



**Bedford Community Access Television, Inc.**

# **Rules And Regulations**

**(Effective Date June 13, 2024)**

## TABLE OF CONTENTS

<a href="#"><u>Financial Operations</u></a>	3
<a href="#"><u>Use of Access Facilities</u></a>	3
<a href="#"><u>Equipment and Services by Authorized Users</u></a>	4
<a href="#"><u>Training Requirements</u></a>	4
<a href="#"><u>Outreach</u></a>	4
<a href="#"><u>Frequency and Scheduling of Programming</u></a>	5
<a href="#"><u>Producer/Presenter Program Release</u></a>	6

# **Bedford Community Access Television Rules and Regulations**

## **Financial Operations**

### **Non- Capital Purchasing:**

An authorized party, either the Administrator, Executive Director, or Board of Directors, must approve non-Capital purchasing. All receipts are to be filed with a note regarding what budget category they should be filed under and the nature of the purchase. These receipts will be kept on premises at the Bedford Community Access Television, Inc. (BCAT, DBA: Bedford TV) studio. Bedford TV is a 501(c)3 non-profit organization and is an exempt purchaser under General Laws, Chapter 64H, Section 6(d) or (e) under the Massachusetts Department of Revenue. Bedford TV's tax-exempt certificate must be used for non-capital purchasing and can be obtained from the Administrator, Executive Director, or Board of Directors.

### **Capital Acquisition:**

1. Equipment may be purchased by BCAT using a portion of the quarterly support funding paid to it by the Town. BCAT shall obtain the approval of the Town before making purchases of equipment in the amount of \$5,000 or more, except in cases of a genuine emergency that threatens fundamental operation of the PEG Access Channel(s).
2. BCAT will prepare an annual equipment purchasing plan and equipment request list as part of its Annual Plan and Budget-see Section 11.5 -that is submitted to the Town. See Exhibit 3, Capital Equipment Purchase Requests, for a sample worksheet to be used when making capital equipment requests and for the criteria that the Town will follow when considering such requests.
3. At the Town's choosing, approved equipment purchases will be carried out directly by the Town or by BCAT. Should the Town elect that an approved equipment purchase be carried out directly by BCAT, the necessary funds will be incorporated in the annual PEG access budget-see Section 11.5, Annual Plan and Budget.
4. BCAT will within 14 days after purchases of capital equipment, convey to the Town a record of the purchase provided by the equipment vendor. Should BCAT not complete a funded capital equipment purchase within the annual budget period, BCAT will return the funded amount to the Town prior to the end of the annual budget period. Substitutions of previously approved equipment purchases are not allowed without the prior approval of the Town.
5. Equipment or capital purchasing/disposition that is accomplished by BCAT must be done in accordance with the Massachusetts Uniform Procurement Act (M.G.L. Chapter 30B).

## **Use of Access Facilities**

Access Facilities are available for use by all those who live, work, attend school or belong to organizations in Bedford on a non-discriminatory basis using the provided facilities and

equipment and BCAT's staff and other resources as BCAT deems necessary to fulfill community access television needs. Access facilities are to be made available on a first come, first served basis.

## Use of Equipment and Services by Authorized Users

Authorized Users of access equipment and facilities shall be those who live, work, attend school, or belong to an organization in Bedford. Authorized users include BCAT employees, volunteers, or other members. After successfully completing required training, Authorized Users are able to use access equipment and facilities as well as submit programs for cablecast and all forms of social media on a first come, first served basis.

Authorized Users, including employees, are responsible for their personal property. BCAT is not liable for any damage or loss incurred to an individual's personal property.

Authorized Users are responsible for all BCAT-owned access equipment while it is in their possession. It must be returned to BCAT in good operating condition. Any damage or loss incurred while in the Authorized User's possession must be reported in writing. Bedford TV may choose to file a claim for any equipment loss or damage caused beyond normal wear and tear and the Authorized User will support BCAT in preparing claims.

In order to remain in good standing and continue to use access facilities and equipment Authorized Users must return equipment at the time determined by BCAT staff.

Authorized Users must successfully complete a CORI check before working with minors, in accordance with the BCAT CORI Policy.

The use of alcoholic beverages, nicotine, narcotics, and mood-altering substances, except for current valid, legal prescriptions, is prohibited by Authorized Users while representing BCAT, as stated in Section 14.5 of the Grant Agreement.

## Training Requirements

Training shall be required before access users use BCAT equipment. Training shall be made available by BCAT staff for all equipment available to Authorized Users. At the discretion of BCAT staff, BCAT reserves the right to require additional training to individuals who do not show necessary proficiency on equipment.

## Outreach

BCAT will maintain an active outreach program, designed to inform town residents and organizations about the availability and use of the cable television PEG Access channels, media, services, and programming and to encourage their use with the goal of increasing volunteer membership and participation as well as building interest in our programming and encouraging participation in our classes and trainings.

## Frequency and Scheduling of Programming

Producers of programming shall be required to submit a Producer/Presenter Program Release {Attached} for each show/series that they produce.

All programs submitted to BCAT shall be played a minimum of two times, as long as programming is consistent with federal, state, and local ordinances regarding content and technical quality. Additional showings will be made available when time is available and BCAT staff shall determine the number of additional showings in a non-discriminatory way based on viewer feedback, local-centricity, and available time.

BCAT maintains a log of all programs that are cablecast on the three channels. The logs are stored locally on the server as well as separately on hard drives. These logs are available to the public upon request.



## Producer/Presenter Program Release

Name of Program: \_\_\_\_\_

Producer of Program: \_\_\_\_\_

Description of Program: \_\_\_\_\_

I, \_\_\_\_\_, agree that the scheduling of this program is at the discretion of Bedford Community Access Television Inc. (DBA: Bedford TV). Program scheduling will be determined by the producer/presenter and BCAT, Inc. staff according to availability, submission frequency and in accordance with BCAT, Inc.'s Rules and Regulations.

I give permission for BCAT, Inc. to display my name at the beginning and/or end of the program as its producer/presenter. I give BCAT, Inc. the right to duplicate this program for distribution, if requested to do so, without any copyright liability whatsoever, and to cablecast on Bedford's access channels and all forms of social media. As producer/presenter of this program, I state that the program contains no advertising, obscene material, lottery information, copyright infringement, invasion of privacy or libelous/slanderous material. I agree that I am solely responsible for the content of this program and do not hold BCAT, Inc., its Board of Directors, employees, or members of the Town of Bedford responsible for its content in any way.

Signature of producer/presenter: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

Check here if you are interested in volunteer opportunities at Bedford TV.

If under 18 years of age, parent/guardian must sign to accept full responsibility of being the producer/presenter of this show and agree to the above conditions.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_