WayCAM Rules & Operating Procedures

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 valid from; January 1 – December 31.

1) All residents of the Town of Wayland, 18 years of age and older, and all organizations and families with a presence in the Town are eligible to become a voting Member of the Corporation. All others, including students, are eligible to become non-voting Members.

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, Organization. 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 help assist community members in assembling production crews from among trained and qualified community volunteers, but this is not guaranteed. However, community organizations or producers planning to produce programs on a regular basis are encouraged to form their own television production crews, who shall be expected to become members and then trained.

(See Appendix B: for Membership & 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 Staff and must be a current Member of WayCAM.

   c. Programs produced with Access equipment and facilities must be cablecast on the Wayland Access Channels. WayCAM does not provide services for the sole purpose of creating archives. Programs are generally archived here at the station, until space or age of the program does not allow us to. Most Government programs appear online within 3 business days after recording, via our On-Demand feature, where they are generally archived for 12 months.

   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 to WayCAM's rules regarding ownership of the copyright to that program **(Section E).**

3) A Credit, Disclaimer and Copyright notice must appear at the end of each program. **(See Section M.)**

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 apply to all candidates and to all political groups. **(See Appendix J)**.

7) Regarding **program duplications ("dubs")**: Community producers and guests in a 'talking heads' program who agree to WayCAM's Use and Re-Use Policy are allowed one dub of their program at no cost. (**See Appendix F: "WayCAM Duplication Policy")**

E. PROGRAM OWNERSHIP, USAGE RIGHTS & LEGAL RESPONSIBILITIES

1. Programs Created by a Community Producer

a.. An Access or organizational user (Member) that is responsible for the production of a PEG Access cable program is a Community Producer. The Producer is WayCAM's main contact for a program and must be a resident of the Wayland or work in the town. While a program may involved 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 WayCAM's PEG access programming operating procedures, committed by themselves or any members of their production crew. In the case of a minor, his parent or guardian assumes all responsibility for program content and other liability outlined in WayCAM's PEG access programming operating procedures and the Access User Agreement.

b. WayCAM Community Producers own their Programs and hold the copyright to them. A Community Producer is defined as a current Member of WayCAM who is a trained Volunteer in Studio and Control Room production techniques.

c. A Community Producer may use WayCAM's studio, equipment and volunteers to create Programs so long as they are not commercial in nature or content. Such Programs may be shown, displayed or reused, in whole or in part by their Community Producer, except those Programs may not be duplicated or sold for profit **(See "Request for Permission to Re-Use", Appendix L**).

d. WayCAM has the right to maintain a copy of any Program and to duplicate and distribute it from time to time in any manner for any purpose in perpetuity.

e. WayCAM has the right to use excerpts from any Program for promotional purposes related to WayCAM.

f. Only the Community Producer, as holder of the copyright, may authorize any other use of a recorded Program as long as it follows requirements of Paragraph 2 of this Section E.

g. Community Producer Programs must first be broadcast on WayCAM prior to airing in any other media format.

h. A WayCAM Community Producer may produce Programming with non-WayCAM equipment and facilities, and the Programming may be considered locally produced Programming. Community Producers wishing to create and distribute Programs made with their own equipment must be current WayCAM members and must warrant that no WayCAM equipment was used. All such Productions must meet the requirements in this Section E, and minimum technical standards set by WayCAM.

i. Any interpretations of these rules above shall be determined solely by WayCAM's Executive Director, in writing, on a case-by-case basis.

2. Programs Created by WayCAM

All Programs produced by WayCAM staff, with or without Volunteer Crew, shall be owned by WayCAM. WayCAM may air and replay such Programs on its cable channels, website, and other media outlets as determined by WayCAM.

F. ON SITE BEHAVIOR

1. 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.

2. WayCAM Staff reserves the right to ask any individuals to leave the facility, if, in the judgment of the Staff, the personal hygiene or other condition of those individuals poses a health threat, causes intolerable conditions in the facility or otherwise unreasonably interferes with another person's ability to utilize the facility.

a) 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.
b) 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.
b) Members will not be allowed to loiter in the Access facility. Personal business and phone use should be kept to a minimum.
c) Members are responsible for supervision of guests and children during productions or Edit time. Children must not be left unattended in the Access center.
d) Community members pets and non-working animals shall not be brought into the Access center.

f) Violation of these rules will result in immediate expulsion from the Access facility and property and will result in the following actions by the Executive Director:

1. 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.
2. Major infraction (involving reporting to the police and/or police action) – 6 months suspension of privileges and use of facilities.

g) Second offenses, either minor or major will result in permanent revocation of privileges.

G. GRIEVANCES

When privileges are suspended or revoked, 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, 268 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 Executive Director. 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, 268 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.

H. 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, smoking and animals are not allowed in the studios, control room, master control room or audio or video edit suites.

I. 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 G)**. Students under the age of 18 must have completed a Student Membership form with signature from a parental/guardian.
   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. User sets, props and production materials may not be left in the studio, except if allowed by Station staff.
   d. Individuals using WayCAM equipment, studio or post-production facilities must not change wiring or components without permission or supervision from Station staff. 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 Staff, and in the **"Equipment Return"** section of the **"Equipment Sign-Out Form**" **(See Appendix G)**.
   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, by email and by phone to Station staff only, and shall be confirmed in writing by the Station staff.
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 staff prior to production date.
c. No studio production may take place without Station staff's supervision or permission.
d. **"General House Rules**" and **"On Site Behavior"** (Sections above) shall apply.
e. The studio and control room are available for rental at the rate of $200.00 for the first hour and $100 for each additional hour, which includes hourly fee for the Station staff, who must be present during the rental period. Rental period must include set up and clean up time. First hour payment required as deposit upon booking. 72 hour notice required for cancellation in order to have your deposit returned. Alternatively you can rebook without losing your deposit.

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 staff **(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 staff.
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 Executive Director.
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 staff. Scheduling outside these parameters will be made at the discretion of the Station staff. These guidelines are designed to allow everyone equal and fair access to the facilities.
d. Grievances concerning scheduling should be brought to Executive Director's attention immediately and should be resolved at that time.

4) Use of Field Production 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 staff. Reservations are on a first come, first served basis.
b. Productions that need assistance from WayCAM's staff are at the will of the availability of the staff and must have a minimum of 3 adults at shoot.
c. 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.
e. 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 staff.
f. 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.
g. Producers holding equipment reservations must use the following checkout and check-in procedures:
h. Equipment can be rented for personal usage, please ask staff for rental information.

Check-Out of Equipment

a. Fill out Equipment Checklist and sign **"Equipment Sign-Out Form" (Appendix G)**.
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 staff at the bottom of the **"Equipment Sign-Out Form" (See Appendix G).**
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 G)**, 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.

J. PROGRAM CONTENT RULES

1. Presentation of the following material on community Access channel, including the Community Bulletin Board, is prohibited:
   a. Commercial Programming or material is strictly prohibited on the public access channels. Programs may not contain solicitation, advertising, bartering or promotion of commercial products, services or transactions. Programs may not contain commercial telephone numbers or websites anywhere within the program except as noted below under **"Program Credit for Underwriting, Grants and Sponsorships"** (**See Section K),** nor may programs or material contain information about purchasing any product or service. Please refer to "**Operational Notes, D"** for additional details.
   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 H: "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.

K. PROGRAM CREDIT FOR UNDERWRITING , GRANTS and SPONSORSHIPS

1. Underwriting in various amounts is available at $50 per program. Contact WayCAM staff for details.
2. Underwriting for programs must be for goods, services, in-kind contributions or donations that aid in developing and improving the program.

3. Credit for Underwriting will as follows:
   "This program was made possible through a grant from [Business Name / Logo]. Goods and services used in the production of this program were contributed by [Business Name / Logo]."
4. The Underwriting credit will be shown before and after the program. Programs must also include WayCAM's credits (see above).
5. The Executive Director must be informed, in advance, of any such Underwriting credits and consulted about the proper format for the Opening, Closing and Underwriting credits.
6. Producers must not include telephone numbers, email or street addresses of Underwriters, but may list business or organization name and town.

L. CHANNEL TIME REQUESTS/CABLECASTING PROCEDURE

Scheduling Procedures

1. General Procedures
   a. Scheduling and cablecast times will be determined by the Executive Director.
   b. All requests for channel time should be made to the Station staff by phone: (508) 358-5006 or email: jim@waycam.tv, 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 Executive Director, 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, as possible, in community news and online media. 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. Government programs are generally archived for 24 months. Archiving time may vary at WayCAM option.

M. CABLECAST STANDARDS

Program Requirements:

1. Label

Programs Master (File) must be clearly labeled with the following information: Title of program, date of the program and TRT (total running time).

2. Beginning of program

Opening Credits **(See Section N below)**

3. End of program

Closing Credits **(See Section N below).**

All programs scheduled for cablecasting on the channel must meet WayCAM's equipment requirements

N. CREDITS / DISCLAIMERS / LOGOS

1. WayCAM reserves the right to include the following notice before and/or after a program: **"The views expressed on the following [or "preceding"] program are those of the individual producer and do not necessarily reflect those of WayCAM. WayCAM is not responsible for the production or quality of the program being cablecast."**

2. WayCAM requires following credit be added to the opening and closing credits:

Opening Credits:

1st page – **Disclaimer (#1 above)**
2nd page - **(Grants, Underwriting and Sponsorship; if applicable)**
3rd page – **WayCAM Logo**
4th Page – **Presents**
5th Page - **Program Title**

Producer may add additional graphic but the 1st five pages will be standard if all pages are applicable.

Closing Credits:

1st page – **Disclaimer (#1 above)**
2nd page - **(Grants, Underwriting and Sponsorship; if applicable)**
3rd Page - Produced by: Name (**If program is a public program the Following Line will have © and date**.)
+ The Following Pages will include crewmembers.

+ The very last page of the credits will have WayCAM's logo.
(**If the program is 'Ed.' or 'Gov.' the Following Line will have © and date.)**

O. 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 merit 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 February of each year, The WayCAM scholarship committee will ensure that students and parents are informed about these scholarships though 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.

Operations Notes and Addenda to Rules and Operating Procedures

Operational Note, A.
TRANSFERRING VHS CONTENT TO DVD

Many people have lots of old VHS tapes with precious memories. But VHS is old technology. Who knows how long those old tapes will play or for how long you will be able to buy replacement VHS player?

WayCAM now has the technology to transfer all your memories from VHS tape to DVD for a simple contribution to WayCAM.

The cost is $25 per hour of video.

We can also transfer your Digital Camera's video to DVD: CF Cards, SD cards & Micro SD cards. Your contribution is $25.00 per hour of play.

You can have a 6-hour tape broken up into 3 DVD's if you choose.

All proceeds from transfers support equipment and operational improvements at WayCAM, your local access station.

Operational Note, B.
WEEKLY PROGRAMMING – General Practice for PEG Channels

Public, Education & Government channels are equally treated. No one program is more important than the other. Our broadcasting capability is 3 channels; 1st channel: Public and Education (Comcast channel 8 & Verizon Channel 37); 2nd Channel: Government (Comcast channel 9 & Verizon Channel 38); 3rd channel; (CBB) Character Bulletin Board which supply a service to the Town by broadcasting public service announcements, local weather reports and town board information. The PSAs and board information have to be from a non-profit organization to appear on the CBB. (Comcast channel 22 & Verizon Channel 39) These channel announcements also will play on the other 2 stations periodically in between programming. They give important information to those who are viewing our channel and act as filler until the next program plays.

Volunteer's that are trained at our station can produce any program they would like to create; except for pornography. This rule is the bible for Access stations, it is mandated by the government (FCC). The Board of Selectmen has mandated WayCAM to keep 2 years of Government programs in storage.

- If any PEG program is time sensitive, we will change the scheduling for that program; It is the producer's responsibility to let us know if that is needed.
- If program is no longer relevant we delete that program from our schedule.
- Government meetings are kept in our playback for 2 months then we delete them.
- Government meetings are kept on our website under on demand, for 6 months. year.
- Our policy is to guide us to get Government programming up on our on demand within 3-5 days of the meeting.

Weekly Programming:
*Programs are scheduled for morning to early afternoon hours then repeat on a loop.

*We try to do the same with the Government channel but meetings are much longer and we also have the live meetings in the nighttime hours, which change weekly.
*Afternoon programs are not scheduled due to the use of the broadcasting equipment for editing the monthly programs.
*New programs are played first and then the rotation begins until another program is created by that series. The process repeats itself until we play through our library.
*We never destroy a program entirely. We keep the originals on DVD for purchase.

WayCAM Channel Breakdown:
Public and Education Channel: **(Includes live School Committee Meetings)**
Monday and Wednesday: Concerts
Tuesday and Sunday: Education and Community shows, bicycle footage
Thursday: Student films, School Special Events (Stage Performances, Graduations)
Friday and Saturday: Sports, Sports Awards

Government Channel: (**All live meetings – excluding School Committee)**
Monday and Saturday: School Committee Meetings
Tuesday, Wednesday, and Thursday: Other Meetings (Planning Board, Recreation Commission, Audit Committee, Public Works, Finance Committee, etc.)
Friday and Sunday: Select Board

Operational Note, C.
TOWN BROADCASTING CAPABILITIES - Instructions

Instructions for each room system is laminated & put with system for WayCAM's trained volunteer operator and or staff. Our volunteers are responsible for taping the meetings for WayCAM. If you have a question during a meeting on the operations of the system, please defer to the volunteer/staff person knowledge of the system. If you still have a question about the way the meeting was taped, please contact the studio with any questions.

If you need any training in a board member operated system, please call 508-358-5006. Ask for Mark Foreman, Production Manager

Town & School Buildings Studios:

1) **Select Board Room**: (LSR*) Single HD Camera system with PowerPoint Presentation and graphics. This system can be run by the board member, which can ask for training if needed. The board member needs to know how to use the video switcher and how to record the meeting.

2) **School Committee Room**: (LSR**) Two HD camera systems with PowerPoint Presentation and graphics. This system can be run by a volunteer, but is typically run by a school committee member, you can ask for training if needed. The operator will need to know how to turn the system on and off. They will also need to know how to record the meeting. Lastly, they will need to know how to use the video switcher if needed for the meeting.

3) **Wayland Commons Room**: (LSR**) Two HD camera systems with PowerPoint Presentation, room speakers and graphics. A trained volunteer needs to run this system.

4) **Large Hearing Room**: (LSR*) Three HD camera systems with PowerPoint Presentation, room speakers and graphics. A trained volunteer needs to run this system.

5) **Department of Public Works**: (RP**) Single HD camera system with power point presentations. A trained volunteer runs this system.

6) **Public Safety Building**: (RP**) Two HD camera systems with PowerPoint Presentation and graphics. This system can be run by a trained volunteer. The operator will need to know how to record the meeting and use the A/B/C switch if needed.

7) **Wayland Public Library: (**LSR**) Five HD camera studio with PowerPoint presentation allows you to go to 3 locations in the Library; controlled from the Raytheon Room. A trained volunteer can run this system.

8) **Wayland High School Turf Field:** (LSR**) Four HD robotic cameras and wo cordless HD cameras built into the system to cover all three fields; with an intercom system for communications, playback and graphics. A trained crew of volunteer runs this system.

9) **Wayland High School Field House:** (LSR**) Four HD robotic camera studio with two wireless cameras, PowerPoint presentation and graphics. You have the ability to add a seventh HD camera to an input by the score board. A trained volunteer runs this system

10) **Wayland High School Theater:** (LSR**) Three HD robotic cameras with PowerPoint presentation and graphic. You have the ability to add a fourth HD camera to an input back stage. A trained volunteer runs this system.

11) **WayCAM**: (LSR*) The studio has two Tricaster systems with four HD robotic cameras with three teleprompters, virtual sets, traditional sets, playback ability, intercom system for communications, graphics and access all systems on high school grounds. A trained crew of volunteer and staff runs this system.

Operational Note, D:
FURTHER GUIDANCE ON PROHIBITION OF NON-COMMERCIAL PROGRAMMING

Definition of "Commercial": Related to or used in the buying and selling of goods and services; concerned with earning money.

The following guidance is provided to assist Community Producers in the development of program content that complies with WayCAM's prohibition of commercial programming or material.

(a) A Community Producer may create an educational program, such as a "how to" program that features a business. Examples include "This Old House," "How to Bake a Cake," or "Creating A Vegetable Garden." These programs must not promote a product or service, nor include details such as a business' address, telephone number, accepted payment methods, hours of operation, products or services and quality of service.

(b) Prices for commercial goods, services or events may never be given. The goal of any message should be to inform, not promote. Phone numbers, street addresses, Web sites and email addresses may be given only for non-commercial and/or non-profit organizations and individuals.

(c) There can be no commercial endorsement or commercial sponsorship of any business, enterprise, product, services, event or individual created with WayCAM equipment in WayCAM's facility or created for cablecasting on a WayCAM channel.

(d) Interviews including commercial promotion of a business, including identification of a business website promoting the sale of products or services, inappropriate zooming in on shots of the business' signage or logo and interview material promoting the business' products and/or services, are prohibited. Interviews are considered commercial if they promote a business' product or service, including discussion of the business' address, telephone number, accepted payment methods, hours of operation, menu and quality of service.

(e) WayCAM will exercise good faith judgment in determining whether a program must be prohibited as commercial. WayCAM reserves the right to take action to prevent violations of this rule and to seek remedies. A repeat violator of the rule against commercial programming will be subject to a loss of privileges.

(f) Acknowledgements of sponsors are governed under Section I of these Rules and Operating Procedures.

Appendix A.
Membership Application

Wayland Community Access and Media, Inc. is a Wayland, MA 501(c)3, non-profit corporation whose primary activity is to provide non-commercial public, educational and government cable access to create productions to be broadcasted on the cable channels for the community, giving them related technology services to the residents, schools, businesses and other institutions of Wayland.

MEMBERSHIPS INFORMATION: Each membership is designed for the individual viewer's needs, so please read all six of them to see what suits you best.

Voting Memberships: 18 years & older residents of the Town of Wayland, one individual from a Commercial and non-profit business become a voting Member of the Corporation and can vote at our annual meeting. (One vote per membership only)
Non-Voting Memberships: Wayland High School students are not voting members.

Supporter Membership: check box [ ]
• $35 a year, WayCAM thanks you for your support.

Silver Membership: check box [ ]
• $12/month or $120 for one year (two months free!) membership: You receive your choice of one live streaming channel (Public/Educational OR Government), plus full On-demand access to watch a program on that channel you might have missed or just wanted to watch again.

Gold Membership: check box [ ]
• $16/month or $168 for one year (two months free!) membership: You receive all access to Public. Educational and Government live streaming channels and on-demand content.

Wayland High School Student Memberships: check box [ ]
• $30 Yearly Fees = You receive full access to our Public/Educational On-Demand programs and access to the live stream for that channel
○ *(Students must register with a valid student email)

Non-Profit Membership: check box [ ]
• $75/month or $750 for one year (two months free!) membership: You receive Supporter Membership Benefits with access to all live streaming channels and on-demand content

Commercial/Business Membership: check box [ ]
• $170/month or $1700 for one year (two months free!) membership: You receive Supporter Membership Benefits with access to all live streaming channels and on-demand content, plus a professionally produced commercial for your business!

I, agree to abide by the terms and conditions of WayCAM Rules, Procedures, and Bylaws (https://www.waycam.tv/bylaws).

Signed: _____ Date: _____
Print Name:
_____
Print Member:
_____
Organization/Title / "WHS Student" (if appropriate): _____
Address: [ ] Home or [ ] Organization: _____
Phone: [ ] Home or [ ] Cell ( ) _____Email:_____
You can send a check & the form filled out to: WayCAM, 268 Old Connecticut Path, Wayland, MA 01778
You can also join on-line using this link https://www.waycam.tv/join

Appendix 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, the Public Hearing Room, School Committee Room, Senior Center or Planning Board Room in the Town Building; the Public Library; or Wayland High School.
Book these rooms through the Selectmen's office, Library or High School, as appropriate.)

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 *requests@waycam.tv*. 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, 268 Old Connecticut Path, Wayland, MA 01778. Phone: 508-358-5006.

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

Access User *(Please print, sign and return with proof of address)*		
Print Full Name:		
Full Address: Street, Town & Zip:		
Proof of Address Provided:	*Circle One - ID / Driver's License / Utility Bill / Other:*_____	
STAFF USE ONLY		
Circle One to verify … Access User's address verified by - ID / DL / Utility Bill / Other:		
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 in keeping with practices allowed by WayCAM.
8. 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 Channels.
9. 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.
10. 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:

WayCAM: 268 Old Connecticut Path, Wayland, MA 01778 – T: 508-358-5006
Jim Mullane, Executive Director –- jim@waycam.tv – www.waycam.tv

Appendix 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 of 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:

WayCAM: 268 Old Connecticut Path, Wayland, MA 01778 – T: 508-358-5006
Jim Mullane, Executive Director – jim@waycam.tv – www.waycam.tv

Appendix 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: _____

WayCAM – 268 Old Connecticut Path, Wayland, MA 01778 – T: 508-358-5006
Jim Mullane, Executive Director - jim@waycam.tv – www.waycam.tv

Appendix F. WAYCAM DUPLICATION ("DUBBING") POLICY

DUPLICATION SERVICES

Access Programming	**$20 for 1st DVD disc; $10 each duplicate of same program ordered simultaneously.**

- Community producers and guests in a 'talking heads' program who agree to WayCAM's Use and Re-Use Policy are allowed one dub of their program at no cost .
- 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.
- A Community Producer may use WayCAM's studio, equipment and volunteers to create Programs so long as they are not commercial in nature or content. Such Programs may be shown, displayed or reused, in whole or in part by their Community Producer, except those Programs may not be duplicated or sold for profit.
- Allow two weeks for pick up. If a tape dub is needed within a week, there will be a $5.00 rush charge.

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: _____

-
- Total number of DVD copies ordered: [ ]

Inquiries for dubbing services should be directed to Jim Mullane, Executive Director.
Email: jim@waycam.tv / 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, 268 Old Connecticut Path, Wayland, MA 01778

Jim Mullane, Executive Director – jim@waycam.tv – www.waycam.tv

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

Appendix G.

Equipment Sign-Out Form

Name:_____ Date: _____

Production / Date: _____ Due Back Time: _____

Phone: _____ EMAIL: _____

Field Production Equipment: Please Check ( ) or indicate quantities of items

Canon XF100 HD Camera: 1 ( ) 2 ( ) 3 ( ) 4 ( ) 5( )
Canon XA 75 HD Camera: 1 ( ) 2 ( ) 3 ( )
Canon EOS C-100: Camera 1 ( ) 2 ( ) 3 ( ) 4 ( )
Bogen Tripod: ( ) Plate: ( ). Camera Arm: ( ) Camera LD Light: 1 ( ) 2( )
Monopod: ( )
Tarion Camera Field 7" Monitor with stand: 1 ( ) 2( )
Glide Gear; Vest, Arm & Stabilizer 1 ( ) 2 ( ) Shoulder Camera Stabilizer: 1 ( ) 2 ( ) 3 ( )
Smart Phones: Steadicam Motorized Stabilizer: 1 ( ) 2 ( ) Mono Pod / Wired Lav: 1 ( ) 2 ( )
Matting Kits: Green Screen with pole kit ( ) Blue Screen with Pole kit ( )

Field Lighting:
Small Camera LED Light: 1 ( ) 2( )
LD Light Kits - 2 LED Lights with tripods, extension cord & power strip: Set 1 ( ) Set 2 ( )

Audio:

Boom Microphone: 1 ( ) 2 ( ) 3 ( ) 4 ( ) Boom Pole: 1 ( ) 2 ( ) 3 ( ) 4 ( ) Handheld Microphone: Shure ( ) 4 Set of Cordless Microphones: ( )
Cordless Microphones: (Circle One) 1 Lav or Plug; 2 Lav or Plug; 3 Lav or Plug; 4 Lav or Plug; 5 Lav or Plug; 6 Lav or Plug
XLR Lavalier Mic 2 Pack ( )
Microphone Cord: Mini to XLR ( ) Mini Male to Female XLR ( ) Dual Mic/Light Adapter ( ) Microphone set up: Floor Stand: ( ) Microphone Table Stand: ( )
Audio Board: Mackie 8 XLR & 6 phono / RCA input board: ( )

Recorder:

Atomos Samurai Blade: ( ) CF 32 GB ( ) SD Card 64 GB ( ) SD Card 128 GB ( )

Batteries:

Camera Rechargeable: number ( )
Camera Chargers: ( )

Accessories:

Power Strip: ( ) Extension Cord: ( ) Manual for Camera: ( )

Misc. Cords/Adapters: _____

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 Guardian)

Equipment Return (Please note any problems with the returned equipment)

Checked/Signed in by Studio Staff:_____ Date:_____

WayCAM – Studio: 268 Old Connecticut Path, Wayland, MA 01778 – T: 508-358-5006
Mark Foreman, Production Manager – mark@waycam.tv - www.waycam.tv

Appendix H. (PSA) - WAYCAM POLITICAL PROGRAMMING AND PUBLIC SERVICE ANNOUNCEMENTS– 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: _____

Appendix I. WAYCAM STUDENT PARTICIPANT RELEASE FORM

For STUDENTS and others participating in WayCAM productions.
To be signed annually for each show (or once annually for multiple editions of same show) in which the participant appears.

Statement of Purpose:

The specific purposes of this release form are:

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;
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 directors, against any claims of libel, slander, copyright infringement, invasion of privacy, or property damage.

Participant agreement and assignment:

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

I hereby assign to _____ AND_____,
[PRINT NAME OF SHOW AND NAME OF COMMUNITY PRODUCER]

a Community Producer, and to WayCAM all rights to broadcast or record my appearance by means of the 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 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 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: _____

Appendix J.

268 Old Connecticut Path, Wayland, MA 01778 – (508)358-5006 – waycam@waycam.tv

Accident or Injury Report

Please submit one form for each person involved.

Name of person involved: _____ Date: _____

Address: _____ City: _____ Zip: _____

☐ Student ☐ Member ☐ Staff ☐ Volunteer ☐ Other _____ Phone: _____

Date and Time: _____

Did accident occur while performing WayCAM related activity? ☐ No ☐ Yes

Was a vehicle involved? ☐ No ☐ Yes (please fill in the grey box below)

Print Owner's Name: _____ Vehicle Plate No.: _____

Address: _____ City: _____State:_____ Zip:_____

Where did this happen: _____

Describe what happened: _____

_____

Describe what else was happening when this occurred: _____

_____

Did someone else see what happened? ☐ No ☐ Yes (please fill in the grey box below)

Please give us their names and contact information:

1) _____

2) _____

3) _____

Who was notified about the accident/incident?

☐ No one ☐ Police ☐ Parent ☐ School Official ☐ Spouse ☐ Other: _____

Please list name and contact information: _____

WayCAM Accident or Injury Report – page 2

Was the person injured? ☐ No ☐ Yes (please fill in the grey box below)

Please describe the injury: _____

_____

Was any first aid given at the scene? ☐ No ☐ Yes (please fill in the white box below)

What type? _____

Who administered first aid? Name: _____ Title _____

Contact Information: _____

Was the person transported to hospital or clinic? ☐ No ☐ Yes (please fill in the white box below)

Name of facility: _____ Phone: _____

Medical provider(s): _____

Address: _____ City: _____

Describe treatment provided: _____

_____

_____

Name & Signature of person completing this form:

Name (print): _____ Date: _____

Signature: _____ Phone: _____

Address: _____ City: _____ Zip: _____

I am the person involved: ☐ No ☐ Yes

<u>WayCAM Accident or Injury Report</u> – page 3

Please fill this page out if the person involved is a WayCAM employee.

Did employee miss any work as a result of accident? ☐ No ☐ Yes (if yes, fill in the grey box below)

First date missed: _____ Date returned to work: _____

Has employee filed for Worker's Compensation insurance? ☐ No ☐ Yes

Additional Notes: _____

_____

_____

Injured Person's Signature: _____ Date: _____

Supervisor's Name: _____ Date: _____

Supervisor's Signature: _____

Appendix K.

Student Membership & Equipment Sign-out Form

==========

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:

4) Manages facilities for community access TV programming on the Public, Educational, and Governmental (PEG) access channels of the Wayland cable television system;
5) Provides access to and training in telecommunications and/or computer technology, including video production and computer communications;
6) Serves as a catalyst to facilitate and stimulate community discourse and provide leadership in the uses of telecommunications technology.

Student Membership is Free to Wayland High Students. Student membership entitles individuals to open access to training, use and sign out of production equipment and our facilities; and channel time.

Wayland High School students who use the Corporation's studio to produce a show, or borrow or use equipment must become Student Members. Student Members are non-voting Members and are not required to pay dues.

==========

I, the undersigned, am eligible for Student Membership in WayCAM and agree to abide by the terms and conditions of WayCAM Rules and Procedures, and Bylaws*.
* Copies are available on request from the WayCAM Executive Director, at the address below, and at www.waycam.tv

Signed: _____ Date: _____

Print Student Member Name: _____

Address: _____

Phone: ( ) _____ Email: **_____

** Email is required so we can easily contact you with important Member information. We will not share your email address.

EQUIPMENT 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.

Name of Parent/Legal Guardian (PRINT): _____ DATE: _____

SIGNATURE: _____PHONE: _____

ADDRESS: _____
Return in person or mail to: WayCAM, 268 Old Connecticut Path, Wayland, MA 01778

APPENDIX L.

Request for Permission to Re-use Programming

WayCAM herewith agrees that, contingent upon final review as outlined below, the

Requester _____ of _____
(Producer or Person making the request) (Address)

may use the following materials under copyright by the Wayland Cable Access and Media Corporation (WayCAM):

_____

_____
(List original program, date, time, minutes or portion of program for which request is made)

Specific use for which the materials are to be used:

_____

_____
(Give details, for example, to prepare a program for professional promotion purposes.)

Requirements: If the material used is edited and is not a "straight run" from the original program, its meaning may not be altered. The producer should make every attempt to maintain the integrity of the segment created by the original producer. The date, time, and place of the original cablecast must be clearly stated in the final program, which must contain the following statement:

"Material from the WayCAM program is used with permission of WayCAM, which assumes no responsibility for the final content."

The Producer, in signing below, assumes full responsibility for content of the final program. WayCAM reserves the right to review the finished program. WayCAM reserves the right to revoke

permission if the program contains obscene or inappropriate language or if the Board of Directors deems the program otherwise unacceptable.

_____	_____
Producer/Person	For WayCAM
_____	_____
Telephone	Date
_____	
E-mail address	

WayCAM : 268 Old Connecticut Path, Wayland, MA 01778 – T: 508-358-5006 Jim Mullane, Executive Director - jim@waycam.tv – www.waycam.tv