**GUILFORD COMMUNITY**

**TELEVISION INC.**

**(GCTV)**

***Policies and Procedures Manual***

**Last Revised: 05/02/2019**

**1. PREAMBLE**

1.1. Guilford Community Television Incorporated, hereafter referred to as GCTV, exists to provide public access to the local broadcast channels in the town of Guilford, Connecticut.

1.2. GCTV recognizes the importance of the presentation of diverse views on social and other issues and of providing the opportunity to express these views using GCTV equipment and facilities.

1.3. GCTV complies with all Federal and State Statutes and Regulations and with First Amendment rights guaranteed by the Constitution of the United States of America.

1.4. These policies and procedures are based upon the fundamental purposes of Public, Education and Government (PEG) access broadcasting which include:

1.4.1. Enhancing First Amendment rights.

1.4.2. Providing for the dissemination of diverse views and a marketplace of ideas and information.

1.4.3. Providing a viable alternative to commercial programming.

1.4.4. Enhancing a sense of community among the residents of Guilford.

**2. DEFINITIONS**

2.1 Producer: The individual or entity who is the creator of the program to be broadcast. Producers have no age restrictions. Producers need not be from Guilford or our franchise area to be a producer of a program submitted unless they wish to use the GCTV equipment to produce the program.

2.2. Submitter: The individual who:

- signs the GCTV User Access Agreement

 - assures that the program to be broadcast meets all of GCTV’s policies and program standards.

- is the point of contact to be reached by GCTV should questions or concerns arise regarding the program submitted.

Submitters must be at least 18 years old. Submitters must live or work within the franchise area.

2.3. Broadcasting: Transmission of a submitted program to the community via Comcast Cable on channel 18, 19 & 20, Uverse on channel 99 or any additional broadcast distribution channel that GCTV shall designate.

 2.3.1. On Demand Broadcasting: Submitted programs may be made available via the Internet with no restrictions on who may view, share or embed the file via email, websites and other social media. On Demand viewing is available globally. Producer/submitters may choose to make their program available through On Demand on the Internet by opting in using the User Access Agreement.

2.4 Commercial Content: An audio, text or video representation of the sale of commercial goods and services for money or barter by an individual or commercial, for-profit entity.

2.5. Sponsor: An individual or entity who provided money or a service in connection with the production of a program.

2.6. Contributor: An individual who provided assistance to a program in some way. Example: “Make-up provided by”.

2.7. Franchise area: Guilford, Madison, North Haven, East Haven, Wallingford, Branford, and North Branford

2.8. Participant: A guest or speaker on a show being produced.

2.9 Political Advocacy Programming: Programming submitted by a political party or individual for the purpose of arguing for or against a ballot measure coming up on Town, State or National election and referendum dates. This includes election of public officials, budget referendums and any other ballot item which may be introduced for debate.

2.10 Credits: Acknowledgments of participation in various aspects of a program’s production. Credits can come at the beginning and/or end of a program as video and/or audio format. Credits can include:

* Program title, website and contact information of the producer.
* List of technical crew (camera person, director, editor, lighting, sound, etc.).
* List of participants and their contact information.
* List of sponsors and contributors and their contact information.

2.11. GCTV Town Equipment: GCTV town equipment is GCTV equipment designated and maintained by GCTV primarily for the purposes of recording and broadcasting meetings, proceedings and other activities of the Town of Guilford for broadcast on Comcast Channel 20 and other broadcast channels. This equipment may be used by individuals or other entities hired or designated by the Town to record town proceedings. When not in use for these purposes, such equipment may be used according to the policies and procedures governing other GCTV equipment.

**3. PRODUCING**

**3.1.** **BECOMING A PUBLIC ACCESS PRODUCER**

3.1.1. Anyone who lives in Guilford or who is employed by a Guilford business may become a public access producer using the GCTV channels. In addition, these people may submit programs produced by others,in such media formats designated from time to time by GCTV, as long as this is disclosed on the User Access Agreement.

**3.2.** **PRODUCER’S RESPONSIBILITIES**

3.2.1. In order to use GCTV equipment, each producer must demonstrate a minimum ability to operate the equipment in a safe and non-damaging manner. GCTV will provide familiarization and training.

3.2.2. The producer has overall responsibility for creating the program to be broadcast.

3.2.3. The producer may not represent that he or she is an employee, representative or agent of GCTV, nor may he or she use the GCTV name or logo on the program.

3.2.4. The producer must read and comply with all GCTV Policies and Procedures.

3.2.5. Producers are solely responsible for obtaining release forms, copyright and other permissions. GCTV’s acceptance of a program for broadcasting does not make any representation that GCTV has verified that these releases and permissions have been obtained.

**3.3.** **PRODUCERS UNDER THE AGE OF 18 (MINORS)**

3.3.1. Minors may produce programsfor broadcast on GCTV channels as long as a Parent or legal Guardian signs the User Access Agreement.

**3.4.** **PROGRAM CONTENT**

The intent of public access programming is to provide a forum to enable citizens, non-profit organizations and Guilford’s official government to exercise their right of free speech, express their opinions or to share information that they feel is of interest to the community. GCTV prohibits the use of our public access equipment and broadcast facilities for commercial gain, to promote any commercial, for-profit business entity or to advertise the sale of products or services by commercial, for-profit entities. Therefore, material transmitted over the PEG access channels, whether produced locally or provided from another source, must comply with the following criteria:

**3.4.1. Prohibited Material (General):**

3.4.1.1... No libelous, slanderous or illegal material.

3.4.1.2. No material that is obscene, sexually explicit, promotes unlawful conduct, incites violent or harmful acts on other persons or is otherwise prohibited by applicable state or federal law.

3.4.1.3. No mention or display of any website address that is restricted to users over the age of 18 (i.e. adult only oriented websites).

3.4.1.4.. No material requiring royalties, union residuals or other payments including, but not limited to, talent and crew unless those payments have been executed or waived in writing.

**3.4.2.** **Prohibited Commercial (For-Profit Business) Material:**

3.4.2.1. Any solicitation of funds or advertising of material designed to promote the sale of a commercial, for-profit entity’s products or services, including but not limited to copies of the program is prohibited.

3.4.2.2. Any representation of fees for a commercial, for-profit entity’s goods or services is prohibited.

3.4.2.3. Any display, description, or discussion of any commercial for-profit entity for more than 20 seconds is prohibited AND/OR any display, description, or discussion of a commercial for- profit entity's identifiable products or services within any part of the production for more than 20 seconds is prohibited.

3.4.2.4. No mention of seminars, lectures or consultation by a for-profit entity, for which the viewer will eventually be charged.

3.4.2.5. No promotion of lottery material, gift enterprises or similar schemes.

3.4.2.6. A prolonged, a clearly prominent display (i.e. signage, posters, graphics, text overlays, etc.) and a frequently repeated display of a commercial, for-profit company’s name that is clearly visible during a program, will not be considered to be incidental and is prohibited. Also, a program participant that has attire (e.g. a T-shirt) that contains a business name and/or business contact information that is easy to distinguish (read) when broadcast is prohibited.

3.4.2.7. With the exception of program credits (section 3.6 below) any display during a program of a website address other than a legitimate Non-Profit Organization’s (as defined by the U.S. Internal Revenue Service) websiteis prohibited.

3.4.2.8. No call to action for any commercial, for-profit entity is permitted (for example: “Eat at Sally’s”, “call for a quote”, “visit my website”, etc.).

3.4.2.9.No statements or displays that explicitly promote or attempt to differentiate a commercial, for-profit entity, its products or services are permitted (for example: best prices in town, fast service, low cost tires, etc.).

3.4.2.10. No promotional slogans or tags for a commercial, for-profit entity are permitted.

3.4.3 **Permitted Commercial (For-Profit Business) Material:**

3.4.3.1. A participant on a program may briefly mention (i.e. 20 seconds) his or her commercial, for-profit business to establish their subject expertise on a topic being presented or discussed during the program (for example: “I am Sally with XYZ Realty and I have been working in real estate for 30 years.”).

3.4.3.2. An incidental display of a company’s name is permitted provided such display is not promotional in nature. For example, a store sign may incidentally appear in the background of a program or a person on the program may be wearing a shirt that has a company logo on it that is not overtly commercial in nature.

3.4.3.3. An incidental display of a product and/or brand name is permitted provided such display is not promotional in nature.

3.4.3.4. A participant on a program may briefly mention or display (i.e. not to exceed 20 seconds), their contact information during the program. The contact information may not be displayed continuously or repeated frequently throughout the program. Acceptable contact information can include phone numbers and an email address.

3.4.3.5. While discouraged, a participant on a program may briefly mention a website address other than a not-for-profit website address. Repeated mentions of such website are not permitted.

3.4.3.6.General musical background is permitted provided it does not violate any copyright laws, that any lyrics do not promote a commercial, for-profit entity and that the music is not closely associated with acommercial, for-profit entity. Jingles promoting commercial, for-profit entities are not permitted. A producer may use original music as long as no mention is made of where the viewer can purchase the music (e.g. a CD).

3.4.4 **Permitted Promotional Material for Non-Profit Organizations (as defined by the U.S. Internal Revenue Service):**

3.4.4.1. Representation of specific fees for goods or services provided by the valid, local non-profit organization is permitted.

3.4.4.2. A valid non-profit organization may display their organizations website address during a program.

**3.5.** **PUBLICITY AND SPONSORSHIP**

3.5.1. On its community bulletin board and on its website, GCTV will publish a schedule of when programs will be broadcast**.**

3.5.2. Producers may promote and advertise their programs, but GCTV will not be held responsible for any of the costs associated with these activities.

3.5.3. Producers may obtain sponsorship for their programs to be broadcast on GCTV subject to the following conditions:

3.5.3.1 Identification of the sponsor(s) by video and / or audio is permitted at the beginning and/or end of the program within the program credits. The preferred format is “The following / preceding program has been presented through the assistance of … ”

3.5.3.2. Any audio or visual material that promotes the sale of goods or services provided by a commercial (for-profit) business contained within a sponsorship acknowledgement is prohibited.

**3.6.** **CREDITS**

3.6.1. Credits may appear at the beginning and/or at the end of the program which acknowledge program sponsors and contributors to the production (such as “hair by”). The in-kind contributions provided must be evident in the production.

3.6.2. Sponsor credit may appear at the beginning and/or end of the program in audio and/or video. Sponsor credits may be up to 20 seconds in length per sponsor. In the case of multiple sponsors, total sponsor credits may not exceed 60 seconds.

3.6.3. A sponsor credit may contain a business logo or picture of the business, a business address, contact phone number, email address and a website address as long as there is no call to-action or any material that attempts to differentiate a business. Examples of non-permissible credit content are: “the best nails in Town”, call for a quote” or “the lowest prices”, etc.

3.6.4.Any audio or visual material that promotes the sale of goods or services provided by a commercial (for-profit) business contained within a credit is prohibited.

3.6.5. The display of credits, including up to 60 seconds of sponsor acknowledgements shall be no more than three minutes (180 seconds) in total duration.

3.6.6.All productions produced using GCTV equipment and / or facilities mustcredit GCTV.

3.7. **PRODUCER’S RIGHTS**

3.7.1. Producers do not relinquish any ownership or rights toward their productions by submitting them to GCTV for broadcasting. They only grant GCTV the limited right to broadcast the production.

3.7.2. GCTV may use a small portion (less than 5 minutes) in a sampler program to illustrate the types of programs broadcast on GCTV.

3.7.3. GCTV will not make copies of a producer’s programfor a third party without prior permission of the Producer.

**3.8. WAIVERS**

3.8.1. GCTV reserves the right to waive certain promotional policy prohibitions when its Board of Directors, in its sole discretion, determines that educational, information or other aspects of the discussion outweigh the promotional aspects of the program. Issues and questions will be addressed on a case by case basis.

**4. BROADCASTING**

**4.1. PROCEDURES FOR BROADCASTING**

4.1.1. A completed then current “User Access Agreement” is required for each program submitted to GCTV except as waived by vote of the GCTV Board of Directors.

Reference: Appendix A, User Access Agreement.

4.1.2. Each User Access Agreement must be signed by an adult (18 years or older) who is a resident of the seven town franchise area or is employed by a business in the seven town franchise area. This person is known as the Submitter.

4.1.3. GCTV reserves the right to verify that a Submitter is a resident of or works in the seven town franchise area before broadcasting a program. A Submitter may be asked to provide proof of residence or employment in the seven town franchise area.

4.1.4. Any changes to the User Access Agreement must be approved by a vote of the GCTV Board of Directors.

**4.2. RULES FOR BROADCASTING ON GCTV CHANNELS**

4.2.1. GCTV broadcasts the programs received in the order received for a reasonable period of time, subject to the provisions below.

4.2.2. GCTV does not exercise editorial control over such programs except that we may refuse to broadcast programming that is obscene or otherwise prohibited by applicable state and federal law or is deemed by GCTV, at its sole discretion, to be in violation of GCTV’s program content rules as defined in section 2.4.

4.2.3 GCTV reserves the right to remove a program from its broadcast schedule if, in the opinion of GCTV’s Operations Manager or a member of GCTV’s Board of Directors, the program violates any GCTV policy. In this event, the questions regarding the program’s compliance with GCTV’s policies will be reviewed by GCTV’s Board of Directors. GCTV may, at its sole discretion, elect to broadcast the program at another time if the Board of Directors concludes the program complies with GCTV’s policies.

4.2.4. GCTV reserves the right to only broadcast programs that meet minimum technical standards. (See section 4.3)

4.2.5. GCTV will broadcastprograms as space allows using the following priorities:

4.2.5.1.    Programs, both new and repeat, created by Guilford producers, or making use of Guilford talent or featuring Guilford subject matter will be given priority over other programs.  First Priority will go to new Guilford produced programming.  Second priority will go to repeat Guilford produced programming.

4.2.5.2.    Programs produced outside of Guilford will be accommodated as space allows after new and repeat Guilford produced programming has been considered. New programming produced outside of Guilford will be considered before repeat programming produced outside of Guilford.

4.2.5.3.    Time sensitive programs, both Guilford produced and external, will be given priority over programs which can be broadcast at any time and broadcasting of such is at the discretion of GCTV staff and the Board of Directors.

4.2.5.4.  **Repeat Submissions.**  Submitters may give GCTV permission to retain their programs for repeat broadcasts, at GCTV's sole discretion. GCTV is under no obligation to re-broadcast programs that have already aired (repeat submissions).  Repeat submissions will be accommodated when possible based on time availability within a scheduling period.

4.2.5.5 - Political Programming

 4.2.5.5.1 Political Advocacy Programs: An example of such a program is a presentation of candidates or a discussion of issues representing a single political party. GCTV reserves the right to limit Political Advocacy programming to 3 play cycles per program and to remove themon the night or broadcast cycle before an election or referendum.

4.2.5.5.2 Non-partisan Political Programs: An example of such a program is a multi-party candidate debate or issues forum without any statements of endorsement or opposition. GCTV reserves the right to give non-partisan programming the priority for additional runs, or for consecutive play cycles, including the day of an election or referendum. This will be at the discretion of GCTV staff, based on the number of new programs available or additional time-sensitive programs requiring broadcast in the same timeframe.

4.2.5.5.3 Political programs submitted for On-Demand viewing will remain available for viewing and sharing until after the corresponding election or referendum.

4.2.5.5.4 Town meetings and programs produced by Guilford Public Schools and the Town of Guilford are not considered political advocacy programming. Programs submitted by these two entities and their departments and commissions are considered official communication from the Town about Town and School business and are not subject to the restrictions of political programming.

4.2.5.6 Submitters may opt-in to GCTV's On Demand broadcast service which permits GCTV to make the submitted program available for viewing via the Internet.

4.2.5.6.1 Internet broadcast opens viewership to a worldwide audience and allows for unrestricted viewing and sharing of programming on websites, email and social media. On Demand content can be viewed anytime and anywhere there is an Internet connection available.

4.2.5.6.2 Submitters giving GCTV permission to broadcast programs over the Internet warrant that they have received Producer and Participant permission to do so, and parental/guardian consent where the producer/participants are under 18 years old.

4.2.5.6.3 GCTV makes permitted content available for On Demand viewing after a program has received its first broadcast run on our cable broadcast stations.

 4.2.5.6.4 A producer / submitter of content may request that their submitted program be removed from On Demand at anytime in writing via email.

4.2.5.7 GCTV reserves the right to remove outdated and older archival content from both the broadcast and on demand servers to make room for newer content in the event the server becomes full.

4.2.6. Submitters may request that their programsbe broadcast only during nighttime hours for normal channel broadcasting. However, On Demand content can be viewed anytime and anywhere there is an Internet connection available.

4.2.7. GCTV reserves the right to schedule programs only during nighttime hours (after 9:00 PM) if the programcontains language that is considered to be profane and/or content that GCTV deems to be unsuitable for viewing by children.

4.2.8. GCTV may refuse to broadcast programs that duplicate a program submitted by another person or submitted by the same person using a different title. GCTV reserves the right to decide whether a program duplicates another program.

4.2.9. Looping - Programs containing duplicated or repeated segments (program segments that are duplicated to repeat multiple times in succession) are discouraged in the spirit of fairness with program scheduling and airings. GCTV may, at the scheduler’s discretion, limit the playing time of such programsto 60 minutes even if the total program length is longer.

**4.3. PROGRAM STANDARDS**

4.3.1. The content of each program submitted to GCTV is exclusively the responsibility of the Producer and/or the Submitter.

4.3.2. Program standards are contained on the back of the User Access Agreement (Appendix A)

4.3.3. The signer of a User Access Agreement represents that he or she has met all of the terms and conditions described on the back of the User Access Agreement.

**4.4. TITLING**

4.4.1. The Producer’s Title identifies the program being submitted and is the title GCTV uses on the program schedule to inform the audience of the broadcast times. All programs must be given a title on the User Access Agreement.

4.4.2. GCTV retains the right to edit the title(s) for length when posting on the GCTV Bulletin Board Schedule.

**4.5. MINIMUM TECHNICAL STANDARDS**

4.5.1. Programs must be on the media formats which GCTV designates. Please see our Scheduling Guidelines document.

4.5.2. Each program must contain only the show submitted. Programs containing any other extraneous program material may be rejected.

4.5.3. Programs submitted must have a stable enough signal to play continuously in GCTV’s program players.

4.5.4. Programs submitted must be clearly labeled with the Program Title and accompanied by a User Access Agreement for each program submitted.

**5. FACILITIES AND EQUIPMENT**

**5.1. GENERAL**

5.1.1. All programs produced using GCTV equipment and/or facilities should be broadcast on Guilford’s public, educational or government channels.

5.1.2. GCTV facilities and equipment are provided free of charge for the use of persons residing or working in Guilford to be used to produce noncommercial programs for broadcast on GCTV.

5.1.3. GCTV town equipment may be used by individuals or entities hired or designated by the Town of Guilford for the express purpose of recording and broadcasting the proceedings, meetings and activities of town government.

5.1.4. GCTV does not provide for the use of community access facilities, equipment or support services for any purpose other than the production and broadcast of community access programming. Neither the equipment nor the services available through GCTV community access are intended to be used for personal use, for commercial gain, or in direct competition with local businesses which offer production services or video equipment rental to the public as their livelihood.

5.1.5.. Facilities and equipment users may not make any alterations nor modify or rewire those facilities and equipment without express permission from an officer of GCTV.

5.1.6. Producers are personally responsible for any charges to repair or replace equipment which is lost or damaged (beyond that which is considered normal wear and tear).

5.2. **USE OF EQUIPMENT OR FACILITIES BY MINORS**

5.2.1. Minors may only use GCTV equipment and facilities unattended by an adult if GCTV has received a letter from their parents or guardians. This letter must:

5.2.1.1. Indemnify and hold GCTV harmless for any injuries which occur during use by the minors.

5.2.1.2. Accept personal responsibility for any damage which occurs during use by the minors.

5.2.1.3. Cover any and all minors admitted by their minor child.

5.3. **RESERVING THE PRODUCTION FACILITIES AND/OR EQUIPMENT**

5.3.1. The scheduling of GCTV facilities and equipment is on a first-come first-served non-discriminatory basis. There are no regular time slots.

5.3.2. Users are requested to give at least 48 hours notice of cancellation for reserved facilities and equipment.

5.3.3. An equipment user may not transfer the equipment to another producer, and is personally responsible to return the equipment to GCTV.

5.3.4. An equipment form must be completed before any equipment is borrowed.

**5.4. PORTABLE EQUIPMENT**

5.4.1. Individuals who can demonstrate a minimal knowledge of equipment usage will be allowed to take out equipment.

5.4.2. Each equipment user must complete the usage form and agree to obey all GCTV Policies and Procedures before taking out the equipment

5.4.3. Users are responsible for returning equipment in essentially the same condition as when signed out. Users agree to be personally liable for the cost of repairs if GCTV determines that the equipment was damaged by misuse.

5.4.4. Failure to return equipment when planned is a violation covered in a later section of this manual.

5.5. **FACILITIES – STUDIO**

5.5.1. Individuals who can demonstrate a minimal knowledge of equipment usage will be allowed to use the Production Studio.

5.5.2. Producers are responsible for providing a director and production crew.

5.5.3. While the nature of studio productions requires some specialized wiring and configuration, producers are expected to restore the studio to its prior condition after production is complete. Failure to do so is considered a violation covered in a later section of this manual.

5.6. **FACILITIES – EDITING SUITES**

5.6.1. Individuals who can demonstrate a minimal knowledge of equipment usage will be allowed to use the Editing Suites.

5.6.2. Users are expected to leave the suites in an orderly and functional condition.

5.6.3. Users are expected not to leave partially finished projects for extended periods of time. GCTV will periodically perform maintenance of the editing computers and reserves the right to remove content left for more than 3 months, if there has been no communication from the producer as to the status of the project.

5.6.3.1 Producers are responsible for copying their project files and master projects when completed. GCTV is not responsible for archiving producer’s project files, final projects or ensuring that the Producer has done so. Files and projects will be removed after 3 months.

1. **GCTV BULLETIN BOARD**
	1. Bulletin board announcements must be submitted to GCTV via GCTV’s bulletin board form or GCTV’s approved electronic formats.
	2. Bulletin board announcements will be placed on GCTV’s bulletin board for any 7-town documented non-profit organization and for local government agencies. GCTV will not post an announcement for a private citizen or any commercial, for-profit entity unless approved by GCTV’s Board of Directors.
	3. GCTV may, at its discretion, limit the number of bulletin board pages (slides) submitted by each entity making the submission.
	4. GCTV may elect to not broadcast or limit the airing of any repeat announcements.
	5. The content of a submission should be limited to as few words as possible to describe what, who, why, where and when the announcement pertains to.

6.6. Bulletin board announcements will be limited to the announcement of future events. GCTV will make its best effort to post such event announcements two weeks prior to the event. In special circumstances, GCTV may elect to post event announcements earlier than two weeks prior to the event.

6.7. Once the event date has past, GCTV will remove the announcement.

6.8. Bulletin Board content expressing appreciation for a past event (for example: thanking the community for support) will not be posted by GCTV.

6.9. Bulletin Board content endorsing a political candidate, party or a point of view (for example: support the budget) will not be posted by GCTV.

6.10. Documented non-profit organizations and valid government entities may submit announcements for the sale of goods or services (for example: Rotary’s Lobsterfest, Rotary Rose Sale, Chamber of Commerce Ornament sale, etc.).

**7.** **MISCELLANEOUS**

7.1. All users of GCTV equipment or facilities are expected to act courteously and cooperatively at all times.

7.2. Any trash generated by producers including food, beverages, or other sources must be removed from the studio upon exiting.

7.3. There is no smoking in any GCTV facilities.

7.4. No alcoholic beverages or illegal drugs are allowed.

**8.** **RECORD KEEPING**

8.1. GCTV maintains logs of usage for loaned equipment, use of the studio and editing suites programs broadcast and individuals trained.

8.2. At a minimum, these logs contain all of the information required by the PURA in their annual reporting process.

8.3. In addition, GCTV keeps a record of all Meeting Minutes and Treasurer’s Reports.

8.4. Any citizen of Guilford or anyone who works in Guilford may examine any of GCTV’s records upon written request.

8.5. Anyone using GCTV equipment or facilities agrees to allow GCTV to provide access to the records and logs of GCTV to appropriate persons and agencies.

8.6. Anyone using GCTV equipment or facilities agrees to fill in the appropriate logs.

**9.** **VIOLATIONS AND PENALTIES**

9.1. GCTV reserves the right to restrict access to anyone who violates GCTV Policies and Procedures. GCTV may issue warnings, suspend access rights or take any other action deemed appropriate by a majority of the Board of Directors.

9.2. **Major Violations**:

9.2.1. Major violations will result in an immediate suspension of a duration determined by the Board of Directors.

9.2.2. Major violations include but are not limited to:

9.2.2.1**.** Commercial or profit-making use of equipment or facilities.

9.2.2.2. Misrepresentation of a user as an agent of GCTV including the use of the GCTV logo on a non GCTV produced program.

9.2.2.3. Falsifying forms in any way, including changing the name of a program that was previously broadcast or submitting a duplicate copy of a program using a different title.

9.2.2.4. Use of equipment or facilities without permission.

9.2.2.5. Abuse of equipment.

9.2.2.6. Use of equipment or facilities while under the influence of alcohol or drugs.

9.2.2.7. Possession of a firearm on GCTV property.

9.2.2.8. Abuse of GCTV staff or other access users.

9.3 **Minor Violations**:

9.2.3. Minor violations will result in warnings or suspensions as determined by the Board of Directors.

9.2.4. Minor violations include, but are not limited to:

9.2.4.1. Failure to clean up the facilities.

9.2.4.2. Late return of equipment.

9.2.4.3. Repeated minor violations may be considered a major violation at the discretion of the Board of Directors.

**10.** **RESERVATION OF RIGHTS**

10.1. These GCTV Policies and Procedures are not a contract and do not form a contract or other binding agreement with any individual, entity or organization.

10.2. GCTV expressly reserves all rights to alter, adjust, modify, change, delete or substitute, and to implement and enforce these rules and policies.

10.3. Nothing contained herein shall be construed to constitute a waiver of GCTV’s rights under applicable law.