

WNRC-LP 97.5FM
NICHOLS COLLEGE RADIO
DJ CONTRACT

In order to maintain a professional atmosphere at WNRC, all DJs are required to review this contract, policies and procedures. A signed contract must be on file with the station manager before a DJ is allowed to host their own show.

I. Station Security

WNRC is locked at all times. Access to the station is permitted via issuance of a Nichols College photo ID card. Public Safety is NOT authorized to admit people to the station. In the event that you forget your ID card, you will not be allowed to do your show. In the event that you lose your ID card, you must report the loss immediately to Public Safety, so your card can be deactivated. You will be required to pay a small fee to have your lost ID card replaced.

You are not allowed to share your photo ID card with anyone. Violation of this rule will result in immediate termination of your show, and loss of access to the station.

DJ's are not allowed to prop the station door to allow unauthorized individuals to access the station. Propped doors will sound alarms, and alert Public Safety.

II. Unauthorized Use and Access Policy

A designated Nichols College employee (advisor, engineer, or station manager) will distribute station access lists to the Nichols College Department of Public Safety. This list will correspond to those individuals authorized to have a Nichols ID card to access the station. Whenever the station is occupied, there must be someone in the station with a valid ID card.

III. Station Equipment

Anyone found stealing or borrowing ANYTHING (including, but not limited to turntables, CD players, tape decks, microphones, CDs, records, and cassette tapes) will be immediately suspended. DJ's are required to report anything missing immediately to the station manager or radio club advisor.

Some items may be loaned from WNRC under certain conditions. You are required to get written approval from the President, Vice President, Advisor, or Station Manager.

IV. Show Responsibilities

All DJ's are required to comply with all Nichols College Policies and FCC rules. Failure to comply with these responsibilities will result in a suspension or loss of your show.

- If you cannot do your show, you must send an e-mail to wnrc@nichols.edu before your show is scheduled to start.
- Unless previously approved by the station manager or club advisor, there should be no more than five people in the radio station at any given time.
- Each DJ is responsible for everything that happens in the station during their show, including guest conduct.
- You are responsible for everything that is broadcast during your show including non-recorded (live) phone conversations or guests who are in the studio.
 - References to drugs, alcohol, partying, or illegal acts that in any way could be perceived as promoting them is prohibited.
 - References that could be perceived as discriminating, offensive, or sexually connotative are prohibited.
- During your show, you will be required to play or say at least one Public Service Announcement (PSA) for every hour. This is an FCC requirement.
- At the +/- 5 minutes of the top of the hour, you must say the Legal ID: "WNRC-LP Dudley/Webster." This is an FCC requirement.
- Recorded phone calls must be approved by the caller prior to airing.
- Before and after your show you are required to take a transmitter reading. You must take four readings in total including: WXRБ-FM forward & reflective power, and WNRC-LP forward & reflective power. Any critical numbers must be reported to wnrc@nichols.edu immediately; outside of normal posted business hours contact Public Safety 508-213-2298, the officer will contact the "on-call" engineer. Readings must always be logged on the log sheet; no other readings will be acceptable.

V. Responsibilities – Nichols College Student Radio Club Members

- As a DJ, you are required to be at your show regularly and attend mandatory meetings. Meetings will be announced at least one week in advance on the WNRC "white board," SGA minutes, or by e-mail. If you cannot make a meeting you must email a club officer, so that they will excuse you.
- If you cannot make your show, please send an email to the club president before the show with the date and time of the show you will be missing. If you miss two (2) shows without being excused by the club president, **YOU WILL LOSE YOUR SHOW** for the semester!!! You will have the opportunity to reapply the next semester, but will not have any benefits of a regularly scheduled show.

VI. Other Responsibilities

Food and drink are not permitted in the broadcast studio.

All DJ's must leave the station in a neat and orderly manner. When leaving:

- Headphones must be turned off
- Studio monitors set to "3"
- Headphones left on table neatly (do not leave headphones on mic)
- Phone Flasher must be on "Flash Only"
- Monitors, Keyboards, & Mouse returned to their appropriate location
- All CD players, Turn Tables, and Tape Decks must be turned off
- Discard any trash, papers, or other personal property used during your show.
- NICK turned "ON" and set to levels as marked

VII. Station Contacts

DJs with questions about station policy, schedules, procedures, or technical issues should contact:

Station Manager Kevin Brassard Kevin.Brassard@Nichols.edu
508-213-2213

Student Radio Club Advisors:
Andrea Becker Andrea.Becker@Nichols.edu
508-213-2201

Justin Dolan Justin.Dolan@Nichols.edu
508-213-2016

Station Engineer Justin Dolan Justin.Dolan@Nichols.edu
508-213-2016

For Security Related issues please contact Nichols College Department of Public Safety at 508-213-2298.

VIII. Age Requirement for Disc Jockeys/On-Air Guests

Due to the public forum the radio airwaves provide, and to protect the privacy of underage individuals, it is the policy of WNRC and Nichols College that all disc jockeys and on-air guests must be over the age of 18. Disc jockeys and on-air guests who are under the age of 18 must have a signed consent form from a parent or guardian before they will be allowed to speak on the air. An exception to this policy will be made for current Nichols College students who have yet to turn 18.

Blank consent forms will be available in the radio station. Signed consent forms will be kept on file in the station.

FINAL NOTES:

WNRC reserves the right to modify scheduling, including but not limited to: re-scheduling your show with just cause (listenership, audience, contract infractions, etc.), remove your time slot, or require multiple DJs during your time slot.

WNRC Club Officers may, on occasion, preempt your show for special broadcasts or events such as sport broadcasting. WNRC will make every effort to notify you well in advance of such a scheduling conflict and to make other arrangements.

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DJ CONTRACT SIGNATURE PAGE

I have read the information contained within the WNRC DJ contract, and fully understand their meaning. I agree to abide by all information contained in the document. I understand that failure to do so may result in my suspension or expulsion from WNRC and, if I'm a student, possibly from the Nichols College Radio Club. By signing below I agree to abide by all policies set forth by WNRC in this contract and the Constitution of the Nichols College Radio Club,

Name (Printed)

Date

Signature