



**Bedford Community Access Television, Inc.**

# **RULES AND REGULATIONS**

**(Effective Date June 13, 2026)**

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# **Bedford Community Access Television, Inc. Rules and Regulations**

## **Statement of Purpose**

Bedford Community Access Television, Inc. (DBA Bedford TV) is a membership based, non-profit, 501(c)(3) community access television station serving the Town of Bedford. Our mission is to make media available, reflective and responsive to the needs of our community. We broadcast on three channels on both Comcast (channels 8, 9, and 22) and Verizon (channels 38, 39, and 40) cable systems and post on social media sites. You can also watch what's happening around town in education, the arts, government, cultural events, social services and community activities on our [YouTube channel @bedfordtvma](#).

## **Membership**

Members of Bedford Community Access Television, Inc. shall be Bedford residents and/or persons affiliated with Bedford institutions, organizations, businesses or agencies. BCAT Members are not charged for their membership. Our members range in age from school aged to active members of senior groups such as the Council on Aging. Those interested in becoming a Member must complete a Bedford TV Membership Form and confirm that they have read, understand, and agree to the BCAT Rules and Regulations. Members and volunteers shall comply with the BCAT Rules and Regulations at all times. BCAT is led by a volunteer-based Board of Directors.

## **Use of Access Facilities**

Bedford Community Access Television, Inc.'s studio is centrally located in Old Town Hall at 16 South Road, Suite 200, Bedford, MA 01730. Access Facilities are available for use by all BCAT Members 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 Bedford residents and/or persons affiliated with Bedford institutions, organizations, businesses or agencies. Authorized Users include BCAT employees, Members, or volunteers. After successfully completing required training, Authorized Users can access equipment and facilities as well as submit programs for cablecast and on all forms of social media on a first come, first served basis. Authorized Users are solely responsible for the content of their program and do not hold BCAT, Inc., its Board of Directors, employees, or the Town of Bedford responsible for their content in any way.

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 to the Director of Operations. BCAT may choose to file a claim with their insurance underwriter for any equipment loss or damage caused beyond normal wear and tear and the Authorized User will support BCAT in preparing claims.

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. If it is determined that an Authorized User demonstrates misuse and/or neglect of station equipment and does not adhere to station policies regarding the use of equipment, their privileges will be subject to suspension at the discretion of the Director of Operations for a period of time as the Director of Operations sees fit. Any disputes arising from such decisions that cannot be resolved with the Director of Operations will be escalated to the Board of Directors, who will take up the issue at their next scheduled meeting. Any subsequent decision by the Board will be final.

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 with the Town of Bedford.

## 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.

## 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 BCAT's 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.

In addition to locally produced programs, programming can be sponsored and submitted by Members. Sponsored programs will receive programming considerations with a lower priority than locally produced programming.

Any disputes arising from such decisions that cannot be resolved with the Director of Operations will be escalated to the Board of Directors, who will take up the issue at their next scheduled meeting. Any subsequent decision by the Board will be final.

In addition to cablecasting, BCAT also employs social media platforms to broadcast live productions and to host programming produced by BCAT and by its community volunteers. Only programming generated locally by BCAT and its user community will be posted on the station's social media channels.

Any disputes regarding the scheduling and airing of programs submitted to BCAT will be adjudicated by the Director of Operations in accordance with the guideline outlined above. If said disputes cannot be resolved with the Director of Operations, they will be escalated to the Board of Directors, who will take up the issue at their next scheduled meeting. Any subsequent decision by the Board will be final.

## Financial Operations

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

An authorized party, either the Director of Operations 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 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 Director of Operations, Director of Production, or Board of Directors.



## 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 Bedford TV staff according to availability, submission frequency and in accordance with Bedford TV's Rules and Regulations.

I consent to permit Bedford TV to transmit or record on film, tape, or otherwise, my voice and/or picture, name, likeness, or performance/visual art/musical composition for unlimited playback on television and via the internet. I give permission for Bedford TV to display my name at the beginning and/or end of the program as its producer/presenter. I give Bedford TV the right to duplicate this program for distribution, if requested to do so, without any copyright liability whatsoever, and to cablecast on Bedford TV's access channels and 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/slandorous material. I agree that I am solely responsible for the content of this program and do not hold Bedford TV, its Board of Directors, employees, or the Town of Bedford responsible for its content in any way.

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

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

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

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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 Name (Printed): \_\_\_\_\_

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

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

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

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_