



Holliston Cable Access, Inc.  
P.O. Box 6623, Holliston, MA 01746  
External Video Broadcast Request Form

Dear Holliston Resident:

Thank you for participating in our community by offering residents a program that you feel would be of interest. Our main objective at HCAI is to encourage residents to use our facilities.

We would ask that you review and sign the attached form. Since HCAI did not produce the program that you are recommending, we want to be sure that you have reviewed it, are authorized to allow airing on our facility and that no copyright laws have been violated. Virtually all access systems require a form similar to this one.

Again, we want to applaud your interest, while maintaining our responsibility to keep within legal bounds and maintain the high standards that Holliston expects.

Sincerely,

HCAI Board of Directors



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Holliston Cable Access Incorporation (HCAI) exists to encourage Holliston residents to participate in the development and production of local television programming to be broadcast on HCAI's Public, Education, & Government access channels. HCAI gives priority and preference to material produced and presented by Holliston residents. However, Holliston residents may request the broadcast of external video material (not an HCAI production) but are required to indemnify HCAI against any liability of copyright infringements, plagiarism, unfair competition or other infractions. This is not a unique request; virtually all Massachusetts public access cable programs require this type of indemnification.

This form should be submitted to the HCAI Staff who will review the program for the minimum requirements of technical quality. The program will be scheduled for airing if the requirements, as specified in our policy manual, are met.

I understand that:

- I am fully responsible for all external programming material submitted
- A notice will be placed at the beginning and end of the broadcast that the program is sponsored and the name will be furnished if requested.
- I will ensure that if the external material is a taping of a local government meeting(s) the content has not been altered in any way and contains the entire meeting except for any recess or other non-meeting related activities

1) I have read and am familiar with and agree to abide by the HCAI policies for external material, and to the best of my knowledge this external material does not contain any:

- Commercial advertising or programming.
- Obscene, indecent or profane materials
- Any direct solicitation of funds without first receiving permission from the HCAI Board
- Material which constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright, or which might violate any local, state, or federal law.

2) I agree to hold harmless HCAI, Comcast, Verizon, and the Town of Holliston, their directors and agents (and their successors) from any liability, loss, claim, cost or damage of any nature whatsoever which may arise by any reason of any claim that any external material produced, cablecast or disseminated by me infringes the rights of any person or organization. Further I agree to release HCAI and its agents from responsibility if this program(s) is damaged, lost, or stolen while in their custody.

NAME (must be over 18) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

Phone Number (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Program Title \_\_\_\_\_

Topic \_\_\_\_\_ Format \_\_\_\_\_

**HCAI Approval** \_\_\_\_\_ **Date** \_\_\_\_\_