN (print): _____ PHONE: _____

ADDRESS: _____

D. PRODUCER'S RELEASE FORM

PRODUCER/PROGRAM INFORMATION

PROGRAM: _____

PRODUCER: _____

PRODUCTION DATE: _____

PRODUCTION LOCATION: _____

I, _____, am Producer on the above indicated program, which I understand will be produced and recorded for airing/distribution through WayCAM.

I give WayCAM permission to tape this production with no charge to WayCAM. I state that WayCAM is not violating any copyright laws on the **SCRIPT, MUSIC, or ARRANGEMENTS.**

I agree that insofar as I am concerned, this program may be edited and used in whole or in part for noncommercial broadcasting purposed (including over public television stations and over other television and radio stations and Cable TV channels on a non-sponsored basis), for audio and/or visual, cassette, and closed circuit exhibition purposes and all other non-broadcast purposes in any manner of media, in perpetuity.

I consent to publication of the program transcripts in whole or in part after the broadcast, and also consent to use of my name, likeness, voice, and biographical material about me, in connection with program publicity for institutional promotional purposes. As producer, I am solely responsible for program content, and I indemnify and hold harmless WayCAM, its officers, directors, employees and agents, from liability or legal fees and expenses or other claims arising out of broadcast, exhibition, publication, or promotion of this program. My indemnification of WayCAM includes against any and all liability or other injury, including the reasonable cost of defending claims or litigation, arising from or in connection with claims for failure to comply with applicable federal laws, rules, regulations and other requirements of local, state and federal authorities; for claims of libel, slander, invasion of privacy, or the infringement of common law or statutory copyright; for unauthorized use of any trademark, trade name or service mark; for breach of contractual or other obligations owing to third parties by the producer; and for any other injury or damage in law or equity, which result from my use of a PEG facility or Channel.

(SIGN) Name: _____ Email: _____

(PRINT) Name: _____ Date: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell: _____

RELEASE FORM FOR MINORS: I am the parent or legal guardian of the minor who has signed the above release and I hereby agree that we shall both be bound thereby.

PARENT/LEGAL GUARDIAN (signature): _____ DATE: _____

PARENT/LEGAL GUARDIAN (print): _____ PHONE: _____

ADDRESS: _____

E. TALENT RELEASE FORM

I, _____, hereby assign to _____,
[PRINT NAME, GROUP OR PERSON APPEARING] [PRINT NAME OF PRODUCER]

a Community Producer, and to WayCAM, all rights to the recording and/or taping of my appearance by means of the videotape or like electronic media, and sound recording made of me this date, and I hereby authorize the editing, reproduction, copyright, exhibition, broadcast, distribution, and promotion of said recording by WayCAM without limitation.

By my signature below (and if I am a minor, by the signature of my parent or guardian) I/we relinquish all rights to any remuneration for this or subsequent uses of the recordings referenced above.

I indemnify and hold harmless WayCAM and the Community Producer named above against any and all claims arising out of any actions or statements I make or program material that I provide for the recording, including, but not limited to any claims in the nature of libel, slander, copyright infringement, invasion of privacy or publicity right, and errors of omission.

ASSIGNEE:

(SIGN) Name: _____ Email: _____

(PRINT) Name: _____ Date: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell: _____

RELEASE FORM FOR MINORS: I am the parent or legal guardian of the minor who has signed the above release and I hereby agree that we shall both be bound thereby.

PARENT/LEGAL GUARDIAN (signature): _____ DATE: _____

PARENT/LEGAL GUARDIAN (print): _____ PHONE: _____

ADDRESS: _____

COMMUNITY PRODUCER:

SIGNED: _____

DATE: _____

F. WAYCAM DUPLICATION (“DUBBING”) POLICY

DUPLICATION SERVICES

Access Programming	\$25 per VHS tape or DVD disc
The above price does not reflect the cost of the tape. There will be an additional charge of \$5 per VHS tape or DVD disc. The requester has the option of providing their own quality VHS tape or DVD disc to avoid the \$5 charge.	

- Community producers are allowed one dub of their program at no cost, on their own tape stock. A free copy will be provided to the guest of a talking head program.
- Town of Wayland Boards and Committees are entitled to one free tape or DVD dub per program, provided the dub is for Town business and not for personal use, in which case the above fees will be charged.
- Allow two weeks for pick up. If a tape dub is needed within a week, there will be a \$5.00 rush charge.
- Upon request dubs can be sent by US mail for an additional shipping fee of \$10 per dub.

With each order please include the following:

PLEASE PRINT:

- Requester Name: _____
- Mailing Address: _____
- Phone number & email: _____
(where you can be contacted for pick up of dub)
- Program title & date when it was aired: _____
- Format requested – [] VHS tape or [] DVD disc.

**Inquiries for dubbing services should be directed to Jim Mullane, Station Manager.
Email: waylandcable@comcast.net / phone 508-358-5006**

A portion of income from dubbing services will be contributed to the WayCAM Scholarship Fund.

***** Payment for dubs must be provided before dub is made. *****

Please make checks payable to WayCAM and bring or send to:
WayCAM, 264 Old Connecticut Path, Wayland, MA 01778

Jim Mullane, Station Manager – waylandcable@comcast.net – www.wayland.ma.us/WayCAM

G. ON SITE BEHAVIOR

1. No possession or use of any illegal substances and/or weapons is acceptable. No one will be allowed to operate equipment or spend time in WayCAM facilities, if appearing to be under the influence of alcohol or drugs.
2. Abusive language and/or actions will not be permitted in the Access facility, or by telephone, mail or email. Members, staff and guests are expected to treat each other with dignity and respect.
3. Members will not be allowed to loiter in the Access facility. Personal business and phone use should be kept to a minimum.
4. Members are responsible for supervision of guests and children during productions or edit time. Children must not be left unattended in the Access center.
5. Pets and non-working animals shall not be brought into the Access center.
6. Violation of these rules will result in immediate expulsion from the Access facility and property and will result in the following actions by the Station Manager:
 - a. Minor infraction (an infraction resulting in expulsion from the facility, but not involving reporting to the police and/or police action) – 3 month suspension of privileges and use of facilities.
 - b. Major infraction (involving reporting to the police and/or police action) – 6 month suspension of privileges and use of facilities.
7. Second offenses, either minor or major will result in permanent revocation of privileges.

H. GRIEVANCES

When privileges are suspended or revoked (i.e., under provisions of Appendix G), a registered letter will be sent to the offender with notice of the action taken. The offender has the right to appeal the action by writing to the President of the WayCAM Board of Directors, 264 Old Connecticut Path, Wayland, MA 01778, asking for a hearing at the next Board meeting. The Board will notify the offender in writing of the time and date of the hearing, along with any other procedural matters that may pertain. All decisions of the Board of Directors regarding the suspension or revocation are final.

Any grievances regarding assignment of workshop space, channel time allocation, equipment, studio and facility use or any other matter regarding WayCAM should first be discussed with the Station Manager. If that does not provide an adequate solution, a grievance may be filed in writing to the President of the Board of WayCAM Board of Directors, 264 Old Connecticut Path, Wayland, MA 01778. The Board may invite the person filing the grievance to appear at the next available meeting of the Board to discuss the matter. All decisions of the Board of Directors regarding these matters are final.

I. EQUIPMENT SIGN-OUT FORM

(Please print below. Minors must have parental/legal guardian as guarantor.)

Name: _____ Date: _____

Name of Production: _____ Production Date: _____

Due Back Time & Date: _____

Phone: _____ EMAIL: _____

=====

Please indicate Quantities for each item signed out:

CAMERAS

- Sony Digital – ()
- Cannon GL-2 – ()
- Panasonic VHS – ()

VIDEO CORDS

- RF GL-2 mini – ()
- RF Adapter – ()
- Fire Wire – ()

CAMERA BATTERIES

- Sony Digital – ()
- Cannon GL-2 – ()

AUDIO CORDS

- XLR – ()
- RCA – ()

AUDIO

- Wireless Mike System – ()
- Hand Held Microphone – ()
- GL-2 Audio Adapter – ()
- Mike Stand – ()
- Deck Mike Stand – ()

TRIPODS

- Vinten Tripod – ()
- Bogen Tripod – ()

CHARGERS

- Sony Dig – ()
- Cannon GL-2 – ()
- Panasonic VHS – ()

ACCESSORIES

- Canon Focus Remote – ()
- Power Strip – ()
- Extension Cord – ()
- Manual for Camera – ()

TAPES

- Mini DV – ()
- DVCam – ()

I accept full responsibility for the above “()” marked equipment I am signing out:

Signed: _____ Date: _____

(If person signing out equipment is a Minor, signature must be by Parent or Legal Guardian.)

RELEASE FORM FOR MINORS: I am the parent or legal guardian of the minor who has signed above, and I hereby agree that we shall both be responsible for the signed out equipment.

PARENT/LEGAL GUARDIAN (signature): _____ DATE: _____

PARENT/LEGAL GUARDIAN (print): _____ PHONE: _____

ADDRESS: _____

=====

EQUIPMENT RETURN (Please note below any problems with returned equipment.)

Checked/signed in by Manager): _____ Date: _____

WayCAM Channel 9 – Studio: 264 Old Connecticut Path, Wayland, MA 01778 – T: 508-358-5006
Jim Mullane, Station Manager – waylandcable@comcast.net – www.wayland.ma.us/WayCAM

**J. WAYCAM POLITICAL PROGRAMMING AND PUBLIC SERVICE
ANNOUNCEMENTS (PSA) – Policy Agreement Form**

Whereas the FCC’s (Federal Communications Commission) political cablecasting policies and rules apply only to commercial cable operators that originate programming, and therefore do not apply to PEG channels like WayCAM; therefore, the Board of Directors of WayCAM has adopted the following rules to apply to political programming and public service announcements on its channel.

Rules of Fairness Must be Followed by All Legally Qualified Wayland Candidates And All Registered Wayland Political Action and Public Issue Groups.

Only Legally Qualified Wayland Candidates Shall be offered equal cablecast time.

Only Wayland Political Action Groups and Public Issue Groups may use WayCAM for cablecasting political information.

Political programming and PSA policy:

1. For programs originated in the WayCAM studio or with WayCAM equipment, all legally qualified Wayland candidates shall be offered equal broadcast time, which offer may or may not be accepted. For programs originated outside the WayCAM studio and without WayCAM equipment, there is no equal time requirement.
2. Only programs and PSAs of Wayland political action groups and public issue groups may be broadcast on WayCAM and only if they are produced in the WayCAM studio or with WayCAM equipment and there is equal time offered for broadcast by those with alternate point(s) of view.
3. Presentations may be run during the 30 days preceding the political event.

FCC Personal Attack and Political Editorial Rules Must Be Followed By All Those Who Utilize WayCAM’s Cablecasting Access To The Public.

1. FCC personal attack and political editorial rules must be followed by all those who utilize WayCAM’s cablecasting access to the public. If, during a WayCAM originated cablecast, an attack is made on the “honesty, character, integrity, or like personal qualities of an identified person or group,” WayCAM shall notify that person or group within one week and offer an opportunity to respond. A script, tape or summary of the attack shall be provided by WayCAM. This requirement does not apply to attacks made during newscasts, news interviews, or on the spot coverage of news events, although access for reply shall be granted if requested by the ‘attacked’ person or group, when time is reasonably available in the judgment of the WayCAM Board.
2. For cablecast or taped political programs, especially programs where Candidates are presenting their positions, only legally qualified Wayland Candidates shall be included and only after they have read, signed an acknowledgement of, and agreed to abide by, WayCAM’s policies as stated herein.

ACCEPTANCE OF WayCAM Political Programming and Public Service Announcement Policy

I have read, acknowledge and agree to abide by the terms and conditions above.

Signed: _____ Date: _____

Printed Name: _____

[] Candidate for [] Spokesperson for: _____

Phone: () _____ Email: _____

Home Address: _____

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WayCAM Participant Release Form

For students and others participating in WayCAM productions To be signed annually
for each show in which the participant appears

Statement of purpose

The purpose of this Release Form is:

1. To acknowledge that you are appearing voluntarily and are willing to be presented on a taped or televised program;
2. To indicate that you appear without pay in this program;
3. To show the Community Producer of the program and WayCAM, the broadcaster, that they are entitled to make use of the program; and
4. To indemnify WayCAM, its staff, and its directors, against any and all claims of libel, slander, copyright infringement, invasion of privacy or publicity rights, property damage, and errors of omission.

Participant agreement and assignment:

I, _____, have read the Statement above carefully and hereby agree.
[PRINT NAME OF PERSON APPEARING]

I hereby assign to _____
[PRINT NAME OF SHOW]

AND to _____
[PRINT NAME OF COMMUNITY PRODUCER(S)]

AND to WayCAM all rights to broadcast or record my appearance by means of videotape or like electronic media, and sound recording made of me on the date indicated below, and I hereby assign to WayCAM, without limitations, the right to edit, reproduce, copyright, exhibit, broadcast, distribute, and promote the broadcast or recording. I relinquish all rights to any remuneration for this or subsequent uses of the recording referenced above.

Acknowledgement and indemnification

By my signature, I also acknowledge that, during this broadcast and recording, I will:

- treat others and myself with respect;
- exhibit honesty and integrity;
- avoid profanity and inappropriate or hurtful language;
- act responsibly within the WayCAM studio; and
- be cognizant of and sensitive to the feelings, abilities, backgrounds, and cultures of others.

I hereby indemnify and hold harmless WayCAM and the Community Producer named above against any and all claims arising out of any actions or statements I make or program material that I provide for the recording, including but not limited to any and all claims in the nature of libel, slander, copyright infringement, invasion of privacy or publicity rights, property damage, and errors of omission.

SIGNED: _____ DATE: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____