

# Community Television Policies and Procedures

Revised September, 2011

## **Attention**

Notwithstanding anything to the contrary contained herein,  
the City of Stevens Point reserves the right  
to create additional requirements from time to time,  
and/or to amend these policies and procedures.

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## Section One Introduction and Definitions

**1.1 Introduction** - Since the earliest days of Cable TV systems, the FCC had allowed cities and states to require a cable company to provide Public, Educational, and Government (PEG) channels, and funding for them, in exchange for the company's use of public rights-of-way (See Appendix A). Today, phone companies and others who provide TV service using public rights-of-way are also required to provide PEG channels and funding for them. Community Television, digital channel 984 and analog channel 95, is Stevens Point's Public and Government Access TV channel.

The FCC allows franchising authorities to make reasonable rules for the use of PEG channels, as long as the rules are not based on the content of the programming. Such rules are set forth in these policies in order to ensure fair and non-discriminatory public access to the Community TV channel, equipment, and facilities.

Government use of the Community Television channel, equipment, and facilities is not necessarily addressed in these policies. Channels 983/98 and 982/99 are Educational Access Channels, but are not under the direct management of the City of Stevens Point, so use of those channels is also not addressed in these policies.

**1.2 Definitions** – The following definitions apply throughout these policies.

**Community Television** – Community Television is the Public and Government Access TV Channel (Analog Channel 95, Digital Channel 984) operated by the City of Stevens Point. Community Television may be referred to as "Community TV," "us," and "we" in these policies. Community TV is managed by the TV Coordinator, an employee of the City of Stevens Point. The TV Coordinator and other Community TV Staff may be referred to as "Staff" or "we" herein.

**Producer** – The Producer is the person ultimately responsible for the making of a TV program. The Producer is responsible for all people working on the program, all equipment used in making the program, and making all arrangements with Community TV. The Producer is solely responsible for the content of the program. Other Producer responsibilities are defined throughout these policies. The Producer may be referred to as "you" in these policies.

**Sponsor** – Anyone who submits a program to be played on Community TV is considered the Sponsor of the program if they did not produce the program themselves. The Sponsor is solely responsible for the content of the program, just as if they had produced it themselves, and must have permission from the program's actual Producer or copyright/license holder to cablecast the program. The Sponsor may be referred to as "you" in this handbook.

**Viewing Area** – For the purposes defined in this handbook, the Community TV viewing area includes those municipalities within Portage County where Community TV can be viewed on the analog tier of our local cable system, including Stevens Point, Plover, Hull, Whiting, Park Ridge, and parts of other municipalities. Municipalities outside of Portage County where Community TV is seen on the digital tier, or on the Internet - but not the analog tier - are not included in our viewing area for purposes defined in this policy handbook.

**Volunteer** – A volunteer is any person involved with the making of a TV program who is not the Producer or Community TV Staff. Volunteers are not responsible for the content of the program – such responsibility is solely the Producer's.

**Program, Educational Access** – An Educational Access program is any program produced, directed, engineered, and otherwise made and/or sponsored by or for an educational institution or a representative of one. Educational Access programs are not played on Community TV, but can be submitted to one of the two Educational Access Channels in Stevens Point.

**Program, Government Access** – A Government Access program is any program produced, directed, engineered, and otherwise made by government agencies or employees including, but not limited to, the city's TV Coordinator and other Staff. Government Access programs provide a means of communication between units of government and their constituents, and/or provide other public services through the medium of cable television. These policies and procedures do not necessarily apply to Government Access programs and their Producers.

**Program, Public Access** – A Public Access program is any program produced, directed, engineered, and otherwise made and/or sponsored by a member of the general public. Persons wishing to produce or sponsor programs to be cablecast on Community TV must be residents of the Community TV viewing area or must be official representatives of a group or organization that is located or headquartered in the Community TV viewing area (for example: a Board member of a non-profit organization in Stevens Point may submit a program on that organization's behalf even if that person does not live in the Community TV viewing area).

## **Section Two Cablecasting Programs**

**2.1 Producer/Sponsor Responsibilities** - A Program Responsibility Form must be signed by the Producer or Sponsor of any program before the program will be scheduled for cablecasting on Community TV. The signer of the Program Responsibility Form must be a resident of our viewing area and at least 18 years of age.

Requests to have a program scheduled for cablecasting may be submitted no more than one month in advance and no less than one week in advance of the requested cablecasting date. Refer to Section 2.3 of these policies for details about time allotment.

The program on tape or DVD and the signed Program Responsibility Form must be submitted no less than one week in advance of the cablecasting date or the program may be held off the schedule and the scheduled cablecast time slot may be given to another program.

Tapes and DVDs of regularly-scheduled series programs must be submitted no later than 4:00 p.m. the day before the program is scheduled to play, with the exception of programs scheduled to play on Mondays which must be submitted no later than 9:00 A.M. on Monday. Tapes or DVDs left in our after-hours drop box after 7:30 A.M. on weekdays will not be retrieved until the next business day. Do not use the after-hours drop box when the building's front office is open (Monday – Friday, 7:30 A.M. to 4:00 P.M.).

The Producer or Sponsor of any program cablecast on Community TV is responsible for the program's content and agrees to indemnify, save, and hold harmless Community TV, the servicing cable system, the City of Stevens Point and its employees, and any volunteers involved with the production of the program from and against any and all liability, claim, judgment, action, loss, cost damage, injury (including death) or expense (including attorneys' fees), arising out of or resulting from their program.

The Producer or Sponsor is responsible for making all appropriate arrangements and obtaining all appropriate clearances from broadcast stations, networks, music licensing organizations, performers, performers' representatives, and without limitation by this list, any and all other persons as may be necessary for authorization to edit and/or cablecast the material in their program.

If Community TV receives a complaint or inquiry about a program, we may provide the complainant/requestor with the name and contact information of the program's Producer and/or Sponsor, as required by Wisconsin Open Records Law.

The Producer or Sponsor of any tape or DVD submitted to Community TV for cablecasting is required to pick up the tape or DVD from our office no more than two weeks after the program's scheduled cablecast date. Any tape or DVD left at Community TV more than two weeks after its scheduled cablecast date may be erased or otherwise disposed of.

It is the responsibility of the Producer or Sponsor to find out when the program is scheduled to be cablecast, and they should not expect us to contact them regarding this schedule. Community TV's schedule is published on the city web site, [StevensPoint.com/TV](http://StevensPoint.com/TV).

Community TV assumes no responsibility for tapes or DVDs submitted for cablecasting, including, but not limited to, damage, loss or theft, and/or partial or complete erasure of the program or information recorded on the tape or DVD. Do not give us your ONLY copy of any tape or DVD if it is irreplaceable and you are concerned about something happening to it.

**2.2 Technical Requirements for Pre-Recorded Programs** - It is the responsibility of the Producer or Sponsor to be sure any program meets the following technical requirements before the program will be scheduled for cablecasting:

1. Programs on video tape must be immediately preceded by at least five (5) seconds of recorded black. Programs on DVD need not have more than one (1) second of black before the program.
2. Programs on video tape must be immediately followed by at least five (5) seconds of recorded black. Programs on DVD need not have more than one (1) second of black at the end of the program.
3. Home-made video tapes must be cued to the very END of the program, at the very beginning of any recorded black. Professionally-produced video tapes can be rewound IF the exact length of the program in hours, minutes, and seconds is clearly written on the tape's spine label. If you are not sure if the program is professionally produced, assume it is not.
4. Videotapes and DVDs must not have anything else recorded on them before or after the program (for example, video of people milling around before and after your event started, or video of your feet as you walked around not realizing the recorder was on). If it's not black and you do not want it to be seen on TV, do not include it on your tape or DVD – talk to us about how to insert black over the top of unwanted video.
5. Video tapes must have no breaks in their control track (does not apply to DVDs).
6. Video tapes made from a recorder with adjustable speeds must be recorded in SP (Standard Play) speed (typically 2 hours or less of recording time).

Producers and Sponsors may use our equipment and facilities to edit their programs to meet our technical requirements. Refer to Section 2.4 of these policies for details.

**2.3 Disclaimer** - Immediately before and/or after all Public Access Programs, Community TV will cablecast a disclaimer which clearly reads as follows:

“The viewpoints expressed in programs seen on this channel are not necessarily those of Community Television, the servicing cable system, or the City of Stevens Point or its employees. Each program’s producer or sponsor is responsible for the program’s content.”

**2.4 Channel Time Allotment** - First priority for channel time will be given to Government Access programs including, but not limited to, live and videotaped coverage of Stevens Point Governmental meetings, Portage County Board of Supervisors meetings, and Stevens Point Area School Board meetings.

Priority will then be given to locally produced Public Access series programs with reserved weekly or monthly time slots, and then to non-locally produced Public Access series programs with reserved time slots.

Priority will then be given to other locally produced Public Access programs on a first-come, first-served basis, and finally to other non-locally produced Public Access programs on a first-come, first-served basis.

Community TV Staff will use the following guidelines to determine the number of times any single program or episode of a weekly or monthly series program may play in any given 4-month period:

1. Locally produced Public Access series programs -
  - A. Half-hour episodes may play eight times.
  - B. One-hour episodes may play four times.
2. Non-locally produced Public Access series programs -
  - A. Half-hour episodes may play six times.
  - B. One-hour episodes may play three times.
3. Any other locally produced Public Access program -
  - A. Half-hour programs may play six times.
  - B. One-hour programs may play three times.
4. Any other non-locally produced Public Access program may play six times.

Public Access programs under 15 minutes in length may be repeated back-to-back with itself, and if played like that will be considered as a single half-hour program when using the formula above.

If excess time in the schedule allows, we may adjust the formula (as listed above) to increase the number of times Public Access programs and episodes play, but ALL Public Access programs will be treated the same regardless of their content.

If there is not enough time in the schedule to allow all programs to play the number of times listed in this policy, we may adjust the formula (as listed above) to decrease the number of times Public Access programs and episodes play, but ALL Public Access programs will be treated the same regardless of their content.

Community TV might play any program in our "library," even if that program has already played the maximum number of times normally allowed, in order to fill occasional openings in the schedule, but not to regularly repeat a particular program or series in excess of the number of times allowed by the formula.

Time slots may be reserved no more than one month in advance and no less than one week in advance of the requested cablecasting date unless approved by Staff.

Reserved weekly or monthly time slots, when available, may be given to series programs with special consideration given to programs produced by Community TV Certified Producers, programs presenting dated material, programs with audience building needs, and other factors which Community TV considers to be in the best interest of the program and our overall cablecasting schedule, without regard to the program's content.

Reservations for weekly or monthly series time slots may be made no more than one month in advance and no less than one week in advance of the first cablecasting date requested. The time slots will be reserved for no more than twelve (12) months.

Producers or Sponsors of series programs will be considered in default of their responsibilities and may have their time slot reservation canceled and/or be restricted from series time slots temporarily or completely for any of the following reasons:

1. Failure to produce a new program two episodes in a row without giving us notice 24 hours prior to the program's scheduled cablecast time.
2. Failure to produce a new program three episodes in a row for any reason, unless special arrangements were made in advance.
3. Repeated violation of any Community TV rules, policies, or procedures.

## **Section Three**

### **Use of our Studio, Editing Facility, and Equipment**

**3.1 First-time use** - Any individual, or any community group or nonprofit organization represented by an individual who resides within the City of Stevens Point and is at least 18 years of age may reserve our studio for a free one-hour session annually to produce a program to be cablecast on Community TV. We will provide one staff member or qualified volunteer (at our discretion) to operate the equipment. If you require or desire more than one person's assistance, you must provide your own technical crew. We will provide them with the training they need to operate our equipment - free of charge.

Anyone who chooses to use our studio for more time in a year, or who wants to use our editing systems to produce a program must first become a Certified Producer. Refer to Section Four of these policies for details.

**3.2 Non-resident Fee** - Upon payment of a Non-resident Usage Fee of \$20, any individual (or any community group or nonprofit organization represented by an individual) who resides within our viewing area, but not within the City of Stevens Point, and is at least 18 years of age may reserve our studio for a one-hour session annually to produce a program to be cablecast on Community TV.

**3.3 Reserving our Studio and/or Editing Facility** - First time users, as defined above, and Certified Producers in good standing may reserve our studio and/or editing facility to produce a program to cablecast on Community TV. Reservations may be made no more than one month in advance and no less than one week in advance. Walk-ins may be allowed if Staff and facilities are available. A Producer may only use the studio and/or editing facility to produce one program at a time.

First priority for studio and editing facility use will be given to the production of Government Access programs. Second priority will be given to production of weekly and monthly Public Access series programs with reserved cablecast time slots. Priority will then be given to production of other Public Access programs.

Community TV Staff will schedule studio and editing facility time for the production of both Government and Public Access programs.

Certified Producers may reserve a three hour studio or editing session for the production of a program. Certified Producers may reserve more than one session if necessary, but there will be a three hour break between sessions, unless approved by Staff.

Cancellations of reservations for studio, editing facility, and/or equipment use will be made at least 24 hours in advance. In cases of circumstances beyond the Producer's control requiring cancellation of reservations, the Producer should notify Community TV as soon as possible.

All persons using our studio, editing facility, and/or equipment will follow these policies and those posted on our premises or be subject to disciplinary action.

All studio and editing sessions will take place during our normal hours of operation when a staff member is on the premises. "Normal" hours of operation vary. Talk to Community TV Staff for details.

**3.4 Equipment** - Equipment provided by Community TV for any studio session will include:

- A. Three studio cameras connected to a video switching/mixing system with character generated graphics.
- B. Three microphones connected to an audio switching/mixing system.
- C. Lights.
- D. A computer character generator for making titles.
- E. A VTR, DVD recorder, or hard drive for recording, and blank media.

A list of other equipment available for use in our studio is available to Certified Producers who wish to reserve such equipment. The request for this equipment should be submitted to Community TV as soon as possible when reserving a studio session, but will be accepted as late as 24 hours in advance of the session if the equipment is available.

Only Community TV Staff and Certified Producers and Volunteers who are qualified (as determined by Staff) may operate our equipment. Refer to Section Four of this handbook for details.

**3.5 Portable Equipment** - Some portable equipment, which may be removed from the Community TV premises, will be available for checkout by Certified Producers who have reached the certification level required to operate that equipment. Such equipment might include camcorders, tripods, microphones, audio mixers, lights, etc.

All portable equipment will be picked up and returned as arranged by Staff. Late fees may be charged to anyone in violation of the arrangement.

A \$100 security deposit, payable in cash or check, is required of anyone checking out portable equipment. The security deposit is to be paid to "City of Stevens Point" before the equipment leaves the Community TV premises. The City of Stevens Point may, at its option, withhold and/or debit the security deposit to pay any late fees owed or to repair or replace any equipment that was damaged while it was checked out.

Producers are financially responsible for any damage to or theft of Community TV's equipment while it is in their use, even if the equipment does not leave our facility. Should a piece of equipment be damaged, the damage will be assessed by Staff and charged to the Producer with privileges suspended and any security deposit withheld until payment for repair or replacement of the equipment is received.

Producers are responsible for any claims arising out of their use of Community TV's equipment and/or facilities and agree to indemnify, save and hold harmless Community TV, the servicing cable system, the City of Stevens Point and its employees, and any volunteers involved with the production of their program against any such claims or any claims arising out of the use of the material in their program to be cablecast on Community TV or any breach of the signed Program Responsibility Form and/or Statement of Compliance with Community TV Policies, including, but not limited to, any claims in the nature of libel, slander, invasion of privacy or publicity right, noncompliance with applicable laws, and unauthorized use of copyright materials.

**3.6 Acknowledgment of Community TV** - Anyone using our studio, editing facility, and/or equipment will include a graphic at the end of their program, immediately following the end of the program content or any end credits, which clearly reads as follows:

Production Facilities provided by  
Community Television  
StevensPoint.com/TV  
715-346-1535  
©(Year of Production)

**3.7 Rights to the Program** - Community TV reserves the following rights to any program produced using our studio, editing facility, and/or equipment:

1. The videotape or DVD master is the property of the City of Stevens Point.
2. Community TV may cablecast the program at any time.
3. We may use the entire program or edited portions of the program as a promotional tool for Community TV or as an instructional tool.
4. We may make and distribute or sell a copy to anyone who requests one.

After the program is scheduled to be cablecast on Community TV, the Producer may purchase a copy of the program. The Producer will then have the right to make and sell other reproductions from their copy, to submit their copy or copies to other cable or broadcast stations to telecast, or to do whatever else they want with their copy.

We will keep all videotape and DVD masters for at least one month after the program's first cablecast date. We will not guarantee how long we will keep the master after that,

if at all. Producers who wish to purchase a copy of their program are encouraged to do so as soon as possible within that one-month timeframe.

Refer to Section Six of this handbook for details about reproducing tapes and DVDs.

**3.8 Production Deadline** - A Producer who uses Community TV's studio, editing facility, and/or equipment will submit their finished program for cablecasting within one month of use or be subject to disciplinary action. An extension of time may be granted at the discretion of Community TV Staff if sufficient need for an extension and a plan for finishing the program exists.

## **Section Four**

### **Certification, Training, and Assistance Provided by Community TV**

**4.1 Certification** - As mentioned in other sections of these policies, the following individuals, groups, and/or organizations may become Community TV Certified Producers:

1. Anyone who wants to use our studio, editing facility, and/or equipment, beyond their first one-hour session annually.
2. Any Producer who wants to check out any of our portable equipment.

Anyone who wants to operate any of our equipment to assist a Producer in making a program will first become a Certified Volunteer.

**4.2 Cost of Certification** - The categories of certification and their annual costs are as follows:

1. Individual - \$20.
2. Group - \$50.
3. Volunteer - Successful completion of required training sessions.

Individuals or organizations who reside within the Community TV viewing area but not within the City of Stevens Point will pay the Non-resident Usage Fee described in Section 3.2, in addition to the above fees, before certification privileges will begin - even if they chose to skip the one hour introductory studio session.

**4.4 Hands-on Training** - We will provide hands-on training sessions to Certified Producers and Volunteers as necessary. The length of such training sessions will be determined by Community TV Staff and will vary according to the skill being taught. The sessions will be preplanned and organized in such a way as to be as effective as possible for anyone receiving the training.

Training sessions will be scheduled no more than one month and no less than one week in advance of the requested date. Training sessions will take place on the Community TV premises and during normal office hours, unless otherwise arranged by Staff.

**4.5 Staff Assistance** - After completing any hands-on training session as mentioned above, assistance available from Community TV Staff will be limited to answers to technical questions except in cases of technical problems or other emergencies.

## Section Five Reproduction of Tapes and DVDs

**5.1 Reproduction of recorded programs** - Community TV may make and distribute or sell copies of any videotaped program produced by anyone using our studio, editing facility, and/or equipment. The following rules will apply:

1. We will not copy, or allow to be copied, in part or in its entirety, any program until after it has been scheduled to be cablecast.
2. The fee for making a copy of a program is \$2.50 per 15 minutes of program length. Time will be rounded up or down to the nearest 15 minutes. The minimum fee for any copy is \$2.50, the maximum fee is \$25. The fee must be paid before the copy is made.
3. We will notify the person purchasing the copy as soon as the copy is made. Any copies left at Community TV one month after they have been made will be considered abandoned and will become the property of the City of Stevens Point.
4. We do not keep blank video tapes in stock. Persons requesting copies on DV, Mini DV, S-VHS, or VHS tapes must provide their own tape. We do provide blank DVDs.
5. There will be absolutely no refunds.

We will not make copies of any other programs cablecast on Community TV because we do not own the master, nor do we have the right to make copies of such programs.

Government Meetings seen on Community TV are public records. The cost of copies of government meetings is established by the City Clerk's office.

## **Section Six Disciplinary Actions**

**6.1 Disciplinary Actions** - Community TV reserves the right to refuse services on a temporary or permanent basis, or otherwise initiate suspensions of services, disciplinary actions, sanctions, or otherwise legal action against individuals or organizations interfering with or jeopardizing Community TV's operations or otherwise violating Community TV or city policies and procedures under which we provide training, equipment, facilities, channel time, and other services.

## **Section Seven**

### **Community Bulletin Board**

**7.1 Community Bulletin Board** - Community TV will maintain a computer generated Community Bulletin Board for the purpose of publicizing Community TV and City of Stevens Point programs and services, our cablecast schedule, agendas of units of government within our viewing area, public services of general community interest, a Calendar of Community Events, and more.

**7.2 Community Calendar** - Persons or organizations residing within our viewing area who wish to have an event publicized on the Community Calendar will submit a Community Calendar Entry Form via [StevensPoint.com/TV](http://StevensPoint.com/TV) no earlier than one month before the event and no later than two weeks before the event. Instructions printed on the form must be followed or the form may be discarded. Forms may be accepted less than two weeks before the event but we cannot guarantee it will get on the air with such short notice. Events publicized on the Community Calendar must be open to the general public and noncommercial or nonprofit in nature.

## **Section Eight**

### **Other Policies and Procedures**

**8.1 Policies Not All-Inclusive** - The City of Stevens Point, its Community TV Coordinator, and other Staff may establish other rules, policies, and procedures as necessary to ensure fair and non-discriminatory public access to the Community TV channel, equipment, and facilities without regard to the content of programming.

Appendix A

FEDERAL COMMUNICATIONS COMMISSION

FACT SHEET



May 1998

**CABLE TELEVISION FACT SHEET**

**PUBLIC, EDUCATIONAL, AND GOVERNMENTAL ACCESS CHANNELS  
("PEG CHANNELS")**

Pursuant to Section 611 of the Communications Act, local franchising authorities may require cable operators to set aside channels for public, educational, or governmental ("PEG") use.

**Public** access channels are available for use by the general public. They are usually administered either by the cable operator or by a third party designated by the franchising authority.

**Educational** access channels are used by educational institutions for educational programming. Time on these channels is typically allocated by either the franchising authority or the cable operator among local schools, colleges and universities.

**Governmental** access channels are used for programming by organs of local government. In most jurisdictions, the franchising authority directly controls these channels.

PEG channels are not mandated by federal law, rather they are a right given to the franchising authority, which it may choose to exercise. The decision whether to require the cable operator to carry PEG channels is up to the local franchising authority. If the franchise authority does require PEG channels, that requirement will be set out in the franchise agreement between the franchising authority and the cable operator.

Franchising authorities may also require cable operators to set aside channels for educational or governmental use on institutional networks; i.e., channels that are generally available only to institutions such as schools, libraries, or government offices.

Franchising authorities may require cable operators to provide services, facilities, or equipment for the use of PEG channels.

In accordance with applicable franchise agreements, local franchising authorities or cable operators may adopt on their own, non-content-based rules governing the use of PEG channels. For example:

- Rules may be adopted for allocating time among competing applicants on a reasonable basis other than the content of their programming.
- Minimum production standards may be required.
- Users may be required to undergo training.

Federal law permitted a cable operator to prohibit the use of a PEG channel for programming which contained obscene material, sexually explicit conduct, indecency, nudity, or material soliciting or promoting unlawful conduct. However, The U.S. Supreme Court determined that this law was unconstitutional. Therefore, cable operators may not control the content of programming on public access channels with the exception that the cable operator may refuse to transmit a public access program, or a portion of the program, which the cable operator reasonably believes contains obscenity.

PEG channel capacity which is not in use for its designated purpose may, with the franchising authority's permission, be used by the cable operator to provide other cable services. Franchising authorities are directed by federal law to prescribe rules governing when such use is permitted.

**For additional information:**

Any questions or comments about PEG channels on a particular system should be directed to the cable operator or the local franchising authority, and not to the Federal Communications Commission. The name and telephone number of your franchising authority should appear on your cable bill, or should be available through your cable operator. With very limited exceptions, the Federal Communications Commission is not responsible for enforcing the federal statute governing PEG channels.

# Stevens Point Community Television Program Responsibility Form

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Group you are Representing (if any): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Title of Program: \_\_\_\_\_

Exact Program Length in Hours: Minutes: Seconds: \_\_\_\_\_

Briefly Describe the Program: \_\_\_\_\_

If possible, you'd like us to play this program on or before (date): \_\_\_\_\_

Before this program will be scheduled for playback, this form must be filled out completely and signed by a resident of the Stevens Point Community TV Viewing Area who is at least 18 years of age.

1. Programs on video tape must be immediately preceded by at least five (5) seconds of recorded black. Programs on DVD need not have more than one (1) second of black before the program.
2. Programs on video tape must be immediately followed by at least five (5) seconds of recorded black. Programs on DVD need not have more than one (1) second of black at the end of the program.
3. Home-made video tapes must be cued to the very END of the program, at the very beginning of any recorded black. Professionally-produced video tapes can be rewound IF the exact length of the program in hours, minutes, and seconds is clearly written on the tape's spine label. If you are not sure if the program is professionally produced, assume it is not.
4. Videotapes and DVDs must not have anything else recorded on them before or after the program (for example, video of people milling around before and after your event started, or video of your feet as you walked around not realizing the recorder was on). If it's not black and you do not want it to be seen on TV, do not include it on your tape or DVD – talk to us about how to insert black over the top of unwanted video.
5. Video tapes must have no breaks in their control track (does not apply to DVDs).
6. Video tapes made from a recorder with adjustable speeds must be recorded in SP (Standard Play) speed.

**If your program does not meet these requirements**, talk to Community TV Staff before submitting the tape or DVD. Clearly print your name and phone number on the face label of the video tape or on the DVD if you want it back when we are done with it. It is your responsibility to pick up any tape or DVD left at Community TV within two weeks of the program's scheduled cablecast date. Any tape or DVD not picked up within two weeks will be considered abandoned and will be disposed of. Community TV assumes no responsibility for tapes or DVDs presented for cablecasting.

## Statement of Compliance

I have read and understand this form and understand that as producer/sponsor of the program described above I am responsible for the program's content. I understand that Community TV is required to keep for public record the names and addresses of all persons requesting TV time for a period of two years from this date.

I have made all appropriate arrangements and obtained all appropriate clearances from broadcast stations, networks, music licensing organizations, performers, performers' representatives, and without limitation by the above list, any and all other persons as may be necessary for the authorization to edit and/or cablecast the material in this program on Community TV, on the servicing cable system.

I hereby agree to indemnify, save, and hold harmless Community Television, the servicing cable system, and the City of Stevens Point and its employees from and against any and all liability, claim, judgment, action, loss, cost, damage, injury (including death) or expense (including attorney's fees), arising out of or resulting from the program or programs referred to herein.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

# Community Television Equipment Checkout Agreement

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_  
Email \_\_\_\_\_  
Name of program: \_\_\_\_\_

Community Television's equipment is the property of the City of Stevens Point. Equipment may be used only by residents of, or legal representatives of organizations residing in, the City of Stevens Point for producing programs to be cablecast on Community TV. The borrower must be at least 18 years of age to check out equipment. Proof of residency and age must be presented to Community TV Staff. Equipment must be used in accordance with Community TV policies. Equipment must be picked up and returned as arranged by Staff.

A security deposit of \$100 is to be paid to Community Television in the form of cash or check before equipment leaves the premises.

I, the undersigned, hereby agree to return the equipment listed in this agreement in the same condition it was in when removed from the premises of Community Television, 2442 Sims Avenue, Stevens Point, Wisconsin.

If the equipment is not returned in the same condition it was received by me, or if it returned and subsequently found to be damaged, Community Television may, at its option, cause me to repair or replace it, and at the City of Stevens Point's option, debit the security deposit paid by me.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Equipment Checked Out (to be filled in by Staff)

\*Camcorder # \_\_\_\_\_ Tripod # \_\_\_\_\_ Microphone(s) \_\_\_\_\_  
Mic Cord(s) \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Camcorder includes: Case, 2 batteries, light, and AC adaptor with cord.

Check Out Date \_\_\_\_\_ Staff Initials \_\_\_\_\_ User Signature \_\_\_\_\_  
Check In Date \_\_\_\_\_ Staff initials \_\_\_\_\_ Comments: \_\_\_\_\_

Check Out Date \_\_\_\_\_ Staff Initials \_\_\_\_\_ User Signature \_\_\_\_\_  
Check In Date \_\_\_\_\_ Staff initials \_\_\_\_\_ Comments: \_\_\_\_\_

Check Out Date \_\_\_\_\_ Staff Initials \_\_\_\_\_ User Signature \_\_\_\_\_  
Check In Date \_\_\_\_\_ Staff initials \_\_\_\_\_ Comments: \_\_\_\_\_

Check Out Date \_\_\_\_\_ Staff Initials \_\_\_\_\_ User Signature \_\_\_\_\_  
Check In Date \_\_\_\_\_ Staff initials \_\_\_\_\_ Comments: \_\_\_\_\_

Check Out Date \_\_\_\_\_ Staff Initials \_\_\_\_\_ User Signature \_\_\_\_\_  
Check In Date \_\_\_\_\_ Staff initials \_\_\_\_\_ Comments: \_\_\_\_\_

Check Out Date \_\_\_\_\_ Staff Initials \_\_\_\_\_ User Signature \_\_\_\_\_  
Check In Date \_\_\_\_\_ Staff initials \_\_\_\_\_ Comments: \_\_\_\_\_

# Statement of Compliance with Community Television Policies and Procedures

I have received a copy of the Community TV Policies and Procedures, I have read them, I understand them, and I agree to comply with them.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Community TV Producers and Volunteers  
must sign this page and give it to  
Community TV Staff, along with any payment due,  
before your Certification privileges will begin.