



POLICIES AND PROCEDURES

Amended 12/24/2025
FALL RIVER COMMUNITY MEDIA

POLICIES AND PROCEDURES

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Statement of Purpose

Fall River Community Media's (FRCMedia) purpose is to create and curate multimedia content that reflects the diversity, experiences and interests within the Fall River community. FRCMedia is a local cable television channel that leverages the resources of Bristol Community College's television studio facility located at 777 Elsbree Street, Fall River, Mass.

We are committed to facilitating access and empowering individuals and organizations in Fall River to share their stories and perspectives as Community Producers in a respectful and inclusive manner.

We are dedicated to fostering inclusivity and engagement, reaching out to all corners of our diverse community to produce and showcase content that resonates with local interests. By actively seeking feedback and measuring audience response, we continually strive to enhance our programming to better serve the needs and preferences of our community.

FRCMedia is a collaborative endeavor, made possible through the partnership between the City of Fall River and Bristol Community College, supported by the current cable television license with Comcast. Together, we are dedicated to fostering a platform that honors and uplifts the voices and aspirations of the Fall River community.

Eligibility

Residents and organizations residing in Fall River and members of the Bristol Community College community (e.g. board members, employees, faculty, students) are welcome to apply to be a FRCMedia Community Producer.

All Community Producers must adhere to the following guidelines to be eligible:

- Anyone utilizing the services of FRCMedia must sign the FRCMedia [Policies and Procedures agreement](#). If you're under 18, your parent or guardian needs to sign the FRCMedia Policies and Procedures agreement for you.
- Individuals must provide proof of residency within the city of Fall River.
- Bristol Community College community members must provide proof of affiliation.
- Fall River-based organizations are expected to demonstrate their commitment to supporting the local community members of Fall River through their programming. These groups can be about education, healthcare, social help, arts, the environment, religion, local areas, or any other organization that provides a service to the people of Fall River.
- Every person interested in making programs for the community must meet with a FRCMedia staff member to discuss the content of their program and what resources are needed for production.
- People who want to use the studio facilities and equipment must complete the required training. [You can learn more about the training](#).
- Community producers do not represent FRCMedia, Bristol Community College, the City of Fall River, or Comcast and should at no time imply they represent any of these organizations.

Facility Rules

Hours of Operation: The facility is open to community producers during regular operating hours. Please refer to the current schedule posted on our website for the most up-to-date information. <https://frmedia.org/>

Equipment Usage, liability and damage:

- Community Producers may use the studio facilities and equipment for creating content intended for distribution through our platforms.
- Community Producers should report equipment defects or problems immediately to FRCMedia staff.
- No attempt should be made to work on or repair equipment.
- Any damage caused by attempting to repair equipment will be charged to the Community Producer.
- If equipment is lost or damaged, the Community Producer may be responsible for reimbursing FRCMedia for repair costs or the full replacement value.
- Community Producers are responsible for the equipment under their care.
- No one will be allowed to use the facilities and equipment without agreeing to these terms.

Reservations: Community Producers are permitted to reserve the studio facilities and equipment once per week, subject to availability by using the [Equipment Reservation Form found here](#). A hard copy is available at the studio.

Production Materials: Community Producers must supply any additional materials required for their production beyond those provided by the facility. All materials brought into the studio must be removed after use, and producers are responsible for proper cleanup and storage as directed by staff.

Guests: Guests accompanying Community Producers must adhere to facility policies. Community Producers are accountable for ensuring their guests comply with these policies and procedures.

Bristol Community College Policies and Procedures: In addition to those listed in these policies and procedures, all Community Producers must follow the [policies and procedures of Bristol Community College](#).

Cancellation Policy: Community producers should notify facility staff promptly if they need to cancel their reservation.

FRCMedia Staff

FRCMedia is overseen by a director who manages its operations along with support staff. The main responsibility of FRCMedia staff is to create and manage multimedia content that reflects the experiences and interests of Fall River's people and organizations.

They also provide training and oversight to Community Producers on how to use the FRCMedia studio facilities and equipment. Additionally, they will coordinate the scheduling of the studio facilities and equipment with Community Producers and Bristol Community College personnel.

Community Producers are responsible for all aspects of their content production. Those using the studio facilities and equipment may need assistance from other trained Community Producers, and FRCMedia staff will help assemble a crew, if needed.

During normal operating hours, FRCMedia staff may assist Community Producers in content production at their discretion. However, FRCMedia reserves the right to deny aid to Community Producers in the production of content for any reason.

Indemnification

- Community Producers must agree to hold FRCMedia, the City of Fall River, Bristol Community College, and Comcast harmless against any liabilities, claims, demands, or damages resulting from equipment damage or injuries while using the studio facilities and equipment.
- All content is the copyright of Community Producer who agrees to hold Fall River Community Media, the City of Fall River, Bristol Community College, and Comcast harmless against any liabilities, claims, demands, or damages resulting from the broadcasting of submitted content.
- No program will be accepted without the required disclaimer. All Community Producers must include a visual and audible disclaimer at the beginning of each program proclaiming that "the views and opinions on this program are those of the producer and/or those appearing on the program, and are not necessarily those of FRCMedia, Bristol Community College, the City of Fall River or Comcast." Sample video disclaimers are available for use from FRCMedia staff. No program will be accepted without this disclaimer. Including a disclaimer on your show does not absolve you of the responsibility to adhere to these policies and procedures.

Community Producer Training

Before accessing the FRCMedia studio facilities and equipment, Community Producers must undergo mandatory training. However, FRCMedia staff reserves the authority to waive this requirement if a user can prove their proficiency. FRCMedia will assess if the training was successful.

Training is scheduled on a first-come, first-served basis.

FRCMedia will match the Community Producer with the appropriate training based on the content of the program. Currently FRCMedia offers the following training opportunities:

- TELEVISION STUDIO PRODUCTION – Community Producers are instructed in aspects of studio production, including camera operation, directing, audio, basic graphics, and on-camera presentation. In order to do this, they will need to collaborate with others who can provide support in various aspects of studio production.
- PODCAST STUDIO PRODUCTION – Community Producers are instructed in aspects of operating a podcast studio, including microphone placement, audio board operation, camera operation, and digital recording techniques. Community Producers are required to record a video podcast for FRCMedia distribution but may also receive a copy of their podcast in audio form.
- PORTABLE VIDEO PRODUCTION - Introduces Community Producers to the FRCMedia portable video camera equipment and techniques for producing programs on location.
- VIDEO EDITING - Covers basic forms of video editing and allows Community Producers the opportunity and creativity to expand their video production techniques.

Program Content

FRCMedia is dedicated to fostering a broad spectrum of community programming that reflects the diverse experiences and interests within Fall River.

- To maintain this objective, the following types of content are **prohibited** on FRCMedia:
 - Any form of commercial programming or advertising.
 - Material constituting libel, slander, invasion of privacy or publicity rights, defamation of character; or any unlawful invasion of privacy.
 - Material violating state or federal laws relating to obscenity.
 - Unlawful use of copyrighted material.
 - Material in violation of FCC regulations.
 - Material violating any other local, state or federal laws
 - Program material that creates the immediate danger of damage to property or injury to persons; the obstruction of law enforcement or functions or services; the deprivation of any person by threat, threat of force or physical action through the exercise of a legal right, or the disturbance of any person in the enjoyment of a legal right; or the creation of a public nuisance.
 - Content submitted by Fall River-based organizations must align with the organization's mission and purpose.

[All content is subject to the indemnification policies as outlined here.](#)

- FRCMedia reserves the right to:
 - include appropriate disclaimers before, during, and after each program if it is determined that the content may be sensitive to some viewers
 - deny the acceptance of a program for any reason. Decisions in this regard will be made by FRCMedia staff and final.
 - retain a copy of any program for archival and/or promotional purposes.

Political programming: FRCMedia supports the airing of content from individuals running for public office and spokespersons from political parties or ballot/warrant issues. Since FCC regulations concerning equal time do not apply to community media programming, FRCMedia places no restrictions on the use of FRCMedia by political candidates or spokespersons from political parties on ballot/warrant issues, other than those outlined in these policies and procedures.

Regarding political programs, the following material is encouraged:

- Political presentations that are informative in nature, such that they identify a candidate or ballot/warrant issue and what they represent in terms of specific ideas, issues, and policies.
- Candidate and ballot/warrant issue forums and debates.
- Presentations that describe a person's or organization's point of view on a given issue.

Regarding political programs, the following material is prohibited:

- Any advertising by, or on behalf of, candidates for public office, political parties or ballot

issues; or advertising promoting (or opposing) candidates or ballot issues by supporting groups or lobbying organizations.

All political programming will be aired by FRCMedia until the opening of polls in Fall River. The scheduling of political programs falls under the same guidelines as other programs outlined in these policies and procedures.

Candidates for office and those involved in political parties and ballot/warrant issues will follow these guidelines effective the day a candidate officially meets the requirements for being placed on the Fall River election ballot.

Import programming: Import programming is defined as content not produced with the FRCMedia studio facilities or equipment.

- Fall River residents or organizations may produce content without the use of the FRCMedia studio facilities and equipment and request broadcast time on FRCMedia. These entities assume all responsibility as a Community Producer as outlined in these policies and procedures.
- Non-resident individuals or organizations may request broadcast time on FRCMedia. These entities must seek a Fall River resident to serve as a local sponsor, who assumes all responsibility as a Community Producer as outlined in these policies and procedures.
- All entities submitting import programming must sign the FRCMedia Policies and Procedures agreement before programs are considered for submission.

Live programming: Live programming, either on the FRCMedia cable television channel or online, while using the FRCMedia studio facilities and equipment, is at the sole discretion of FRCMedia staff.

Copy Policy

If requested, FRCMedia staff will make one (1) digital copy of a Community Producer's content produced with the FRCMedia studio facilities and equipment available that can be used for playback on another community cable television channel or on their personal or organizational website or online platform. It is the Community Producer's responsibility to coordinate and deliver programs to other community cable television stations and establish and manage their personal or organizational website or online platform. Copies will be available for six months after production.

Since Community Producers own the rights to their programs, all requests for copies of a program by a third party must be made to the individual Community Producer. FRCMedia will not make copies of Community Producers' content for others.

Cable Television Broadcast Scheduling

FRCMedia is responsible for organizing and determining the television program schedule. All requests for broadcast time are handled by FRCMedia staff, and the timing of when a program is aired on the cable television channel is decided at the sole discretion of the FRCMedia staff.

Series: A program series is several programs focusing on a central theme. A series is limited to a maximum frequency of one program per week. A weekly series is updated once every week. A bi-weekly series is updated once every two weeks. A monthly series is updated once every four weeks. Commitment to a series requires the delivery of updated content when it is due. Failure of a Community Producer to submit updated content for its scheduled broadcast may result in the producer losing their time slot.

Individual programs: Individual programs will air once a week for four weeks.

- FRCMedia reserves the right to change or adjust broadcast times and to deny or terminate any request for broadcast time at its discretion, with final decisions made by FRCMedia's Director.
- Before content is scheduled for broadcast time, the Community Producer must complete a [Program Request form which can be found here](#). A hard copy is available at the studio. This form requests information about the Community Producer and details about the program's content, title, and length.
- FRCMedia reserves the right to retain a copy of any program for playback on its website or online platforms.
- All content for broadcast must conform to a compatible format and technical standards as defined by FRCMedia staff.

Community Bulletin Board

FRCMedia operates a cable television community bulletin board to broadcast announcements of interest to Fall River residents. No commercial announcements, political fundraisers, advertising, direct appeals for funds, or personalized messages will be accepted. However, fundraising events for non-profit organizations may be announced.

We advise submitting bulletin board messages at least two weeks before an event. Announcements for events will remain displayed until the event day, while messages about ongoing services or activities will be displayed for one month from submission.

FRCMedia retains the authority to schedule announcements as it sees fit, and also reserves the right to edit or decline any message.

Policy on Violations and Discipline

Overview: FRCMedia reserves the right to suspend or revoke the privileges of any Community Producer utilizing its services in the event of policy violations. Decisions regarding disciplinary actions are at the discretion of FRCMedia staff and are considered final.

Violations that may warrant disciplinary action include but are not limited to:

- Breach of FRCMedia policies and guidelines.
- Misuse or abuse of FRCMedia studio facilities, equipment, or resources.
- Conduct that disrupts the operations or activities of FRCMedia.
- Actions deemed detrimental to the reputation or mission of FRCMedia.

Grievances: All grievances related to FRCMedia staff, producers, studio facilities, or equipment should be formally submitted in writing to the FRCMedia Director. Grievances should include detailed information regarding the nature of the complaint and any supporting evidence.

Upon receipt of a grievance, FRCMedia will make efforts to consider the matter in a timely manner. The FRCMedia Director or designated representative will review the grievance and may conduct a further investigation if necessary.

Confidentiality: FRCMedia will maintain confidentiality to the extent possible during the grievance process. Information related to grievances will be disclosed only to individuals directly involved in the investigation and resolution of the complaint while the complaint is pending.

Amendments

FRCMedia reserves the right to amend these policies and procedures at any time. All Community Producers will receive a copy of the amended policies and procedures and will be required to complete a new FRCMedia Policies and Procedures agreement before resuming their role as Community Producers.



POLICIES AND PROCEDURES AGREEMENT

By signing below, I do hereby acknowledge having received and read the FRCMedia Policies and Procedures and state that:

- I understand the FRCMedia Policies and Procedures as written.
- I agree to abide by the FRCMedia Policies and Procedures and understand that failure to do so will result in the suspension or revocation of privileges at FRCMedia.

SIGNED: _____ DATE: _____

PRINT NAME: _____

PHONE: _____ EMAIL: _____

IF UNDER 18, A PARENT OR GUARDIAN SIGNATURE IS REQUIRED:

SIGNED: _____ DATE: _____

PRINT NAME: _____

PHONE: _____ EMAIL: _____

FRCMEDIA ACKNOWLEDGMENT OF RECEIPT:

SIGNED: _____ DATE: _____

PRINT NAME: _____

TITLE: _____