

# HOLLISTON CABLE ACCESS, INC.

## POLICIES And PROCEDURES

Version 3.8  
03/10/10

Holliston Cable Access, Inc.  
P.O. Box 6623  
Holliston, MA 01746

## INTRODUCTION

The purpose of this manual is to describe the rights, responsibilities, and procedures involved in creating cable television programming for Holliston Cable Access, Incorporated (HCAI).

HCAI facilities exist to encourage Holliston residents to fully participate in the development and production of local television programming. Such programming will air on our assigned PEG (Public, Education, & Government) access channels reserved specifically for this purpose. Qualified users have access to the studio, production equipment, editing equipment, recording media, staff support and access channels at no cost when working on qualified programming. HCAI will provide the necessary production equipment, training and technical assistance.

The following guidelines will assist in efficient and maximized use of the facilities.

## SECTION 1. MANAGEMENT

The Board of Directors of Holliston Cable Access, Inc., carries out the management of HCAI in cooperation with the local cable provider. Holliston Cable Access, Inc., is a non-profit corporation created to manage community television operations and funding in Holliston. All Holliston cable subscribers are eligible to serve on the Board and vote at the Annual Meeting. Terms of office of the Board are three years. The Selectmen appoints three positions with one position appointed each year. The subscribers elect four positions with each position having a three-year term.

The day-to-day operation of the studio is the responsibility of the Program Manager, who is employed by the HCAI Board of Directors. The Program Manager is responsible for the scheduling of the facilities and equipment, maintenance of the bulletin board, training, technical support for the volunteers, and office duties required for the operation of the studio.

Questions regarding the rules and procedures outlined in this manual may be sent to:

Holliston Cable Access, Inc.  
Post Office Box 6623  
Holliston, MA 01746

Or by email:

[office@hcattv.org](mailto:office@hcattv.org)

## SECTION 2. WHO MAY USE THE PUBLIC ACCESS FACILITIES

HCAI encourages any individual or group residing in the town of Holliston to utilize the access television facilities. We do not discriminate on the basis of age, sex, race, and physical disability, religious or political beliefs. Users under 18 years of age are required to have a guardian co-sign the application form and all other appropriate documents described in this manual. The co-signer then becomes legally and financially responsible for any damage to HCAI facilities or equipment caused by the user, other than normal wear and tear.

## SECTION 3. LOCAL ORIGINATION FUNDING

Funding for HCAI is provided for in the license agreement between the Town and the cable operator. Aside from the studio, portable equipment and other production necessities, the cable company is required to apportion Holliston Cable Access, Inc., a percentage of its annual gross revenues from Holliston subscribers to support the production of community programming. This support can include, but not be limited to funding for the following: training programs, recording media, additional equipment and supplies, studio sets and publicity.

Holliston Cable Access, Inc., (HCAI) receives funding from the cable provider as specified in the license agreement. These monies are payable to HCAI.

The purpose of these funds, as noted in the final license between the Town of Holliston and the cable provider is “...to oversee the local origination fund and promote participation of the residents of Holliston in local origination programming.”

Although HCAI expects that a large portion of the monies received will be used to maintain adequate supplies for “in-house” requirements, HCAI may make funding available for individual producers and promoters of local origination programming.

This funding, in the form of grants, is primarily intended to reimburse producers for certain out-of-pocket expenses. All items acquired using HCAI grants will become the exclusive property of HCAI.

Any request for production expenses that exceeds the limit of authority of the Program Manager, must be submitted in writing to the board of directors for consideration.

Individuals and groups requesting funding should expect to send written proposals two months in advance of needs to the HCAI Board of Directors at Box 6623, Holliston, MA 01746

Proposals must be detailed and include, but not be limited to:

- Produce/Organization name and address
- Total funding request—with details as to the exact use of the funds provided.
- Details concerning the production itself
- Estimated time for completion of production.
- Other details that will assist the Board of Directors in making a prudent decision.

## **SECTION 4. GETTING YOUR PROGRAM ON TELEVISION**

Here are some basic guidelines:

1. Complete the Program Proposal Form. [See ATTACHMENT B] New show productions must be intended for airing on one of the PEG channels and must be approved by the Program Manager. The Program Proposal form must be submitted before the PEG facilities will be made available to producers.
2. Read this manual. It tells you about the training modules available, how to sign out equipment, develop plans for a production, operating rules and scheduling your program for playback.
3. Take all the required training modules necessary to become certified to use the equipment needed to create your program. [See section 5.]
4. Reserve the equipment and/or studio facilities needed. All equipment and facilities are on a first come, first served basis. [See ATTACHMENT A for portable equipment reservation form.]
5. If the portable studio is required please coordinate your needs with the Program Manager.
6. Record all the video needed and edit as required. The Program Manager can help you get additional crew members if required.
7. Submit your finished product to the Program Manager who will review your finished program prior to scheduling.

Some of these procedures may vary depending on your amount of experience and the type of program you are producing. The Program Manager will help you plan your needs.

## SECTION 5. TRAINING WORKSHOPS

Training workshops for television production are provided on as-needed basis and are available at no cost to all residents of Holliston. The training is broken down into modules. Module #1, *Introduction to Public Access Television* is a prerequisite to all other modules, which include studio and remote camera operation, editing, audio, lighting and directing to name a few.

### Advanced Workshops

From time-to-time, as demand dictates, advanced workshops, such as the following will be offered:

- Advanced Lighting Techniques
- Audio Engineering and Recording
- Scripting and Storyboarding for Television
- Using the portable studio for a mobile shoot

## SECTION 6. QUALIFICATIONS FOR PUBLIC ACCESS PROGRAMMING

Generally, all programs will be recorded unless it is important to achieve timeliness, in which case they may be cablecast live.

Prior to cablecast, all recordings will be evaluated as to technical quality. Shows produced by residents are not expected to meet regular broadcast standards; however, those shows that do not carry a technically acceptable signal over the cable system will not be cablecast. At the discretion of the Program Manager, on-the-spot coverage of bona-fide news events, and live spontaneous, unscripted, unrehearsed performances need not be reviewed.

The intended use of HCAI studios is for the production of non-commercial, non-profit programs of community interest. Subsequently, programs produced in the Public Access Facilities will not be distributed in any manner outside of Holliston systems except under the conditions described below:

1. The access facility may duplicate a public access user's recording or any portion thereof, for the purpose of helping promote the concept of public access. An access user who does not want his or her recording used in this fashion must state so in writing at the time the recording is submitted for cablecast.
2. The access facility may provide a copy for a regulatory body or court of appropriate jurisdiction and will notify the user of such action.
3. The public access user will retain all other rights to the content of their programs, shall assume all liability for program content and will indemnify and hold harmless the officers, partners, directors and principals of Holliston Cable Access, Inc. from all liability or other injury arising out of or due to program content and/or cablecast of the subject program.

The copyright for programs made and/or produced using HCAI equipment and/or facilities shall be jointly held by the individual producer and HCAI. No HCAI program may be sold and/or distributed by and means without the express, written consent of both parties. HCAI retains the master tape/recording of all programs made and/or produced using such HCAI equipment and/or facilities and retains the right to cablecast such programs on an unlimited basis. It is not HCAI's intent to unreasonably withhold permission to share programs with other PEG access or non-profit groups.

Holliston Cable Access, Inc. and the user will agree upon any other use of the user's public access program in writing.

A producer who intends to record a MIAA (Massachusetts Interscholastic Athletic Association) sanctioned sporting event must request the HCAI staff to submit media contract to the MIAA at least 36 hours in advance of the event. HCAI agrees to pay the media fee if approved. The producer must have a MIAA media agreement in his/her possession before recording the sporting event.

Programs may be accepted for air on a PEG channel even if produced outside of PEG facilities and with the use of non-PEG equipment as long as the program quality meets the standards set by the Program Manager and the program is produced by and for Holliston residents. A sponsoring Holliston resident, who is willing to take all responsibility for the program and sign the appropriate forms, must present programs submitted for scheduling consideration. All programs must meet community standards. Any transmission equipment used at remote locations as well must also meet the equipment standard. HCAI personnel may require access to such equipment for periodic inspection. It is also recommended that any anticipated equipment purchases be forwarded to the Program Manager to review for technical conflicts.

PEG facilities are for the production of PEG programming, not personal or business projects. Holliston High School students enrolled in the communications class may use PEG facilities, working in a classroom setting or on a class approved video project. The goal of such a project should be eventual airing on a PEG channel unless the project is clearly defined for training purposes.

## **SECTION 7. USE OF FACILITIES AND EQUIPMENT**

### **Eligibility to Use Access Equipment and Facilities**

Equipment and facilities are available to community members or organizations on a first-come, first serve, non-discriminatory basis, provided that they:

1. Have successfully completed the applicable HCAI workshop (OR)  
Can demonstrate proficiency in the basic operation of the requested video equipment. The Program Manager must certify that interested individuals are properly trained.
2. Complete and have approval on all forms required to request use of facilities or equipment. Forms will be required of all users to cover liability, authorization to air video, schedule studio, & editing time and any others required from time-to-time by the Holliston Cable Access, Inc., Board of Directors. For "regular" programs, forms may be completed once each broadcast season.
3. Obey all the rules and regulations adopted by HCAI regarding; equipment and facility use, program planning, program content and any other requirements as may be set forth by HCAI from time to time.

Any Holliston resident who meets the above requirements may request facility, or equipment use.

At the discretion of Holliston Cable Access, Inc., individuals or organizations from outside the community may use equipment or facilities as long as the Producer is a qualified Holliston resident and non-resident crew members have been trained or have demonstrated proficiency in the use of the equipment.

Common doors between the high school and the PEG facility will be locked and alarmed at 3pm weekdays and all weekend. HCAI will restrict access from the PEG facility to the high school after 3pm weekdays and all weekend. Access times may be changed by agreement between both the School Department and HCAI.

### **Technical Assistance**

Successful public access programming depends on participation by many active, trained volunteers who use video communication tools in order to independently reflect their ideas. Because of this and limited staff time, HCAI generally cannot provide videotaping services for community members or organizations except in special circumstances. Staff and the Board will assist community members in assembling production crews from among trained and qualified community volunteers. Community organizations planning to do programs on a regular basis are encouraged to form a television production committee, which HCAI will then train.

Technical assistance and advice for the production of community programming will be provided on a first come, first serve, non-discriminatory basis in accordance with the policies of HCAI.

Any volunteer or paid agent of HCAI may provide production assistance for PEG projects only.

### **Use of Equipment**

#### General Rules

1. Equipment is available on a first come, first serve, non-discriminatory basis.
2. Cancellations of reserved equipment should be made known to the Program Manager as soon as possible so that the equipment can be made available to other volunteers.
3. Users will identify themselves as public access producers, not as employees or staff of the cable provider or Holliston Cable Access, Inc..
4. Additional materials for productions, beyond those supplied by HCAI (i.e., sets, graphics, recording media, other materials, etc.), must be supplied by the user and must be removed after the production. In special cases, users may request funding from the Board of Directors for additional materials needed for television productions.
5. Tapes will be recycled at the discretion of HCAI unless the Producer makes a specific request to retain the tape(s). HCAI is not an insurer of any recording media left at the Public Access Facility.
6. Individuals using HCAI equipment, or studio and post-production facilities will not change wiring or components without staff permission or supervision. No attempt should be made to work on or repair equipment. Any damage caused in this manner will be charged to the user!
7. Individuals using HCAI equipment should report any defects or problems to the staff.
8. Food or drinks may only be consumed in the main hallway of the studio. Smoking is not permitted by law in any part of the facility or on the grounds surrounding the building.

### **Use of Portable Video Equipment**

1. Reservations for equipment use may be made at any time. {See ATTACHMENT A for portable equipment reservation form.}
2. Equipment reservations are typically for 1-2 days. Longer loan periods must be requested at the time the reservation is made and will be honored at the discretion of the Program Manager.
3. Equipment must be picked up and returned during regular studio hours of the Program Manager. Special arrangements can be made with the Program Manager as needed.
4. Persons holding equipment reservations must follow these checkout and check-in procedures:

#### Check-out:

1. Sign all required forms.
2. Assemble and test requested equipment. It is responsibility of the volunteer to make sure they have everything they need.
3. Users with equipment already checked out will not be allowed to check out additional equipment unless special arrangements are made with staff.

4. An adult who represents a signed release form stating that the adult accepts responsibility for the equipment and its use by the minor must accompany eligible users under the age of 18 who wish to borrow portable equipment.

Check-in:

1. Equipment must be returned on time.
2. Any problems with equipment or damage should be noted on the equipment checklist and brought to the attention of the staff.
3. Users are responsible for loss or damage due to negligence or abuse while the equipment is checked out to them.

### **Use of the Studio**

1. In order to schedule the studio and control room, a community user (and all crew members) must be certified for studio production.
2. Indicate the dates and times you wish to use the control room on the control room calendar. Please indicate your name and hours needed.
3. All required planning and facility request forms must be filled out by the user and approved by the Program Manager before the studio will be scheduled.
4. Users must show up on time for scheduled studio productions and must have the studio and control room equipment and sets put away before the end of the scheduled time period. It's generally good practice to allow at least one hour before and after the time needed to record the actual production for set-up and clean-up of the studio. Also, remember to allow time either before or during the scheduled studio time to brief the crew and talent on the planned production.
5. Users under the age of 18 who wish to schedule the studio or participate in a studio production must have written permission from their parent or guardian [ATTACHMENT D]

### **Use of Editing and Post-Production Facilities**

1. In order to schedule and use the editing or post-production facilities, a community user must be properly certified for each use.
2. Requests for use of the HCAI post-production or editing equipment shall be posted on the appropriate facility calendar. Please indicate your name and the hours needed.
3. Users under the age of 18 who wish to schedule the editing and post-production facilities must have written permission from their parent or guardian. A parent or guardian, or any adult certified for use of the studio equipment must be on-site during the scheduled time. [ATTACHMENT D].

### **Use of the Portable Studio**

1. In order to request scheduling of the portable studio, community users must be certified for such use.
2. Due to the amount of equipment required and special transportation needs, please make arrangements for use of the portable studio as soon as possible. Last minute requests cannot be satisfied.
3. All required planning and equipment forms must be filled out by the user and approved by staff before the portable studio will be scheduled.
4. A user requesting use of the portable studio must also provide to staff proof that the following arrangements have been made:

- a. Safe, environmentally protected work areas have been secured for the crew and equipment.
  - b. Written permission for use of the production location, where needed.
  - c. Any necessary labor approvals have been obtained.
  - d. That the Program Manager or official designee be available to deliver the portable studio equipment.
5. When scheduling a time period for the portable studio, users should allow ample time for the following:
- a. Checking over and loading up the needed equipment.
  - b. Travel time to and from the production site.
  - c. Set-up time
  - d. A crew briefing period
  - e. The length of the actual event being recorded.
  - f. Taking apart equipment and reloading the equipment at the end of the taping.
  - g. Check-in of the equipment back at the studio.
6. In order to schedule the portable studio or participate in a portable studio production, users under the age of 18 must have written permission from their parent or guardian. [ATTACHMENT D].

## **SECTION 8. RESPONSIBILITIES OF THE ACCESS USER**

After completing the training workshops, the certified user is responsible for the following:

1. Submitting for approval the "HCAI Program Proposal Form."
2. Requesting the necessary studio production facilities and equipment to produce an approved program.
3. Organizing a qualified, certified crew.
4. Providing talent for productions, and obtaining a signed "Appearance Release" [Attachment C] for all persons appearing on camera.
5. Identifying him or herself to persons being recorded, particularly when that person may not be aware of being recorded. The user must not present himself or herself as an employee or representative of HCAI.
6. Setting and striking the sets.
7. Notifying the Program Manager for cancellation of studio, production facilities and equipment as soon as possible.
8. Assuming responsibility for the use of the studio, production facilities and equipment other than normal wear and tear.
9. Obtaining all requisite copyright licenses and agreeing to hold HCAI and the cable provider harmless from any copyright infringement. HCAI maintains a sizeable library of royalty free music to use in video productions.
10. Replacing any tapes kept or lost with an equivalent amount of new tapes of similar quality.

## **SECTION 9 PROGRAM CONTENT**

### **Policy Statement on Free Speech**

Public Access is a medium for community expression, provided by the cable operator and managed by Holliston Cable Access, Inc. It is hoped that Holliston residents will perceive this as a means to produce a wide variety of programs about their experiences, concerns and interests. We, therefore, uphold every individuals and organizations right to free speech.

### **Program Content**

HCAI has designed its policies and facilities to encourage quality and creative programming. The channel time and the User's Statement of Compliance require the access user to accept responsibility for the program content requirements. Although HCAI upholds the right to free speech, certain legal and community considerations have been incorporated into the policies regarding program content. Therefore the following materials may not be shown on HCAI channels:

1. Obscene, indecent or profane materials. If questions arise relative to community standards, the Board of Directors of HCAI may be consulted.
2. Advertising material designed to promote the sale of commercial products, businesses, services or individuals. This includes advertisement by or on behalf of officially announced candidates for public office or paid political programming.
3. The direct solicitation of funds, without first receiving permission of the Board of Directors of Holliston Cable Access, Inc.
4. 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.
5. Materials which require appropriate rights from broadcast stations networks music licensing organizations, performers, representatives, copyright holders and any other persons as may be necessary for cablecast unless the community user presents written authorization for use of such materials.

### **Political Cablecasting**

HCAI users shall comply, where applicable, with the requirements of the FCC's rules and regulations relating to the equal time requirements for candidates for political office the fairness doctrine, the personal attack rule and requirements concerning political editorials. If any of these requirements apply to programming to be presented on HCAI the user shall take all steps necessary to comply. The Board of Directors shall have final discretion to determine whether the proposed community programming is of such length or nature that it satisfies the FCC rules. If not then the Board may require modification of the program or prohibit its cablecast.

No advertising will be accepted on behalf of candidates for public office or political parties. This includes advertising promoting and/or opposing ballot issues by supporting groups or lobbying organizations.

Programs discussing political issues and/or candidates who directly represent the Town of Holliston may appear on HCAI

Cablecasts of material concerning political candidates or issue's resulting from coverage of bona fide news event are exempt from the Equal Time provisions.

Staff may review all pre-recorded shows of political programming to assure compliance with applicable rules and regulations

### **Indemnification**

Any user of community access channels, equipment of facilities shall indemnify and hold harmless Holliston Cable Access, Inc., the cable provider, and the Town of Holliston against any and all liability arising out of breach of the Statement of Compliance. This indemnification shall not be an admittance of liability nor shall it be for the benefit of third parties.

### **Violation of Program Content Rules**

Violation of these rules may subject the user or organization represented by the user to immediate forfeiture of the privilege of using community channels, equipment and facilities.

## **SECTION 10 HCAI PROGRAM RIGHTS**

As HCAI has provided materials, facilities and staff time in the production of programs, HCAI has the following rights:

1. To retain the edited master of the program for its show library.
2. To make duplications of the program for HCAI use and/or additional distribution.
3. To cablecast the program as often as is deemed appropriate.
4. To exercise the option of erasing an obsolete or unusable program after it has been cablecast with permission of the Producer of the program.
5. Copies of HCAI programs are available for personal use for a modest fee. However, HCAI recommends that copies of programs be made off-air when the show is broadcast before requesting copies from the studio. Any requests for copies of programs will be scheduled in the order that they are received. We cannot guarantee time of availability.

## **SECTION 11 CABLECASTING PROCEDURE, CHANNEL TIME REQUESTS**

### **Submitted program criteria.**

The finished video project must meet the following criteria:

1. Recording and case must be clearly marked with the program name, date recorded and length of program.
2. Video format must be one of the following:
  - a. DVD-R
  - b. SVHS
  - c. ¾" Umatic
  - d. VHS (SP speed only)
3. The video must have at least 15 seconds of black at the beginning and end.
4. The video must contain an introduction graphic or video opening describing the contents of the video and closing graphics listing the producer's name, crew members and the following paragraph: "*This program*

*was produced in association with Holliston Cable Access Television. All rights reserved. Any rebroadcast or retransmission through any medium without written consent is prohibited'.*

5. Recording must be submitted at least 48 hours before preferred air date and time unless prearranged with the Program Manager. Shows submitted on Friday will not be aired until at least Monday.
6. Tape may be archived on DVD and the tape recycled unless producer specifies otherwise.

### **Scheduling Procedure**

Program scheduling will be at the discretion of the Program Manager, including air time(s) and channel(s), taking into account the recommendation of the program producer. All requests for channel time shall be processed on a fair and equitable basis. An access user may specify alternative dates and time in the initial request. HCAI reserves the right to air any approved program on any of the PEG channels, regardless of the suggested channel designation.

If scheduling allows, a recorded program may be repeated any weekly period. HCAI will make all attempts to schedule the first repeat of the program during the time period requested by the producer, however, first-time cablecasts of other programs will have priority.

Recognizing the fact that the School Department and Town Hall have the ability to air programs from remote access points, the school department and town hall will be required to submit a Video Broadcast Request form prior to the broadcast. If a program is to be repeated on a regular basis, only one form per year is required. The only exclusion to this advance notice policy would be for emergency broadcasts.

Regularly scheduled "series" time slots will be allocated at the discretion of staff or the Board, provided that ample time remains available for other community programming requests.

### **Content of Video Programming**

All recordings submitted to HCAI for cablecast may be evaluated for content. The evaluation is based upon, but not limited to:

1. FCC rules and regulations.
2. Rules and regulations regarding program content adopted by Holliston Cable Access, Inc. (See Section 9)
3. The competence demonstrated in the presentation of the content of the program (i.e. in most cases, except maybe comedy or stylized art, the program should make sense.).

### **Externally Produced Programs**

Definition: Externally produced material is programming not produced using the equipment or facilities of HCAI.

### **Policy**

Holliston Cable Access, Inc., gives priority and preference to material produced and presented by Holliston residents. From time to time, the Board of Directors of Holliston Cable Access, Inc., may consider airing externally produced material determined to be of interest to the residents of the Town of Holliston and presented for airing by a Holliston resident. In addition to the procedure followed by all residents submitting programs for airing, externally produced programs will be subject to the following:

- Program should be submitted to the Program Manager
- Program Manager will review the program for technical quality and if found air-worthy, will present the program to the Board of Directors for review.
- Two or more Board Members will view the program and advise the Board as to whether it is "of interest to the residents of the Town of Holliston."
- If accepted for airing by the Board, the program will be scheduled at HCAI's discretion.
- The aired program will identify the sponsor by name and address.

- Time-sensitive programs should be submitted with enough lead-time to account for the above process.

HCAI requires all Holliston residents submitting programs to sign a waiver indemnifying Holliston Cable Access, Inc., the cable provider and the Town of Holliston from liability for possible copyright infringement. In addition, copies of permission for use of copyrighted material must be submitted with the finished program.

HCAI does not routinely record live town governmental meetings that are broadcast live. If the specific governing body makes a record/playback request, HCAI will record said live broadcast and schedule for playback no more than twice, if facilities and personnel are available.

A qualified Holliston resident may wish to record a governmental meeting and request playback scheduling, using the guidelines previously described. Such meetings, when recorded and played back will be aired in their entirety, without any editing of the content. For playback, a recorded meeting may only have an introduction and closing credits added and long adjournments may be removed. After the final airing, the recording will be destroyed or presented to the requesting governing body or sponsoring individual.

## **SECTION 12 COMMUNITY BULLETIN BOARD ANNOUNCEMENTS**

HCAI provides for telecast of community announcements through the use of The Electronic Community Bulletin Board.

Most bulletin board announcements will be accepted as long as they are for non-commercial, Holliston Community announcements.

To post an announcement on the Bulletin Board, send an email of your notice to [office@hcatv.org](mailto:office@hcatv.org), or mail your notice to Holliston Cable Access, Inc., P.O. Box 6623, Holliston, MA 01746. Please specify the date range you would like your notice to be posted. HCAI reserves the right to edit the content of the notice and adjust the display date range as needed.

## **SECTION 13 GRIEVANCES**

If access to the PEG facility or equipment is denied to any resident or student, that individual may appeal the decision to the HCAI Board of Directors

Any grievances regarding the assignment of workshop space, channel time allocation, equipment, studio and facility use or any other matter regarding HCAI should first be discussed with the Program Manager. If that does not provide an adequate solution, a grievance may be filed in writing with the Board of Directors of HCAI, P.O. Box 6623, Holliston, MA 01746. The Board may invite the person filing the grievance to appear at the next available meeting of the Board to discuss the matter. All decisions of the Board of Directors regarding these matters are final.

## **SECTION 14 PUBLIC RECORDS**

Use of cablecasting equipment and/or channel time will not be made available to any person or group who refuses to have his/her or its identity and address maintained in our file.

ATTACHMENT A

**HCAI PORTABLE EQUIPMENT REQUEST**

**NAME:** \_\_\_\_\_ **DATE NEEDED:** \_\_\_\_\_

**PROGRAM:** \_\_\_\_\_ **DATE BACK**  
**TIME BACK:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Camera and Accessories:**

- Camera  JVC DV550U  Canon GL-2 kit #\_\_\_\_\_  JVC HD110 #\_\_\_\_\_
- Tripod  Miller  GL-2  Bogen w/dolly
- Power  120 volt supply  Battery\_\_\_\_\_ Qty \_\_\_\_\_  Battery Belt with light Extra Bat Y N
- Control Arms
- Viewfinder  4"  5"  Color LCD
- Focus Module (JVC GYX2 & DV550)
- Rain Cover
- JVC DR-HD100 hard drive Unit #\_\_\_\_\_

**Audio:**

- Microphone(s)  SM58 \_\_\_\_\_  EV 635A \_\_\_\_\_  Lapel \_\_\_\_\_  Cardiod \_\_\_\_\_
- Shotgun  windscreen  Wireless \_\_\_\_\_
- CABLES  microphone XLR-XLR \_\_\_\_\_  XLR-F-TRS \_\_\_\_\_  XLR-M-TRS \_\_\_\_\_
- Fishpole
- Audio mixer  Shure M267  Mackie 1604  Portable 9v mixer
- Headphones
- Mic Splitter
- Mic Stand  Tall Stand  Table stand

**Miscellaneous:**

- Cables:  BNC \_\_\_\_\_  RF \_\_\_\_\_
- Portable color monitor
- Tape  VHS  SVHS  Mini DV
- Lowell Light kit  Tuff Spun
- Announcer intercom kit
- Audio/Video DA kit
- Power Extension Cord
- RF modulator
- Adapters Type(s) \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form I understand that I am responsible for loss or damage due to negligence or abuse while the equipment is checked out to me.

**TO BE FILLED IN BY HCAI STAFF**

V 1.9

Checked Out By: \_\_\_\_\_ Checked In By: \_\_\_\_\_

Check Out Date: \_\_\_\_\_ Check In Date: \_\_\_\_\_

\_\_\_\_\_

ATTACHMENT B

**PROGRAM PROPOSAL**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ORGANIZATION (IF ANY) \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

The information requested in this proposal will enable the Access Programming staff to determine your production needs and assist you in planning your production. Please type or print your answers on the spaces provided below and submit the completed proposal to the HCAT Program Manager.

TITLE OF PROGRAM \_\_\_\_\_

ESTIMATED LENGTH OF PROGRAM \_\_\_\_\_

FORMAT (check any that apply)

- |   |  |                                    |
|---|--|------------------------------------|
| <input type="checkbox"/> Documentary                  | <input type="checkbox"/> Instructional | <input type="checkbox"/> Interview |
| <input type="checkbox"/> Talk Show                    | <input type="checkbox"/> Music         | <input type="checkbox"/> Debate    |
| <input type="checkbox"/> Newscast                     | <input type="checkbox"/> Live          | <input type="checkbox"/> Teleplay  |
| <input type="checkbox"/> Other (please specify) _____ |  |                                    |

PROGRAM CATEGORY: (check one or more)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Minority Issues     | <input type="checkbox"/> Handicapped           | <input type="checkbox"/> Sports          |
| <input type="checkbox"/> Religious           | <input type="checkbox"/> Educational           | <input type="checkbox"/> Arts            |
| <input type="checkbox"/> Professional advice | <input type="checkbox"/> Family                | <input type="checkbox"/> Gender Issues   |
| <input type="checkbox"/> Employment          | <input type="checkbox"/> Children              | <input type="checkbox"/> Music           |
| <input type="checkbox"/> News                | <input type="checkbox"/> Youth/Teens           | <input type="checkbox"/> Municipal/Govt. |
| <input type="checkbox"/> Comedy              | <input type="checkbox"/> Seniors               | <input type="checkbox"/> Bilingual       |
| <input type="checkbox"/> Holliston Issues    | <input type="checkbox"/> Other (specify) _____ |  |

DESCRIBE THE PROGRAM FORMAT IN MORE DETAIL:

DESCRIBE THE PROGRAM CONTENT:

**PROGRAM PROPOSAL (cont)**

DESCRIBE BENEFITS TO THE COMMUNITY:

DO YOU NEED ANY SPECIAL EQUIPMENT OR FACILITIES:

LIST DATES, TIMES AND PLACES OF EVENTS TO BE RECORDED:

DESCRIBE ANY SPECIAL CREW NEEDS:

HOW LONG WILL IT TAKE TO COMPLETE THIS PROGRAM:

DESCRIBE THE AUDIENCE YOU WOULD LIKE TO REACH:

PLEASE LIST ANY PATRONS OR UNDERWRITERS YOU WILL CREDIT:

DESCRIBE ANY SPECIAL PERMITS, COPYRIGHT WAIVERS OR RELEASES YOU MIGHT NEED TO OBTAIN FROM PUBLIC OR PRIVATE SOURCES IN ORDER TO TAKE AND/OR CABLECAST THIS PROGRAM:

WILL YOU BE APPLYING FOR ANY SPECIAL FUNDING FROM HCAT?

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The undersigned agrees to abide by all operating guidelines of Holliston Cable Access, Inc. and the cable provider(s), including, but not limited to facility use and program content.

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PROGRAM MANAGER: \_\_\_\_\_ DATE \_\_\_\_\_

ATTACHMENT D

HOLLISTON CABLE ACCESS, INC.

PARENTAL PERMISSION FORM

I hereby give my permission for \_\_\_\_\_, to use the equipment and facilities of HCAT. My child may participate in community television productions, which take place at the studio\_\_\_\_ and field productions\_\_\_\_ using the portable equipment. (Please initial those locations where the minor is allowed to participate.)

In cases where my child wishes to request facility or equipment use, I will sign all relevant forms accepting responsibility for the equipment and facilities.

I indemnify and hold harmless HCAT and Holliston Cable Access, Inc. from any liability while my child is using the equipment or facilities at any time.

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

(Parent or Guardian)

NAME OF MINOR (PRINT):\_\_\_\_\_ AGE:\_\_\_\_\_

ADDRESS:\_\_\_\_\_

PHONE: \_\_\_\_\_

IN CASE OF EMERGENCY, PLEASE NOTIFY:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If there are any special needs or handicaps that your child has and are relevant to facility or equipment use, and that we may be helpful with, please specify. Also, please specify any time restrictions that we should be aware of regarding use of the HCAT facilities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Holliston Cable Access, Inc.

P.O. Box 6623, Holliston, MA 01746

## Video Broadcast Request

1. I have read and am familiar with and agree to abide by the policies of Holliston Cable Access, Inc.
2. I am a Holliston resident.
3. I understand that the material I submit will be used for programming on Holliston Cable Access, Inc.'s access channels. While I may recommend the specific channel on which the program will be broadcast, Holliston Cable Access, Inc. maintains the right to assign the playback channel based on scheduling and timing considerations.
4. To the best of my knowledge, the material provided adheres to the following:
  - a. Does not contain any commercial advertising or programming.
  - b. Meets minimum requirements and technical standards for cablecast.
  - c. All clearances, releases and other assurances have been obtained.
  - d. Meets all FCC rules and regulations.
  - e. Does not contain any obscene, indecent or profane materials.
  - f. Does not contain any 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.
  - g. Does not contain any direct solicitation of funds without first receiving permission from the Board of Directors of Holliston Cable Access, Inc.
5. I understand that I am fully responsible for all programming material submitted.
6. I understand that I am responsible for the production and presentations of my program(s). I agree to hold harmless Holliston Cable Access, Inc., and Comcast, 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 material produced, cablecast or disseminated by me infringes the rights of any person or organization. Further I agree to release Holliston Cable Access, Inc. and its agents from responsibility if this program(s) is damaged, lost, or stolen while in their custody.
7. If taping a local government meeting, the program content has not been altered in any way and contains the entire meeting except for any recess or other non-meeting related activities.
8. I understand that if the program was produced without using HCAT facilities, my name will appear at the beginning and end of the broadcast as the sponsor of the program.

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

ADDRESS \_\_\_\_\_

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

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

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

Broadcast dates \_\_\_\_\_  One Time  Daily  Weekly  Monthly  Annual

If submitter is a minor: Name and signature of adult assuming responsibility.

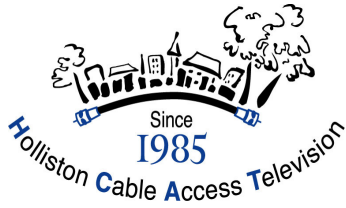
NAME \_\_\_\_\_

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

**Board of Directors Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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**Holliston Cable Access, Inc.**  
**P.O. Box 6623, Holliston, MA 01746**  
**Access User Agreement**

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

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

By signing this agreement I agree that I have read and am thoroughly familiar with the Holliston Cable Access, Inc. Policies and Procedures, version \_\_\_\_\_ and I further agree to abide by the HCAT Policies and Procedures.

Access User Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or guardian for users under 18

**OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

ID Number: \_\_\_\_\_