

BROOKLINE INTERACTIVE GROUP'S POLICIES & PROCEDURES

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Welcome

Welcome to Brookline Interactive Group. We look forward to facilitating your media projects and ask that you read our handbook and become familiar with our Policies & Procedures prior to signing our membership agreement. Please speak with a staff person if you have questions. These policies are subject to change without notice.

Mission Statement

OUR MISSION is to ensure a place for all Brookline residents to access media-making technology, amplify their voices and tell their stories, develop media literacy and new skills, and sustain a vibrant and transparent democracy.

Brookline Interactive Group (BIG) is an integrated media and technology education center and a community media hub for Brookline, MA and the region. BIG facilitates diverse community dialogue, incubates and funds hyperlocal storytelling, arts, journalism, media literacy, and technology projects, including Virtual Reality (VR), and serves over 500 youth and adults annually through innovative classes and partnerships.

BIG offers extensive multimedia training, access to high-quality equipment, cohort programs and partnerships, and provides low-cost professional media services to non-profit organizations, education partners, businesses, and access to local government coverage.

BIG Services for Community Organizations

Organization & Non-Profit Memberships:

Any 501c3 nonprofit, Brookline-based community group, or Brookline-based company is eligible to become a member at BIG at the resident rate. If you are a member of a local Brookline organization or company, you can become a member for \$100 a year or an organizational membership for \$250 a year (for up to four members) but please contact us to discuss a plan for your organization.

Community Calendar: Members can submit announcements, services, or events to be televised on BIG's bulletin board. Email info@brooklineinteractive.org to sign up.

Rentals: Our facility can be rented for events, classes, film screenings, and other activities. brooklineinteractive.org/theater-and-facility-rental/

Media Consultation: One hour free consultation on how to meet your organization's needs and make the best use of BIG's communications media resources and services.

Event Coverage: For events captured live-to-tape in the field (non-studio), BIG offers a low-cost production of your organization's special event. brooklineinteractive.org/coverage-request/

Media Services & Training Programs: BIG customizes organizational training for managers or employees, or K-12 workshops and classes for younger students. BIG also offers graphic design, printing, and web development services. Email or call for customized quotes.

Production Services for Member and Non-members

(brooklineinteractive.org/paid-productions/):

- **Videos:** From PSAs to promos to mini-documentaries BIG can help you communicate your organization's mission, services, and critical importance in a succinct video.
- **AV at Events:** BIG offers a variety of Audio and Visual components of your event, including set up and facilitation of a portable screen and projector for presentations, pre-recorded or live video streaming, as well as microphones and speakers for on-site audio amplification.
- **Studio Productions & Classes:** BIG produces fully-staffed studio events for a low-price contract per hour of televised content. BIG can also design a workshop to teach members of your organization to produce your own studio show.
- **Remote and Streaming Media Services:** Live Event Coverage via on-air cable on online web streaming.

Membership: Benefits & Restrictions

Membership at BIG includes access to a wide array of media making tools and resources, including our filmmaking equipment, educational opportunities, TV studios, and our emerging media resources and training. Anyone can become a member of BIG. We have several forms of membership options, including memberships for individuals, non-profits, and for-profit organizations.

Members are not employees of BIG. They shall not misrepresent themselves as employees of BIG, or speak on behalf of BIG. Neither the BIG phone number, nor the BIG address may be listed as a contact number for members or their shows. Members are permitted to access the BIG facility on the top floor of the Brookline High School Unified Arts Building. Members are not permitted elsewhere in the building.

Individual Content Creator Memberships:

- \$100 Adult - access to equipment during member hours/by appt
- \$75 Student/Senior - access to equipment during member hours/by appt
- \$200 Family/Group - access to equipment during member hours/by appt
- \$250 Non-profit - BIG covers one event per year for free
- \$500 For-profit - Business Logo appears as underwriter on a program or series
- \$50 Producer - monthly rate for up to 2 hours of staff production time
- \$150 Executive Producer - monthly rate for up to 5 hours of staff production time
- Scholarships available on case by case basis

Members can self-determine what level of membership they can afford, but in order for BIG to continue its broad community-based media services, a membership donation of \$100 or more is highly encouraged. Scholarships are available to those in financial need. Discounted rates may require individuals to show proof status with a valid ID.

Includes:

- **Production:** After signing up as a member, paying the membership fee and watching the new member orientation videos, members are able to learn how to use camera and audio equipment, check out camera equipment, reserve studio space, and reserve editing and audio studios to create and distribute non-commercial content on Brookline's community cable and web channels at no additional charge (valued at \$100 and up). Members may also take classes at BIG. Priced \$25 - \$500 each, depending on length and scope of the class.
- **Community Calendar:** Members can submit non-commercial announcements, services, or events to be televised on BIG's bulletin board (Currently at no extra charge. Value: \$50/monthly)



- **Media Consultation:** One-hour consultation on how to meet your production needs and make the best use of BIG's communications media resources and services. (Currently at no extra charge. Value: \$100)
- **Discounts** on facility/staffing and equipment rentals and BIG's professional services

How to Become A Member

Any individual is eligible to become a member at BIG. All new members should attend an orientation tour, watch the orientation videos, complete the [BIG Membership form and agreement](#), and pay the appropriate fee*.

**Scholarships are available annually on a case-by-case basis at the discretion of the Executive Director*

OPPORTUNITIES

OPPORTUNITIES FOR INDIVIDUALS

Production Grants

Each year, BIG offers production grants of up to \$2,000 total to Brookline residents or Brookline community groups seeking to create an original film or documentary.

OPPORTUNITIES FOR NONPROFITS

Production Grants

Each year, BIG offers production grants totaling up to \$2,000 to individual Brookline residents and/or Brookline community groups seeking to create an original film or mini-documentary.

Scholarships

Nonprofits or community groups with no or limited funds or those who are in traditionally underrepresented communities should contact us directly to apply for our low-cost and free scholarships available annually on a case-by-case basis at the discretion of the Executive Director. Priority will be given to organizations serving communities of color, LGBTQ communities, women, low-income communities, or other historically underrepresented voices in our community.

Partnerships/Media Sponsorships

BIG will partner with organizations who are interested in hosting events or workshops in our space in exchange for Media Sponsorship and other in-kind trades.

OPPORTUNITIES FOR BUSINESSES

Partnerships/Media Sponsorships

BIG will partner with organizations who are interested in hosting events or workshops in our space in exchange for Media Sponsorship and other in-kind trades.

Underwriting

If a producer intends to seek underwriting and or in-kind support for their program or a business would like to support productions, they must talk with the executive director prior to seeking underwriting to ensure proper procedures are followed.

Facility Reservations & Procedures

Facility: BIG members may use equipment and facilities for activities specifically related to productions that will be shown on BIG's channels. It is understood that by working on a project here, your piece is a community program intended for cablecast on BIG's channels. BIG equipment, facilities and/or staff time are not intended for personal projects. Please speak with a staff member regarding private reservations for personal projects not designed or intended for cablecast. All facility reservations and rentals are made on a first come-first served basis.

Studio: BIG has a 3-camera television production studio for members to rent and produce noncommercial multimedia content. To reserve use of the studio, please contact staff at least one week in advance. Reservations are not to exceed four hours per day per producer, which includes setup and breakdown time. Additionally, studio reservations must be scheduled to end 30 minutes before the facility's closing. Programs recorded in the BIG studio but edited at outside facilities must be completed and available for broadcast before the producer may reserve any further studio dates.

Anyone who wishes to use the studio should undergo training in proper use of the equipment and facility prior to reserving the studio. Training for the studio is offered at a discounted rate to BIG members, and can be offered one-on-one and scheduled for your convenience. BIG staff can assist generally throughout the production, but members are responsible for providing their own crew of at least 1-3 people and performing a majority of the technical work.

Members must arrive at least 30 minutes prior to the beginning of the production to set up, test equipment, and troubleshoot any issues. Throughout the use of the studio, any person not on camera is required to wear a mask. Any person on camera without a mask should be fully vaccinated against COVID-19.

Edit Suite: Reservations cannot exceed four hours per day, however when this time is up, members may remain in that edit suite based on availability. No adult content may be viewed in these editing suites or on any of BIG's computers.

Conference Room: Reservations are not to exceed 2 hours per day and may be reserved by members to conduct production related meetings or screenings. Your membership may also grant further low-cost access to this room, or you can rent this space by the hour at \$60/hr.

Theater: Our theater is available to rent by the hour at \$60/hr with a minimum of a three-hour rental during hours outside of BIG's regular operating hours.

Frequency: A series of facilities reservations must be for a fixed term and may not be open-ended. There is a 20-minute grace period for all late arrivals for room reservations, after which your reservation will be forfeited. To avoid cancellation, please notify BIG immediately if a delay is expected. It is the responsibility of the party reserving the space to leave it in the condition it was found.

Cancellations: Cancellations by the producer should be made no less than 48 hours in advance. If a member consistently cancels shows, he or she will receive a warning. Two warnings will result in a one-month studio suspension. Additional cancellations will be dealt with at the discretion of the Executive Director.

Equipment Reservation and Check Out Procedures

Members of BIG can check out video and audio equipment to produce non-commercial multimedia content. The content must meet all of the obligations under our policies and procedures. Equipment reservations are made on a first-come, first-serve basis and subject to availability.

BIG requires that anyone in our facility wear a mask. Please see [this link](#) for the most recent policies and to complete your attestation before visiting BIG. Accommodations can be made to check out equipment curbside by calling ahead or making a note in the reservation request.

Equipment requests must be made through Rueshare (our online reservation software) at least 24 hours prior to the check-out date. If the desired pick-up date is less than 48 hours from the request, we cannot guarantee that we'll be able to accommodate. If the equipment is not picked up 30 minutes after the reservation time, and BIG has not been notified of a late arrival, the equipment will become available to other members.

Members of BIG should plan on spending at least 20 minutes when picking up equipment. Members are responsible for making sure that the equipment is in working order and without physical damage when it is checked out. Loss or damage to the equipment during checkout is the financial responsibility of the person in whose name it is checked out. Equipment should not be left unattended, kept in a vehicle overnight, or exposed to extreme temperatures. BIG is not responsible for loss of work due to misuse of the equipment facilities.

The member who reserves equipment should be the same person who is picking up and signing for it. If the member is under 18, a parent or guardian must sign for it. The parent or guardian can also sign a blanket contract, which will be kept on file at BIG, that allows the minor to sign. The check-out contract lists the amount of time for which the equipment is reserved, the responsibilities and liabilities assumed when signing, and the monetary value of the equipment.

The member who picks up the equipment, should also be the one to return it. Equipment must be returned on time. Field equipment reservations may not extend beyond 48 hours. Members are entitled to a 20-minute grace period, after which a late fee will be charged. To avoid this fee, please notify BIG immediately if a delay is expected.

Equipment can also be rented for commercial productions for a fee. For a quote on equipment rentals, or to hire BIG for video production services, please contact info@brooklineinteractive.org.

Sanitation Procedures

Steps for equipment check-in and checkout

- Staff should properly wash or sanitize their hands before preparing equipment to go out and before receiving equipment being checked in.
 - To disinfect, power off electronics, remove batteries, and gently wipe down equipment with disinfectant* and let it dry or dry with a clean cloth.
 - Use a camera body cap if no lens is attached, and ensure all covers are closed and sealed (including battery door, SD card door, USB door, etc.) Don't get moisture into any openings.
 - For lenses detached from the camera body, ensure that the front and rear caps are on.
- *An example of an appropriate disinfectant is Lysol, but any product meeting the requirement of over 70% alcohol may be used. Disinfectant should be labeled as effective for killing 99.9% of bacteria and viruses and also bleach-free.

Programming

Putting a Program on the Channel: Responsibilities & Restrictions

In order to produce your own program you must have completed all of the following:

- Be a BIG member and have all paperwork on file
- Be certified on all the equipment and facilities that you wish to use and follow Equipment & Facilities Reservations & Procedures guidelines

At BIG, members produce their own programs. Thus, producers are responsible for creating their show opening, end credits, graphics, roll-ins, and set design. BIG will keep a copy of all programs and may cablecast them an unlimited number of times. BIG may also use the program for promotional purposes related to BIG. Unless specified otherwise, the copyright holder makes his/her program available for duplication and distribution by BIG.

Under no circumstances can any programming produced at BIG be used for commercial or for-profit purposes.

All programs produced using BIG facilities, resources or equipment must include a complete list of the crew that is legible and on air long enough to be read.

Anyone requesting air time for a program must sign an agreement taking full responsibility for the program's content and obtain clearances and permissions from all organizations, individuals and groups involved in their program. <https://brooklineinteractive.org/programproposal/>

BIG producers may freely distribute or "bicycle" their programs to non-commercial, community media/access television organizations. All BIG programs must first be aired on BIG before they can be distributed elsewhere. Producers are responsible for all costs incurred in distributing their program(s), (e.g. DVDs, dubbing, postage).

Members may sponsor outside programming for programs not produced at BIG if that programming is from a community media/access station or similar non-commercial institution. Sponsors must provide contact information and agree to make them available to anyone making inquiries or comments related to the program(s) they sponsor. Producers of non-English language programs are asked to consider providing an English explanation of the program content at the beginning and end of their program.

Anyone using the channel is alone liable for any false, misleading or slanderous statements in their program. The member alone is responsible for the program content and compliance with

all applicable local, state, and federal laws, including, when relevant, election laws. BIG has the right to place a disclaimer before and after any program that BIG feels may require one.

The following material may not be shown on the access channel:

- any advertising intended to promote the use of goods or services or comparative statements about any business, products, or services
- any information or promotion of a lottery
- any material which constitutes libel, slander, pornography, obscenity, or invasion of privacy or publicity rights, according to local, state, and federal laws
- programs which fall below minimum technical standards for cablecast
- use of trademark or copyright which may violate local, state or federal law
- programs that do not have the required permissions on file
- any illegal acts

Although commercial advertising is prohibited, programs may include acknowledgment of underwriting by individuals, businesses, organizations or grantors providing monetary or other assistance. A member should never apply for any kind of support, sponsorship, or underwriting without first notifying the Executive Director and submitting a complete outline and proposal.

Program Schedules

Program time slots are available on a first-come, first-serve basis. BIG will attempt to accommodate members' timeslot requests for series produced at BIG. If there are no requests for time slots, BIG will fill them at its discretion. A series must make continuous use of their time slot or it will be forfeited. BIG can pre-empt or reschedule regular time slots at any time for any reason.

Political Campaigning

As we are a noncommercial media outlet, we cannot favor or grant airtime to candidates, or even have the perception of it. So we have to be mindful of working with candidates running for election. The best way for us to do that is to accept any video content candidates have or create that are not campaign videos, but community-focus programs.

Political candidates are subject to the same operating procedures as other members of the access channel: everyone in the community has equal access to the facilities and airtime. It is the responsibility of the candidates or those working on their behalf – not the responsibility of BIG – to become a member and produce programs.

Violations

Violation of the BIG Rules & Procedures will result in warnings, suspensions or permanent membership termination. Suspensions and terminations are at the discretion of the Executive Director.

Minor Violations

Minor violations may result in immediate forfeiture of a facility or equipment reservation or in a warning. Multiple warnings may result in suspension. Minor violations may include, but are not limited to:

- entering a staff-only area without permission
- failure to cancel a reservation within 48 hours
- failure to arrive on time for scheduled productions
- failure to submit the necessary production information in advance of a studio shoot
- late equipment return without notification and approval
- failure to return equipment in the proper condition (e.g. improperly coiled cables, improperly packed equipment, etc.)
- mishandling equipment, including leaving it in unusually hot or cold environments
- leaving equipment or facilities unattended without staff permission
- failure to clean up after using the facilities or to return them to the condition in which they were found
- changing the wiring, connections or attaching accessories without staff permission
- misrepresentation of members' affiliation with BIG
- eating or drinking in no-food areas

Major Violations

Major violations will result in an immediate 90-day minimum suspension. Major violations may include, but are not limited to:

- commercial or profit-making use of BIG facilities without written consent
- use of equipment/facilities without staff permission
- blatant abuse of equipment, including attempted repair
- taking BIG equipment out of Massachusetts without prior approval
- falsifying forms or submitting content that violates BIG Content Policies
- committing unlawful or violent acts within the facility, including theft
- abuse or harassment of staff, other members, or any building personnel
- smoking in the building
- possession and/or consumption of alcohol or illegal drugs on BIG's premises

Appeals

Anyone wishing to appeal disciplinary action may make that request with the Executive Director.

Indemnification

Users of the access channels shall indemnify Brookline Cable Community Trust, Inc. and its employees against any and all liabilities arising out of breach of these Rules & Procedures.

Each BIG member understands that he or she is responsible and agrees to hold harmless Brookline Interactive Group, its directors and employees (and their successors) from any liability, loss, claim, cost or damage of any nature whatsoever which may arise by reason of any claim that any material cablecast or disseminated by that member infringes on or violates any rights of any person or organization.