

Kootenay Co-operative Radio Policy: Access

1.0 INTRODUCTION

This policy describes the access available to the premises and facilities of Kootenay Co-operative Radio for KCR staff and volunteers, KCR membership, and the General Public. This policy also describes how keys are distributed and handled within the Co-operative.

1.1 Definitions

Weekday Hours	Hours during the Weekday Period when the Station is accessible for regular KCR volunteer activity: <i>7am – 9pm</i>
Weekend Hours	Hours during the Weekend Period when the Station is accessible for regular KCR volunteer activity: <i>Saturday and Sunday 10am – 9pm</i>
Daytime Hours	The combined Weekday Hours and Weekend Hours
After Hours	The entire week with the exception of the Daytime Hours: <i>9pm – 7am weekdays, 9pm – 10am weekends.</i>
Office Hours	The hours when the KCR office is open for general and public inquiries: <i>12 – 4pm Monday to Friday</i>
Eligible Programmer	Programmer with a program during the particular period under consideration.
General Public	Individuals of the general public (ie, people who are not members of KCR) in addition to members of Kootenay Co-op Radio who are neither programmers nor committee members, nor volunteers on KCR Business
Designated Key-holder	Identified member given the responsibility of holding an access key to the Station.
KCR Information Sheet	Summary of current KCR hours, contact names/coordinates, key-holders, etc (available on the website and from the Station Manager and posted at the Station)
House Rules	A set of administrative rules identifying minimum expectations for personal conduct while at the Station.
Station	The general premises of Kootenay Co-operative Radio: Suite 203, 625 Front Street, Nelson BC
Facilities	KCR property, including equipment, which resides permanently at the Station – includes On-Air Studio, Production Studio, the Audio Archive and all of their contents.
Equipment	KCR property which can be routinely taken out of the Station.

1.2 Related Policies and Procedures

Equipment Use (Policy); Guests (Policy);

Access (Procedure)

2.0 ACCESS TO THE STATION FOR KCR MEMBERS

This section describes access opportunities/limitations through the inside front door of Kootenay Co-operative Radio including identification of the various responsibilities that are accepted when a KCR member receives access to the Station.

2.1 General Responsibilities

During Daytime Hours, any KCR volunteer with access to the Station must:

- follow the House Rules.

During After Hours, any KCR volunteer with access to the Station:

- must follow the House Rules;
- must confirm that the inside and outside entrance doors are locked upon leaving; and
- if the individual with access is a Committee Coordinator and in those situations where a committee meeting is held at the Station during After Hours, is responsible for the conduct and access of any (associated) committee participant who is not also a KCR member.

2.2 Daytime Hours (7am – 9pm Monday to Friday, 10am – 9pm Saturday and Sunday)

The inside front door of Kootenay Co-operative Radio will be locked during evenings after 5pm and on weekends, unless a staff person is present or a meeting is taking place. During Daytime Hours, programmers and volunteers can attend appointments with station representatives, use studios and station resources for KCR-related purposes, hold meetings, and do research. During evenings and weekends, programmers and volunteers are asked to use the intercom located outside of the station door, as the door will be locked. They should identify themselves and their purpose to the volunteer who answers the door.

Programmers and volunteers are strongly encouraged to sign up for equipment use in advance and to notify the programmer who will be in the studio of their upcoming visit by phoning or leaving a note in their tube ahead of time. This is particularly important during evenings and weekends so programmers will know when to expect to pay attention to the intercom and let someone in. Drop-ins cause additional unexpected interruptions to the programmer on-air if used during live programs, and/or the programmer may not hear the intercom if the programmer has stepped out of the studio or has loud music on at the time. Programmers are not obligated to open the door to anyone they do not recognize, or who has signed up for equipment use.

Part of this time is also made available for access by the General Public (Office Hours) – see section 4.0 below.

2.3 After Hours (9pm – 7am Monday to Friday, 9pm – 10am Saturday and Sunday)

The inside front door of Kootenay Co-operative Radio remains locked during After Hours. The outside door to the building is also locked during this time. The station is not open during this period to the General Public or to drop-in use by programmers or volunteers.

Access through to the station during After Hours is available only to:

- Eligible Programmers and their guests (see *Guests Policy* for further information);

- committee members and participants attending scheduled committee meetings of the Cooperative;
- programmers and volunteers with scheduled use of equipment.

Anyone wishing access through the inside front door or KCR during After Hours must:

- be a Designated Key-holder, or
- have made prior arrangements with a Primary Designated Key-holder to allow the access - see section 5.0 for further details.

3.0 ACCESS WITHIN THE STATION FOR KCR MEMBERS

This section identifies access opportunities/limitations for KCR members within the Station. The Facilities and Equipment of Kootenay Co-operative Radio are available to the General Public only as a Guest of a member – see *Guests Policy* for further details.

3.1 General

To be qualified for access to KCR Facilities and Equipment, any individual must:

- be a KCR member;
- follow the House Rules;
- be trained on the use of the particular item in question

It is strongly recommended that individuals sign up for equipment use in advance to ensure that it will be available when they need it.

Any others wishing access to KCR Facilities and Equipment must arrange such access through a qualified member in addition to behaving in a manner consistent with the House Rules.

3.2 Access to Station Manager's Office

The office of the Station Manager is not to be entered by programmers nor their guests at any time outside of Office Hours, unless an appointment has been made with the Station Manager.

3.3 Access to Production Studio

Access to the Production Studio is limited to KCR members who have been trained on its equipment, and to guests of such members. Signing up for studio time in advance is recommended. Currently the Production Studio is left unlocked.

3.4 Access to On-Air Studio

Access to the On-Air studio is limited to staff, programmers, technicians, and associated guests.

4.0 ACCESS BY GENERAL PUBLIC

This section describes access opportunities/limitations through the inside front door of Kootenay Co-operative Radio for the General Public for general enquiries.

Office Hours are made available for inquiries by the General Public. These hours are modified from time to time as indicated in the *Access Procedure*. The current hours are always provided on the inside front door and in the KCR Information Sheet. These hours are *currently: M-F noon-4pm*.

The General Public can have access to KCR facilities outside of Daytime Hours only as Guests of a KCR member (as described in the *Guests Policy*).

5.0 KEYS

This section identifies the authority of members and staff to hold keys to the Station (and building). Associated procedural details can be found in the *Access Procedure*.

5.1 General

There are two key types. Key A opens the inside front door to the Station. Key B opens the outside door to the building.

5.2 Key-holders

There are two types of key-holders. A *Primary Designated Key-holder* is a staff member, or a Committee Coordinator as specified from time to time by the Board of Directors and recorded in the KCR Information Sheet. *Secondary Designated Key-holders* are programmers with a show scheduled for the first or last time slot of each day. Those programmers with a show scheduled in the last time slot of each day are responsible for Station lockup – see *Access Procedure*.

5.3 Key Locations

At all times, there will be a copy of Key A and of Key B held in the office. These two keys cannot be circulated under any circumstance. Other keys are distributed among Key-holders. Any keys not currently in use by Key-holders will be held by the Station Manager at the Station.

5.4 Key Transfer

5.4.1 Key-holders

Keys may be transferred only amongst *Primary Designated Key-holders*. *Secondary Designated Key-holders* may not circulate their keys.

When keys are transferred between key-holders, the transaction must be recorded on the "key-holders" sheet in the Station. This record must include:

- name of the Key-holder who is providing the key;
- name of the Key-holder who is receiving the key;
- date and time at which the key transfer occurred; and
- key type and number.

5.4.2 Non-Key-holders

A Key-holder shall not provide a key(s) to other members (nor to non-members) who are not Key-holders but who may need access to the Station for whatever reason. Those who are not Key-holders but who require access during After Hours must arranged to be granted access by a *Primary Designated Key-*

holder. Note that the main entrance door to the Station is unlocked during Daytime Office Hours and therefore a key is not required to access the Station.

This policy first appeared as a collection of policies in early 1999.

Kootenay Co-operative Radio Procedure: Access

1.0 INTRODUCTION

This procedure describes how access is available to Kootenay Co-op Radio (the Station) and its Equipment and Facilities for KCR staff, volunteers, members, and the General Public.

1.1 Definitions

Daytime Hours	The combined hours during the day when the Station is open for regular KCR volunteer activity. (7am-9pm, Monday-Friday; 10am-9pm Saturday & Sunday)
After Hours	The entire week with the exception of the Daytime Hours
General Public	Individuals of the general public (ie, people who are not members of KCR) in addition to members of Kootenay Co-op Radio who are neither programmers nor committee members, nor volunteers on KCR Business
Designated Keyholder	Identified member given the responsibility of holding an access key to the Station.
Station	The general premises of Kootenay Co-operative Radio – located as listed in the KCR Profile Sheet.
Facilities	KCR property, including equipment, which resides permanently at the Station – includes On-Air Studio, Production Studio, the Audio Archive and all of their contents.
Equipment	KCR property which can be routinely taken out of the Station.

1.2 Related Policies and Procedures

Access (Policy)

Guests (Policy)

2.0 RECEIVING AND CONCLUDING ACCESS

This section describes how an individual receives access under different conditions at the inside front door.

2.1 Unlocked Door

During office hours, individuals arrive to an unlocked Station door. They should enter and close the door behind them, ensuring that it is still unlocked. When leaving, individuals must close the door behind them.

2.2 Locked Door

The inside station door will be locked during evenings after 5pm and on weekends unless a staff member is present or a meeting is taking place. If visitors have station business, they should proceed during this time as follows:

1. The visitor member should have indicated on a sign up sheet for equipment or studio B that he/she will be visiting.

It is also recommended that he/she phone ahead and speak to the programmer who will be in the studio (and hence responsible for opening the door) during the time they wish to visit, or leave a note in the tube of the programmer who will be in the studio.

2. The arriving programmer alerts the on-air host, or one of the volunteers already in the station of their arrival by using the intercom outside the Station Door.
3. The on-air programmer looks through the peep hole to see who has arrived.
 4. Within a reasonable amount of time, the on-air host or volunteer opens the door for the arriving programmer. The on duty programmer or any other person inside is not obligated to open the locked door if they were unaware of the visitor coming before the visitor arrives, or if they do not recognize the person at the door. On-air programmers alone in the studio are NOT obligated to open a locked studio door to anyone they have never met and who has neglected to sign up for equipment use.
3. The new programmer closes and locks the door behind him/her.

During After Hours, individuals arrive to a locked outside and inside Station door. Access limitations during this period are described in the *Access Policy*.

If circumstances do not allow the on-air programmer or volunteers to accommodate this procedure on a regular basis, the Station Manager should be notified, and alternate arrangements will be made.

When leaving the Station, it is the responsibility of the departing individual to notify the individual remaining (with access privilege) so that he/she will know he/she is responsible for further visitors' access and to request that he/she locks the door after the departing individual leaves. Under no circumstances can the inside front door be left unlocked when leaving the Station during evenings and weekends.

3.0 BEGINNING AND ENDING THE PROGRAMMING DAY

The first and last programmer of each day (where programming is not continuous with the previous or next calendar day) carry out specific tasks to open and close the station for programming.

3.1 Beginning the Programming Day

The first programmer of each day is a Primary Designated Keyholder (see Access Policy). The first programmer shall carry out the following steps at the beginning of the day to open the outside door.

1. Unlock the Outside door and leave unlocked. Unlock the Inside (Station) Front Door; it must be locked again behind the programmer.
2. Turn on lights in station, as the need requires.
3. Turn on Computers (Rudy and Victoria)

3.2 Ending the Programming Day

The last programmer of each programming day shall close the station for the day by carrying out the following steps:

1. Turn off all studio lights.

2. Ensure all computer monitors are turned OFF.
3. Ensure that the heat is turned down to 10 degrees in the winter, and that the airconditioning is off in the summer. Or check that the digital thermostat shows the right temperature.
4. Turn off computers through the Windows Shut Down procedure. (Rudy, Victoria & Doug).
5. Turn off all Station lights.
6. Lock inside door deadbolt.
7. Turn off hall light.
8. Lock Outside door.

4.0 MODIFYING HOURS OF ACCESS

Hours of access can be modified from time to time upon the consensual discretion of the Station Manager, the Programming Coordinator, the Technical Coordinator, and the Chair of the Board. Notification of any such decision to modify the hours of access must be provided at least two weeks in advance to the Board, all staff, and all Committee Coordinators by email and through a change of the Information Sheet as posted at the Station. It is the responsibility of the Committee Coordinators to distribute this information amongst those who are under their respective coordination.