



The Green Room

at Norfolk Community Television (NCTV)

Rules and Regulations

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Quick Links

The Green Room at NCTV's Calendar of Events - <https://bit.ly/TheGreenRoom-Calendar>

Room Use Request Form - <https://bit.ly/NCTVGreenRoomReservations>

Contact NCTV - <http://norfolkcable.com/contact>

About Norfolk Community Television (NCTV)

NCTV is a [501\(c\)\(3\) nonprofit organization](#) dedicated to facilitating local free speech primarily through the video medium. We aim to arm the residents of Norfolk and surrounding towns with the tools and access needed to share their ideas and opinions with their neighbors and beyond.

NCTV is primarily funded through cable subscribers in town via contracts that the Select Board hold with Comcast and Verizon. In order for the cable companies to have physical infrastructure in town that carries cable signals to the homes of residents, five percent (5%) of the cable portion of each subscriber's bill is allocated for NCTV to fund local production and programs that benefit the residents of Norfolk. We are a separate nonprofit and are not part of the Town of Norfolk.

As a local-centric organization, we are always working to best help and represent our town, which includes expanding services and programs, high-tech viewing options (HD/online), and much more.

The expansion of NCTV's facilities to include The Green Room serves three (3) primary purposes:

1. Additional space to hold NCTV programs, meetings, workshops, and shows.
2. Community space that meets the needs of many types of groups and individuals in town including hosting meetings, events, and gatherings of all kinds.
3. Generate additional revenue to supplement the shrinking funds generated from the existing cable contracts.

All funds generated from The Green Room go directly to NCTV to fund programs, staff, equipment, facilities, and more so we can continue to provide our many services at no or low cost to community members.



The Green Room Information and Amenities

The Green Room is a multi-functional space for a variety of uses. It boasts over 600 square feet of open space that is customizable to accommodate meetings, workshops, activities, screenings, demonstrations, performances, and much more! The commercial grade wood-like laminate flooring is a classic and clean look perfect for any need.

Dimensions: 24 ft 6 in x 25 ft
Capacity: 49 persons

Included Amenities

High speed wireless internet
Projector with adapters and 100' screen
Windows laptop equipped with Microsoft Office and an HDMI out (for use with projector)
Customizable furniture configurations with eleven 6' tables
Kitchenette with sink and full sized refrigerator and drawer freezer
Accessible bathroom

Additional Optional Amenities (fees may apply)

Hybrid meeting set up with microphones
PA system with microphones & hookup for a laptop/phone/mp3 player for music
Full video coverage of event/meeting
On-site staff for technical assistance

Costs & Fees

Businesses, For-Profit Entities & All Others

For-profits, community groups (not nonprofits), and other uses of The Green Room are welcome for an hourly rate. The fee to use The Green Room for groups other than registered nonprofits is \$35/hour with a minimum of 1-hour.

Nonprofit Organizations

Our commitment to support fellow local nonprofit groups extends to use of The Green Room. NCTV will waive the \$35/hour fee for nonprofit groups and their events, meetings, and gatherings of all kinds, subject to availability and at NCTV's discretion.

If a nonprofit would like to contribute to NCTV, we graciously accept donations online at www.norfolkcable.com/donate or in person via cash or check (made out to Norfolk Cable Corp).



Reservation Requests

Responsible Party

A person who is 18 years of age or older may request to use the Green Room and must remain on-site at all times during the reservation. This person is responsible for the conduct of the group, payment of any bills or expenses incurred during the event, for any fees incurred as a result of failure to comply with these Rules & Regulations, and for protection of NCTV property in connection with the event. The responsible person is accountable for reading and abiding by the Rules & Regulations and will promptly reimburse NCTV for any expense or damage resulting from their use of NCTV's facilities.

Making a Reservation

Reservations are accepted up to 1 year in advance. Preference will be given in this order:

1. NCTV meetings, events, and other uses
2. Meetings of Town boards, committees and commissions
3. General non-profit and community groups, and
4. Businesses, for-profit organizations, and personal use

The Green Room Calendar is publicly available, and you are encouraged to see if your desired date is currently open before requesting facility use. This does not guarantee your reservation, but allows you to see potential conflicts prior to your request. <https://bit.ly/TheGreenRoom-Calendar>

Reservations can be requested online via the following link:

<https://bit.ly/NCTVGreenRoomReservations>

Alternatively, requests can be made via phone or in-person with an NCTV staff member.

Limitations

We may choose to limit the number of reservations per month per group or individual based on the demand for the space. Please ask a staff member for the most up-to-date information on this topic.

Responsibilities

Responsibility, Supervision, & Liability

Individuals and groups using the Green Room are responsible for all damage to or misuse of the property, and shall indemnify NCTV, its employees, agents and assigns, the Board of Directors and the owner(s) of the property against damages and/or injuries arising from the use of the Green Room, and must provide supervision at all times.



Compliance with Rules & Regulations

Individuals and groups must comply with the Rules & Regulations for use of the Green Room. Failure to comply with these rules may result in a restriction or denial of future use of the Green Room and/or NCTV facilities.

Safety

Safety of Children/Minors

The responsible party is also responsible for any children or minors attending events. NCTV staff, board, and volunteers assume no liability for children or minors attending events in the Green Room.

Exits

All exits must have a 3-foot wide unobstructed path at all times.

Fire Safety

Use of lighted candles or other open flame is prohibited by State Fire Code. Electric or battery-powered candles may be used.

Endorsement & Publicity

Endorsement

In approving a request, neither the NCTV staff or board implies endorsement of a groups' beliefs, policies, programs or content.

Publicity

Communications about meetings should give the the following address for information only: 158 Main Street, Suite 5, Norfolk, MA 02056

Publicity must not direct or suggest calling NCTV about the meeting or event, except only as may be included in an official announcement prepared and published by NCTV. Groups may not state or suggest in their publicity that NCTV, its board of directors, staff, or property owners sponsors or endorses the meeting, the group, or any particular set of ideas, beliefs, concepts or point-of-view to be presented or discussed.



Refreshments

Food & Drink

Food and drink is permitted in the Green Room, and all removal of food/drink at the end of the reservation is the responsibility of the responsible party. No food or beverage may be left in the space or in the refrigerator after the event has ended. Fees may apply for non-compliance.

Alcohol

Possession and/or consumption of alcohol on NCTV premises is prohibited except as may be authorized by the Norfolk Cable Corp Board of Directors & Select Board in compliance with local, state and Federal regulations.

About This Document

These rules and regulations are subject to change at any time based on the needs of Norfolk Community Television (NCTV). Please see below for the enactment date of the current and past versions of this document.

Current Version

2022-05-16_GreenRoom-RulesandRegs-V003

Past Versions

None.