GREENBURGH ACCESS TELEVISION
EQUIPMENT REQUISITION

Producer ____________________________________________________________
Program title _________________________________________________________
Project description ___________________________________________________
Program length __________________________
(Camera model and tag) ____and ____ batteries (4 max)

Tripod ______
Audio Mixer ______
Dynamic Microphone ______
Headsets ______
Miscellaneous cables and connectors (description)
_____________________________________________________________________
_____________________________________________________________________
Lighting kit (detailed description)
_____________________________________________________________________

Extension cord ______
Power surge ______
Equipment reservation period: From (date) ____ ____ ____Time______,
to (date) ____ ____ ____Time_______

USAGE AGREEMENT

The producer has inspected the equipment and has found it to be in proper working order. It is understood that equipment is used for the production of a PEG show to be cablecast by GATV first, and cannot be used in violation of any law including the U.S. Copyright Laws. In return for the use of this equipment free of charge, the producer agrees to completely reimburse GATV for the cost of any repairs (including charges for parts) which are necessitated by any damage to the above equipment occurring during the time it is in the producer’s possession. Additionally, if any equipment used by the producer is lost, stolen, or damaged beyond repair due to any negligence or willful damage, the producer hereby agrees to reimburse GATV for the full cost of replacing the equipment. It is also understood that the equipment cannot be used in any way for personal profit or remuneration. (PROFIT FROM COPIES OF PROGRAMS IS PROHIBITED.) The producer has read and will comply with the “GATV Policies and Procedures.”

Producer’s signature ___________________________ Print Name _______________________
Co-signer’s signature (if minor) ________________________________
Staff signature at pick-up time _____________________________
Staff signature at returning time _____________________________
Comments: ____________________________________________________
_____________________________________________________________________
_____________________________________________________________________

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COMMUNITY BULLETIN BOARD - MESSAGE REQUEST

Please print or type your message, using the lines below.

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

Name of Individual Submitting Request (please print):

Name of Organization (if any):

Note: This form should be submitted at least 2 weeks in advance of any scheduled events/activities to ensure adequate publicity.
GATV LIABILITY AGREEMENT & INDEMNIFICATION

Adopted April 22, 2003

Note: Applicant will be required to sign this agreement and indemnification form prior to (1) acting as a GATV producer, (2) using GATV equipment and/or facilities, or (3) submitting programming for cablecasting on any GATV channel.

Applicant hereby assumes sole responsibility and liability while using GATV facilities and equipment, and as a producer and/or submitter of programming for cablecasting on a GATV channel.

Without limiting the generality of the foregoing:

A. Applicant hereby agrees to indemnify and hold harmless from any liability, loss or damage, including reasonable attorney's fees and court costs, caused by or arising out of the Applicant's use of GATV facilities and/or equipment, the following: Cablevision; the board, staff and volunteers of GATV; and the boards, public officials, staff and volunteers of the Town of Greenburgh, all hereafter called "indemnified persons."

B. Applicant hereby agrees to indemnify and hold harmless GATV and all indemnified persons from any claim that any material transmitted and/or disseminated by Applicant violates or infringes upon the rights, trade names, trademarks, copyrights, patents, literary or dramatic rights or right of privacy, of any other owner, licensor, corporation, partnership, or entity, or that said material constitutes libel or slander, or violates FCC regulations.

C. Applicant hereby agrees to defend all actions to which any indemnity herein applies and to conduct the defense thereof at his/her own expense and by his/her own counsel. Applicant agrees to cause his/her counsel to cooperate with GATV in any lawsuit brought against GATV related to the Applicant's use of GATV facilities and/or equipment.

D. Applicant hereby releases GATV and indemennified persons from any legal action which the Applicant ever had, has and may have related to any mistakes, omissions, or interruptions in the Applicant's cablecast. If Applicant represents a group or organization, such indemnification shall apply to the group or organization.

E. Applicant hereby releases GATV and all indemnified persons from any liability relative to property damage or injury while the applicant/producer or any person connected with his/her production are using property owned or leased by the Town of Greenburgh for GATV-related activities.

F. Applicant hereby accepts full responsibility for the program content and production process of all programs submitted to GATV. Applicant hereby agrees to indemnify and hold harmless GATV and all indemnified persons from and against all losses, damages, injuries, claims, demands and expenses, including reasonable legal expenses, arising out of the use or operation of any of the equipment, regardless of where, how, and by whom it is operated or as a result of the producing or cablecasting any cable access program for or by the Applicant.

G. Applicant hereby acknowledges being thoroughly familiar with and agrees to follow the operating rules of GATV. Applicant hereby acknowledges being thoroughly familiar with the content of all programs he/she submits to GATV, and hereby certifies that no advertising or commercial material, libelous or slanderous material, obscene material, or lottery or lottery information will be videotaped or submitted for cablecasting on a GATV channel.

H. Applicant hereby agrees to return all equipment to GATV facilities at the times and dates agreed to, and to take proper care of all equipment. Applicant assumes full responsibility for all damage that occurs to the equipment or any loss of the equipment. Applicant agrees to pay on demand to GATV the cost of any repair or replacement of equipment. Applicant understands it will be his/her responsibility to pay for all damage caused to the equipment while it has been checked out by him/her. Applicant understands that failure to return equipment on time, or returning it in poor condition, or any violation of the GATV rules and procedures may prohibit his/her use of the equipment in the future. Applicant understands that GATV equipment may not be used for any commercial purposes.

I. If GATV equipment or facilities are used for the production of a program, Applicant hereby agrees to provide a copy of the program to GATV for cablecasting and to do so before submitting the program for cablecasting elsewhere.

For value received, applicant agrees to comply with the aforementioned agreements and provisions:

Authorizing Signature (Applicant) ___________________________ Date __________

Co-signer Signature (if Applicant is a minor) ___________________________ Date __________

GATV Staff Signature ___________________________ Date __________
GATV MEMBER INFORMATION SHEET

Name ____________________________________________

Address ____________________________________________

City _______________ State _______ Zip _______

Home Phone ________________________________

Work Phone ________________________________

Organization ______________________ (if any)

Would you be willing to have your name and phone number released upon request: Yes_______ No_______

Would you be interested in assisting as crew on other productions: Yes_______ No_______ If so, what types of productions would you be interested in assisting with: (check all that apply)

Studio Productions_______ Mobile Productions_______ Sports_______

Community functions/events_______ School functions/programs_______ The Arts_______

Town / Advisory Board Meetings_______ Board of Education Meetings__________

Other (specify) __________________________________________________________

My primary interests/hobbies are? ____________________________________________

I am available for productions? Daytime_______ Evenings_______ Weekends_______

Other GATV activities you would like to participate in: Public Relations _______

Administrative/Clerical _______ Volunteer training/coordination _______

Fundraising _______ Playback/Programming _______ 

GATV Use Only. Please do not write below this line.

Training/Workshop Sessions

Orientation (Date) ___________________________ Staff Initial __________

Studio Production (Date) ___________________________ Staff Initial __________

Remote Production (Date) ___________________________ Staff Initial __________

Editing (Date) ___________________________ Staff Initial __________
GATV REQUEST FOR PLAYBACK
For members only
PLEASE FILL OUT FOR AIR TIME

Name of Member/Sponsor: ____________________________
Name of Producer/Director: ____________________________

Member/Sponsor’s Phone number (required) ____________
Date program was completed ________________________

Expected/requested air date ____________________________
_Discontinue date ________________________________
(Program schedules are completed 1-2 weeks in advance)
(If not specified, program will run for 4 weeks)

Program is part of a regular series (Yes/No) ________

If YES, name the series and the assigned time slot (DAY and TIME): ____________________________

If NO, name of Program: ____________________________
Guest Names: _________________________________

Program has 30 seconds of black at the beginning of the tape and runs exactly for (total running time): ____________

Program Classification: (Please check one of the following)

Public Access ____________
(programs that are not affiliated with The Town of Greenburgh or the School Districts serving The Town of Greenburgh)

Educational Access ____________
(programs relating to School District events and activities, e.g. school plays, sporting events, Board of Education and PTA meetings)

Governmental Access ____________
(programs relating to the Town of Greenburgh events and activities, e.g. Town Board meetings, town sponsored events, local elections, town dept. activities)

Program Category: (Please check one of the following)

Political/Govt. ____________
Educational ____________
Community ____________
Informational ____________
Public Affairs ____________
Entertainment ____________
Sports/Recreation ____________

Type of production: Studio ____________ Mobile ____________

Does the program contain any nudity, profanity, or other material that might be considered indecent, offensive, or unsuitable for children? YES: ____________ NO: ____________

If yes, please specify (program will be scheduled for the last available slot of the day intended to air): ____________

By signing below, the member/sponsor certifies that the above named program complies with all applicable laws and GATV policies and procedures, including identification within the program of the producer. The producer also certifies that he/she is solely responsible for the content of the above named program, and has secured all permission for use of material protected by copyright. The member/sponsor also understands that GATV will try to meet all reasonable requests for particular time slots, but that ultimately the sole responsibility for the scheduling of this program belongs to GATV.

Print Name ____________________________ Co-signer ____________________________ Date ____________
Signature ____________________________

Brief description of program (Please print) ____________________________
Greenburgh Access Television
STANDARD ARTIST/TALENT RELEASE

I understand that I will be videotaped for the purpose of appearing in a GATV television program to be used solely for non-commercial purposes. I hereby assign and authorize the producer listed below all rights in and to such videotape. I also authorize said producer, without limitation, the right to reproduce, copy, exhibit, publish or distribute any such videotape, and expressly waive any rights or claims I may have against the producer listed below, GATV and/or any of its Affiliates, Subsidiaries or Assignees except as outlined in this contract.

Signature of Talent/Artist  Print Name
Date

Signature of Parent/Legal Guardian  Print Name
(If talent/artist is under the age of 18)
Date

Signature of Producer (GATV)  Print Name
Date
# Greenburgh Access Television

## GATV Studio Requests

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<th>Name of the member /sponsor</th>
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Production date ___/____/_____

Reservation was made in advance ___for 10-12 12-2 2-4 4-6 6-8 8-10___

Title of the program

Length of program:______________________

Project Description

Crew: __________________________________________________________________
_______________________________________________________________________

Guests expected: __________________________________________________________________
_______________________________________________________________________

Number of programs taped in this session__________

Projected date for cablecast _____/____/_____

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### 2.

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