

POLICIES AND PROCEDURES FOR USERS OF



WHITMAN HANSON
COMMUNITY ACCESS

1. OVERVIEW

1.1. **Backdrop**

Freedom of expression is one of our fundamental rights under our system of government in the United States as stated in the Bill of Rights and the Constitution. One of these rights is free speech. The Boards of Selectmen in the Towns of Whitman and Hanson in the early 1980's felt that it was important for all residents to express themselves through their local community television stations. When Continental Cablevision was granted the right to sell cable television service in Whitman and Hanson, the residents were given local channels for this purpose.

From 1984 (Whitman) and 1985 (Hanson) up until late 2003, "local origination channels" were operated and staffed by Continental Cablevision and its successors, MediaOne, AT&T Broadband and Comcast, from a building located at 115 South Avenue in Whitman. In 2003 negotiations leading to the third term of the Whitman and Hanson licenses with Comcast, that company proposed to close the building at 115 South Avenue and move local programming to regional studios, but negotiations led to fundamental changes in local programming in the third-term licenses.

In 2003 & 2004 respectively, the Board(s) of Selectmen for the town(s) of Whitman & Hanson signed ten-year licenses with Comcast, under which the company agrees (1) to provide quarterly funding for the operation of a "public, educational and government access corporation" at the rate of between 3.5% and 4% of gross cable subscriber revenues. During the negotiation of the Hanson 2004 cable license, the town of Hanson negotiated with the town of Whitman to form a partnership to manage local PEG programming for both towns.

1.2. **Whitman/ Hanson Comcast License**

A renewal of the 2004 Whitman cable license was executed on June 3rd, 2014 and a renewal of the 2004 Hanson cable license was executed on June 2nd, 2015.

1.3. **The Formation of Whitman Hanson Community Access**

On February 17, 2005 a meeting was called by the Executive Director of WCTV, which included four Whitman citizens appointed by the Whitman Board of Selectmen and four Hanson citizens appointed by the Hanson Board of Selectmen, for the purpose of forming a PEG access corporation to be called "Whitman Hanson Community Access." Officers were elected, by-laws were adopted, and articles of incorporation were approved. These articles were submitted to the Secretary of the

Commonwealth of Massachusetts and the corporation was formed on February 28, 2005. A filing was made with the Internal Revenue Service and WHCA was granted 501(c)(3) tax-exempt status on March 31, 2006, retroactive to February 28, 2005.

1.4. WHCA Agreements with Whitman and Hanson

Whitman Hanson Community Access is now in its second ten-year operating agreement with both the Town of Whitman; July 24th, 2018 and the Town of Hanson; December 19, 2017.

1.5. Mission

The mission of Whitman Hanson Community Access is to provide content and opportunities which inform, enlighten and entertain members of the Whitman Hanson community through access to modern technology, equipment, facilities, and training.

2. GENERAL & HOUSE RULES

2.1. All users of WHCA facilities must sign the WHCA Users Agreement Form included at the end of this document. By doing so the user acknowledges that they have read, accepted and agreed to abide by these rules and procedures of WHCA, and acknowledge the privileges and responsibilities of being a WHCA volunteer user.
All users are subject to the same rules and procedures.

2.2. All rules and procedures listed in this document are subject to change. The WHCA staff may waive a rule or procedure under appropriate circumstances, at their discretion.

2.3. Users who request studio, editing, portable, or remote facility time should file a formal Program Application form.

2.4. Users who request rebroadcast of submitted programming should file a Broadcast Request Form.

2.5. Please plan your production times according to posted hours so that pre-production, production, and cleanup can be completed within WHCA's operating hours.

2.6. Any and all usage of WHCA production facilities must be for the purpose of producing programming to be cablecast on the access channels.

2.7. A user who requests facility time is responsible for their crew and audience while in the WHCA building. They should arrive before their guests arrive at WHCA.

- 2.8.** All users of WHCA facilities must obey the designated supervisor at all times. Any appeal of such a decision may be made to the Executive Director by appointment. Decisions made by WHCA's Executive Director are final.
- 2.9.** Abusive behavior toward staff or others will not be tolerated. Abusive language and/or actions will not be permitted in the access facility. Volunteers, staff and guests are expected to treat each other with dignity and respect.
- 2.10.** The WHCA supervisor is not available to be used as a crew member on a regular basis. The first priority of the WHCA supervisor is the supervision of the entire facility. The supervisor will make every effort to be available when needed, but this may not always be possible.
- 2.11.** Failure to comply with any rule or procedure of the WHCA may result in one of the following:
1. A verbal warning
 2. A written notice of the failure to comply to be placed with the user's file for future consideration.
 3. Suspension of privileges, in whole or in part.
 4. Revocation of privileges.
- 2.12.** If any requested usage of WHCA facilities might pose a health or safety risk to WHCA staff or others, the user must relate this information to the WHCA staff prior to the usage. If a WHCA staff person determines that a usage may pose a health or safety risk to any person, the staff person may take appropriate action to minimize such risk.
- 2.13.** If a WHCA staff person determines that the weather presents risks to any person, the staff person may choose to close or modify facility hours.
- 2.14.** A list of all WHCA access volunteer users including names, addresses, and phone numbers will be maintained at all times. Each member is responsible for the accuracy of the information provided. Any personal contact information provided for this list by WHCA users will be treated confidentially and is only viewable by WHCA staff. Should one volunteer user be looking to connect with another, the WHCA staff will deliver a message containing the inquiring parties contact details in order to preserve privacy.
- 2.15.** Users are not to phone WHCA staff at home under any circumstances. If a staff member shares their cell phone number with a WHCA user or volunteer that information should be kept private unless explicitly authorized by that staff member.

- 2.16. Users, crew, guests and audience are not to answer the WHCA telephone except when explicitly authorized for use on a LIVE call-in show.
- 2.17. Food and beverages are not permitted in the following production areas: Studio, Control Room, Edit Lab, or Remote Vehicle.
- 2.18. Smoking, alcoholic beverages or illegal drugs may not be used in the WHCA building or remote vehicle. Persons under the influence of alcohol or illegal drugs are not permitted to utilize WHCA's facilities.
- 2.19. Pets and non-working animals should not be brought into the access center unless being featured on an WHCA production. The animal/pet "caregiver" is responsible for all control of and clean up after the animal.
- 2.20. Producers may use the Public Access Channel Bulletin Board(s) for brief announcements related to their programs. Producers should fill out a Bulletin Board Message form and submit it to WHCA no less than 24 hours before the preferred start time.
- 2.21. Successful and scalable community programming is contingent on participation by many active, trained individuals using WHCA resources and training to produce dynamic community programming in collaboration with as well as independent of the WHCA staff. The WHCA staff should be utilized to assist in planning, booking, and connecting WHCA volunteer users together to assemble working production crews. Community organizations considering the creation of a recurring production are encouraged to form a television production subcommittee within their organization, which WHCA staff can then train.

3. TRAINING

- 3.1. Training in the skills of video production is available to people who live, work or study in Whitman or Hanson. The purpose of WHCA's training is to stimulate and empower the production of programming for cablecast on Whitman and Hanson's Public, Educational or Government Access channels.
- 3.2. A new user with no background in video production must enroll in training and first attend an orientation session. Basic training will be offered in the use of either portable equipment, editing equipment or studio equipment, although since space is limited, there may be a waiting list for training. The user who completes one of the three basic training programs will be qualified only for use of that particular category of equipment.

- 3.3. A new user who has had prior training or experience in video production may request a certification examination, in which the user will be asked to answer questions about and display proficiency in the operation of one of the three basic categories of equipment. If successful, the user will be certified only for the use of that particular category of equipment.
- 3.4. A current user who desires additional training may either submit a properly and completely filled out training enrollment form for basic or specialized training, or may make a special request for individualized training in a particular area of operation. Upon determination by a WHCA staff member that a current user does not demonstrate adequate proficiency in the operation of any category of equipment, the user may be required to undergo re-training.
- 3.5. New users who have undergone basic training or current users with experience in WHCA facilities are qualified to sign up for specialized advanced training in specific areas of video production as it becomes available.
- 3.6. Additional categories of advanced training may be offered periodically for persons who, in the judgment of the WHCA staff, demonstrate the capability to effectively use such training.
- 3.7. All users who produce or wish to produce a program must attend a brief producer orientation meeting detailing the privileges and responsibilities of a program producer. Please see a WHCA staff person for information on scheduling an orientation session.

4. STUDIO AND EDITING FACILITIES

- 4.1. Unless otherwise posted, WHCA's business/access hours are the following:

| | |
|----------|--|
| Monday | 9:00am - 5:00pm |
| Tues-Fri | 9:00am - 9:00pm |
| Sat/Sun | Limited availability, by appointment |
| | <i>*Determined by WHCA staff availability.</i> |

WHCA may periodically need to close inside these hours if staff are needed off site for On-Location/remote productions or other WHCA business. Users/visitors are always encouraged to call before visiting.

- 4.2. Studio and editing time is available for use by qualified users who have completed training on such equipment or who have been certified as possessing sufficient skills to operate the equipment properly.

- 4.3. A qualified user must request Studio or Editing Facilities when required. All requests will be honored subject to available time and resources. As long as time and resources are available the request may be approved by WHCA staff. Requests can be made in person by filling out the appropriate form or by calling on the telephone. Requests can also be made by electronically.
- 4.4. A qualified user may request up to (1) one (3) three-hour studio session every other week. Requests for edit time can be made in (4) four hour blocks in WHCA editing facilities. Additional studio or edit time may be approved by WHCA staff subject to availability. Studio or edit sessions may be requested during any posted studio/office hours.
- 4.5. WHCA staff will ensure that all assigned field, studio, and editing equipment/facilities will be appropriate for the complexity and needs of the proposed and planned usage.
- 4.6. No field, studio, or edit equipment/facilities can be guaranteed on a regular basis. Studio production will receive highest priority in the studio. Editing is highest priority in the editing facilities. Dubbing in the studio or editing facilities is the lowest priority use.
- 4.7. If a qualified user needs to cancel the studio or edit session, contact should be made with the WHCA staff at the earliest possible moment. The user must also notify all crew members and guests.
- 4.8. If an emergency arises, the qualified user must phone the WHCA at the earliest opportunity. If the qualified user fails to arrive by (30) thirty minutes after the scheduled start time, the facility may be made available to another user or purpose.
- 4.9. Repeated cancellations or failures to arrive on time will in most cases result in suspension of field, studio, or editing privileges.
- 4.10. The studio, control room, edit room and associated areas will be checked for neatness after the shoot or edit time. Any qualified user who requests studio or edit time will be responsible for the condition of the facilities. All equipment must be returned to its normal location and condition at the end of the studio or edit session. **Power should NOT be switched off on any piece of equipment.**
- 4.11. Users may supply props for studio shoots or may request reimbursement for documented reasonable prop purchase costs. Users are encouraged to

consult with WHCA staff prior to making any prop purchases. Props owned by WHCA will be available to all users. Please be advised that on-site prop storage space is very limited.

- 4.12. All qualified users, crew, guests and audience must have exited the building by the posted closing time.
- 4.13. Any qualified user who requests studio time must provide a crew of qualified users sufficient for the production. WHCA staff will assist in determining adequate crew prior to the use.
- 4.14. The qualified user who requests studio time shall arrive at or shortly before the scheduled start time, and should arrive before crew and guests in order to admit them to the building. The number of crew/ guests for a program should not exceed (6) six without prior permission from the WHCA staff.
- 4.15. Audience size should not exceed (10) ten without prior permission from WHCA staff.
- 4.16. The qualified user who requests studio time is responsible for all set-up and breakdown, and must be present for both. In the case of a LIVE cablecast, the qualified user must arrive at least (1) one hour early and the crew must arrive at least (30) thirty minutes early. All technical considerations for a LIVE cablecast must be in place and ready (15) fifteen minutes before air time. All qualified users should also allow sufficient time for breakdown, usually no less than (30) thirty minutes.
- 4.17. Qualified users should always keep the number of people in the editing facility to a minimum. WHCA staff will assist in determining this prior to the scheduled use.

5. PORTABLE EQUIPMENT

- 5.1. Portable equipment is available to be checked out on a first come/first served basis by any qualified user who has completed training on such equipment or who has been certified as possessing sufficient skills to operate the equipment properly.
- 5.2. A qualified user must submit a properly and completely filled out Portable Equipment Request form no less than (24) twenty-four hours before the planned pickup time. The form must be approved by an authorized staff member. (*Please note: No equipment can be picked up unless the form is approved and a pickup time scheduled by WHCA staff.*)

- 5.3. A qualified user may request (1) one portable kit. Additional equipment may be approved subject to availability.
- 5.4. Equipment may be picked up or returned after calling WHCA during regularly scheduled business hours and access hours. Holidays are not included.
- 5.5. Equipment will not be picked up or dropped off by staff.
- 5.6. Equipment must be returned on the day and time specified on the Portable Equipment Request Form. If an emergency arises, the qualified user must phone WHCA at the earliest opportunity to make specific alternate arrangements for prompt drop off.
- 5.7. Failure to return equipment on time or to make other arrangements may result in suspension of portable equipment privileges.
- 5.8. All raw media is the property of WHCA and must be returned at the same time as the rest of the equipment. An appointment for editing should be made at this time and all media will be stored at WHCA until editing begins.
- 5.9. Any media which has been determined to have been abandoned will be moved to WHCA's offline storage archive for a period not to exceed 6 months. Reasonable efforts will be made to inform the owner of this move. Abandoned content which remains in WHCA's offline storage archive for more than six months may be deleted as space is needed.
- 5.10. Individuals using WHCA equipment, studio or post-production facilities may not change settings, wiring, or components without explicit staff permission and/or supervision. 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 will result from such equipment abuse.
- 5.11. All qualified user must report any equipment problems at the time the equipment is returned. If the qualified user fails to report problems or damages equipment due to misuse, portable equipment privileges may be suspended. (and/or charges may be assessed.)
- 5.12. Portable equipment may be set up and operated only by the person (qualified user) who requests it or by another qualified user. The qualified user agrees to utilize the equipment in a safe manner.
- 5.13. The equipment is intended for use within the Towns of Whitman and/or

Hanson. In no case may the equipment be used outside of Massachusetts without specific authorization from WHCA management. (This is due to insurance requirements).

- 5.14.** All WHCA equipment is insured, however WHCA users are responsible for all equipment signed out to them. In the event of an accident it is imperative that the following information be compiled. Failure to provide this information to WHCA may result in non-payment by the insurance company and the access member would pay replacement or repair of the equipment:

- A. Equipment must not have been left in a vehicle overnight.
- B. Equipment cannot have been left unattended.
- C. Equipment cannot have been left in a hazardous situation.
- D. There must be proof of unauthorized forcible entry into the vehicle or location where the equipment was stolen.
- E. A police report must be filed in the town or city in which the theft occurred.

If the insurance company honors the claim, the user is still responsible for payment of the deductible.

6. REMOTE TRUCK

- 6.1.** Due to its complexity, the Remote Truck is designated for staff-originated uses such as sports and other community events.
- 6.2.** The Remote Truck may occasionally be made available for public access usage under certain limitations.
- 6.3.** The qualified user must submit a properly and completely filled out Remote Facilitation Request Proposal no less than (30) thirty days before the requested use. The proposal will be reviewed for feasibility by the Executive Director.
- 6.4.** Since the Remote Truck requires a certified driver/engineer/supervisor from the WHCA staff, it may be made available only during hours of staff availability. These hours will normally (although not always) be:
 - Monday - Friday 2:00pm - 11:00pm
 - Saturday - Sunday Limited availability - by special arrangement
- 6.5.** Any qualified user who requests the Remote Truck must demonstrate in the Program Application Form an appropriate need for such a facility and a detailed plan for its use.
- 6.6.** A certified driver/engineer/supervisor from the WHCA staff must be

present at all times, but may not work a crew position on the production. Other WHCA staff may or may not be available to work on such productions. Accordingly, the qualified user who requests the Remote Truck must provide a specific number of qualified users for the production subject to staff determination. If the minimum number of volunteers do not show up for the remote production it will be subject to cancellation.

- 6.7. The qualified user who requests the Remote Truck is responsible for assisting in loading the Remote Truck. The user will be present at all times, during and after the remote shoot to be responsible for all aspects of the production. Tardiness or early departure is unacceptable and will result in cancellation of Remote Truck usage or loss of this privilege at a future date(s).
- 6.8. If the qualified user needs to cancel the Remote Truck usage, contact should be made with WHCA no less than 24 hours before the usage and the user must notify crew and all other concerned parties.
- 6.9. Qualified users must agree to allow ample time before and after remote/truck shoots. This should include at least (2) two hours for setup, (1) one hour for breakdown and travel time.
- 6.10. Setup and breakdown of equipment at the site of the Remote Truck production are the responsibility of the certified user and crew, under the supervision of the WHCA staff member.
- 6.11. All instructions from the WHCA staff member must be followed.
- 6.12. Qualified users must agree to operate all equipment in a safe manner.
- 6.13. The Remote Truck may be used primarily for productions within the limits of the Towns of Whitman or Hanson. In no case may the remote truck be used outside of Massachusetts, however, the truck may be used with specific permission elsewhere within the state of Massachusetts.
- 6.14. The user must obtain all permits and permissions in advance.
- 6.15. WHCA Staff shall make final determinations as to the suitability of weather conditions.
- 6.16. The Remote Truck will be available for use by a qualified user no more than (1) one time per calendar year.

7. CABLECAST

- 7.1. Cablecast time over WHCA channel(s) is available for use by qualified users who produce programs with WHCA facilities and by other Whitman or Hanson residents on a first-come, first-serve, non-discriminatory basis in accordance with WHCA operating rules.
- 7.2. The qualified user must submit a properly and completely filled out Broadcast Request Form no less than (2) two days before the requested cablecast time. The forms must be approved by an authorized staff member. At the discretion of the staff, and if the desired time slot is available, the (2) day submission rule may be waived to allow timely cablecasting of newsworthy events.
- 7.3. First-run programs have priority over reruns in scheduling. Reruns are at the discretion of the WHCA scheduler if time slots are available.
- 7.4. The user may run a new program according to the regularity of production during the following normal cablecast hours:

| | |
|-------------------|--|
| Sunday - Saturday | 4:00pm - 12:00 Midnight |
| First Run: | WHCA will make every effort to run the program at a time requested by the user. |
| Second Run: | WHCA will make a reasonable effort to run the program at the time requested by the user. |
| Additional Runs: | are at the discretion of the WHCA scheduler. |
- 7.5. Requests by the user for a change in the program schedule should be submitted to WHCA no less than (7) seven days before the scheduled broadcast. (prior to the next 13 week scheduled rotation)
- 7.6. Users who request time to cablecast programs not produced at WHCA facilities will be required to list at least (4) four Whitman or Hanson residents from different households as sponsors. A sample program must also be provided for technical evaluation. In the event of a time conflict, programs produced at WHCA facilities will receive scheduling priority. Shorter length programs will be considered first.
- 7.7. Programs will generally not be scheduled until a program is complete and all information pertaining to the program is supplied to staff for scheduling. WHCA reserves the right to schedule programming at times consistent with the intended audience.
- 7.8. WHCA reserves the right to pre-empt programming. However, every effort will be made to minimize preemption. WHCA will attempt to notify the user in the event of pre-emption.

- 7.9. WHCA will accept programs for cablecast only adhering to the following standards:
1. Continuous control track from the beginning to the end (in the case of tape)
 2. Video not to exceed 100 ire
 3. Audio not to exceed 0 vu
 4. Content may be submitted via the following methods
 - a. Digital files
submitted in any of the following file formats:
.mov, .mpg, .mp2, .mp4, .m4v,
 - b. Tape
Formats currently used by WHCA include:
3/4" Umatic, SVHS, Mini-DV, DVCAM, DVD
Newer formats may be added with equipment changes.
- 7.10. All submitted programs must be labeled with the following information:
1. Name of program
 2. Name of producer or user requesting cablecast
 3. Time of program (start, stop, length)
 4. Topic of program and guests
 5. Episode number and date
- 7.11. All physical media is the property of WHCA. Any WHCA physical media that leaves the building must be signed out by the user.
- 7.12. WHCA cannot guarantee that show and work media will not be re-used. Reasonable efforts will be made to preserve media of special importance. Users are encouraged to identify and label media of special importance to be saved.
- 7.13. **Duplication Requests (Dubs)**
In all cases, the highest priority use for WHCA facilities is the production of programs. Dubbing is the lowest priority use.
- a. Producers may make one (1) personal dub of each program they produce, provided that: The producer supplies an approved new blank media or purchases a new blank from WHCA stock.
 - b. Producers may make dubs of each program for other cable systems, provided that: The producer supplies an approved new blank media or purchases a new blank from WHCA stock. The producer will inform the WHCA office in writing of where the show will be seen in other towns and provide the name of a contact person for verification.
 - c. Except as noted above, all other dubs must be paid at the normal rates.

8. CONTENT

- 8.1. WHCA does not exercise editorial control over the content of programming produced with WHCA facilities or cablecast over the Whitman or Hanson Access channels, except as required under Federal and State laws.
- 8.2. Programs produced with or cablecast over WHCA facilities should not contain the following:
 - a. obscene material
 - b. indecent or profane material
 - c. material which would constitute defamation, libel, or slander
 - d. material which violates Federal or State laws
 - e. constitutionally unprotected use
 - f. lottery information
- 8.3. When it comes to municipal meeting programming; any and all coverage must be “gavel to gavel”. To this end, all meetings must convene and state the date and time and that they are being filmed. Any recess and return to business should also follow this practice, as should adjournment. If these times and the video duration do not match up, the content cannot and will not be aired on WHCA. During the course of filming it is also expected that all regulations set forth in the MA open meeting law with regards to audio/visual recordings will be followed.
- 8.4. WHCA facilities may not be used for the promotion or advertisement of commercial business or concerns, except for clearly identified brief mention of in-kind services provided to assist the production of a program.
 - a. The promotion of business, commercial or profit-making entities is not permissible.
 - b. If a guest is presented on a program for a bonafide entertainment or informational purpose, it is permissible to give a phone number or address for the viewer to contact the guest for more information. It is NOT permissible to mention specific products, services, prices, packages, deals, promotions, slogans or hours of operation. (Example 1: If a band performs on a show, a phone number may be given for contact information. Example 2: If a doctor or a lawyer appears on a program to give legal or medical advice, a contact address may be given.)
 - c. A guest may utilize a video or audio copy of their appearance on a program for the purpose of making a demonstration tape, but they should obtain permission from WHCA as a courtesy. However, such copies of WHCA programs must not be sold or otherwise

generate a profit. If a guest wishes to run the program on some other public access channel, cable or broadcast channel, they must obtain permission from Whitman Hanson Community Access as a courtesy.

- d. If a commercial entity provides funding or production supplies for a program, it is permissible to mention that the program is underwritten by the commercial entity and give a phone number and/or address for further contact. Such mentions should be brief, and are most often given outside the body of the program (such as in the credits). This should only be done by working through WHCA management who will require full review and agreement to WHCA's Program Underwriting Policies and Agreement. Within this document the details of any and all arrangements made by a producer must be provided.
- e. A volunteer or producer must not receive any profit or other consideration from any commercial entity mentioned on a program. A volunteer or producer must not promote any business.
- f. Volunteers/producers must use common sense and make a good faith effort to avoid commercialization in their programs.
- g. WHCA staff shall make all final decisions relating to compliance with these rules. Appeals may be made through WHCA's Executive Director.

- 8.5. All programs and their content remain the property of the community producer(s). WHCA reserves the right and will keep archival copies of all material produced or aired. WHCA also reserves the right to cablecast that material as many times as it wishes in perpetuity. Once a program is submitted for cablecast on WHCA, the programming asset remains available to WHCA for future programming purposes in perpetuity. WHCA will not release the rights of cablecast for any material for any reason.
- 8.6. Copyrighted material may not be used in any program produced with or cablecast over WHCA facilities without express written permission of the copyright holder. WHCA currently has blanket permission to permit performances of copyrighted compositions and sound recordings in the ASCAP and BMI reportings.
- 8.7. All other appropriate releases must be obtained as may be necessary for authorization of transmission of any copyrighted material over the designated access channel and an agreement to indemnify Whitman Hanson Community Access against any claims arising out of cablecast of the program material. Appropriate forms will be provided to the WHCA staff before cablecast of such program.

- 8.8.** In the case of minors, any needed forms should be signed by a parent or legal guardian, or other responsible adult.
- 8.9.** WHCA has established the following Election coverage guidelines to ensure fair and balanced coverage and airtime opportunities for candidates of local elections.
- a. Election Production Period
WHCA will establish a predefined production period & deadlines to correspond with this.
 - b. Playback equitability
All candidates will have an equal number of plays per race
 - i. WHCA will hold interviews shot earlier until all candidates have been interviewed or have formally declined the opportunity.
 - ii. WHCA waits to playback election/candidate content until all candidates of each race have been filmed, or the predefined “election production period” deadline has passed. Any candidates who have not replied by this deadline will be considered as opting out of the opportunity to appear on WHCA’s distribution platforms.
 - iii. Candidates may decline the opportunity to appear on WHCA, but any opponent’s program will include the absence of other candidate perspectives.
 - c. Candidates Forum Policies:
 - i. All crew members of candidate forums must sign an agreement declaring their impartiality and agree to adopt any liability which may arise due to any non-disclosure.
 - ii. Any crew member who is serving in an editorial role within a WHCA election related production and who is deemed and proven to have an alignment or favor towards a current candidate will be disqualified from participating in the production.
 - iii. All crew/personnel are penciled in until 72 hours ahead of production
 - iv. The dates, times, and terms of any candidate forums will be sent out to all candidates for approval ahead of the event.
- 8.10.** Candidate’s Forums may be hosted by 3rd party organizations provided that they comply with these policies.
- 8.11.** If Whitman Hanson Community Access makes a good faith determination that a program’s subject material may offend some viewers and/or may not be appropriate for children, WHCA may require that the following announcement be added to the beginning of the program:
 “The following program may contain sensitive material. Viewer discretion is advised.”
- 8.12.** All programs produced by WHCA users using the facilities of WHCA should contain the following disclaimer at the beginning of the program:
 “This is a public access program produced and cablecast by

arrangement with Whitman Hanson Community Access. The content of this program is the responsibility of the producer and it does not necessarily reflect the opinions or policies of Whitman Hanson Community Access, Comcast, the town's of Whitman &/or Hanson nor any of their affiliates.

9. HARASSMENT POLICY

To insure a fair and professional atmosphere for everyone, WHCA has instituted a policy of harassment that all volunteers and guests must adhere to. All harassment complaints should be directed to the Executive Director immediately. WHCA and the Executive Director have the right to immediately suspend all community access privileges to anyone committing a violation of the harassment policy.

No individual or group may verbally, physically or by any other means cause harm or harass any WHCA staff, board members, or volunteer users. Any harassment or discrimination based on race, sex, age, physical disability, religious or political belief, or sexual orientation is strictly prohibited.

10. VIOLATIONS

10.1. WHCA users are expected to conduct themselves in a courteous and professional manner whenever using WHCA equipment or facilities. The following is a list of some violations of rules and the consequences:

- i. Minor Violations
 1. Repeated cancellations, late or otherwise.
 2. Repeated late pick up or return of equipment.
 3. No-show(s).
 4. Mishandling of equipment.
 5. Use of equipment in unsafe environments.
 6. Incomplete return or improper storage of equipment.
 7. Smoking in WHCA facilities or around equipment anywhere.
- ii. Penalties for minor violations
 1. 1st Verbal warning
 2. 2nd Written warning
 3. 3rd Loss of privileges
- iii. Major Violations

Major violations will result in the immediate suspension of privileges to use facilities or equipment. Some violations could even result in criminal prosecution. The duration of suspension and terms for reinstatement of privileges will be disclosed within one week from the date of any suspension. WHCA usership privileges can be reinstated on a probationary basis provided compliance with

- any terms outlined in the suspension documentation.
- iv. Major Violations include:
 1. Commercial or for profit use of WHCA equipment or facilities.
 2. The misrepresentation of one's self as a staff member or employee of WHCA.
 3. Knowingly falsifying forms.
 4. Abuse or neglect of equipment.
 5. Taking or use of equipment or facilities without proper permission.
 6. Attempted self-repair of equipment.
 7. Verbal, physical or sexual harassment of staff, directors, or other users of WHCA.
 8. Theft of any kind.
 9. Use or possession of alcohol or illegal drugs on WHCA property or while in possession of WHCA equipment.
 10. The use of WHCA equipment for recording of obscene, illegal, or inciting material.

10.2. A "Grievance Report" may be requested, filled out ,and submitted through the office of the Executive Director in order to initiate grievance procedures. Grievances may occur regarding the assignment of edit space, channel time allocation, equipment, studio, and facilities use, event coverage, or any other matters regarding the community access studio, studio personnel, community access volunteer(s), or board members. The Executive Director will decide on a resolution for the grievance. Anyone wishing to appeal the decision of the Executive Director or who feels the situation remains unresolved may contact WHCA's Board of Directors.

11. INDEMNIFICATION

Any user of the WHCA's facilities, equipment, and/or channel time shall indemnify and hold harmless WHCA, its officers and staff, and the towns of Whitman & Hanson against any and all liability claims arising out of breach of WHCA's policies and procedures.

WHCA's copy

WHCA Users Agreement Form*WHCA Policies & Procedures - Signature Page*

I, _____ (print name) acknowledge receipt and understanding of the attached "Policies And Procedures for Users of Whitman Hanson Community Access." I commit to operating within these policies and procedures. A copy of these Policies and Procedures can always be found on WHCA's website.

 User signature

 Date

 WHCA user's copy
WHCA Users Agreement Form*WHCA Policies & Procedures - Signature Page*

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