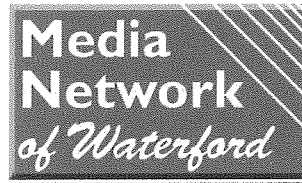
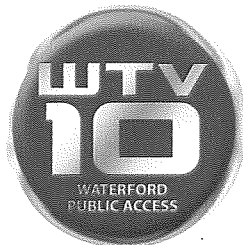


**Media Network of Waterford**  
**Public Access**  
**Rules and Procedures**



**Media Network of Waterford Mission Statement**

By providing access to media and through the free exchange of ideas and information, the Media Network of Waterford will support, manage and produce non-commercial community based media programs in order to entertain, enrich, enlighten and educate our community.



Revised 1/1/93 l.n.  
Revised 9/4/97 j.b.  
Revised 1/9/99 j.b.  
Revised 5/6/99 j.b.  
Revised 5/12/99 l.g.  
Revised 6/1/03 j.b.  
Revised 12/1/05 j.b.  
Revised 1/1/06 j.k.

## **I. What is Public Access?**

The Media Network of Waterford, as agreed to by Waterford Township provides use of television equipment, facilities and channels for airing programs free of charge to residents of the Township. The Public Access channel is available to any Waterford resident on a first come first serve basis, to communicate whatever may be desired. The Access producer is solely responsible for and liable for the content of the program. By the FCC rules governing Public Access, advertising, soliciting, and obscenity are not allowed on the Public Access channels. FCC rules are available for review at the Media Network of Waterford office, and the Media Network of Waterford has established Public Access rules and procedures. The rules and procedures ensure proper use of production equipment and facilities and protect the Media Network of Waterford and the Township of Waterford against misuse by unqualified persons.

## **II. What Does the Media Network of Waterford Provide?**

The Media Network of Waterford oversees the technical operation of the applicable Access channels per assignment by Comcast Cable:

**The Media Network of Waterford offers free workshops that cover the basics of television production: camera operation, audio, graphics, lighting, sets and props, script writing, interviewing tips, producing, directing, technical directing, and editing.**

**The Media Network of Waterford provides a television studio, control room, and edit suite, as well as portable systems for location shooting. The Media Network of Waterford also provides an automated playback system for airing Public Access programs on Community Access channels.**

## **III. Who is Eligible to Use Public Access Channels?**

- A. Access videotape equipment is available to persons or organizations that reside in the Township of Waterford who wish to produce a program for local programming.
- B. In order to use the programming facilities, residents of the Township of Waterford must attend workshops and become certified in the use of equipment. Several different workshops are offered regularly free of charge by the Media Network of Waterford.
- C. All access applicants will be required to sign a statement of compliance form provided by staff. These forms will be kept on file in the Media Network office (see page 15.).
- D. All persons or groups who request access time, and/or appear on cable, must supply their full name, home address, a copy of their driver's license, and phone number. This information will be kept in Media Network files for at least two years.
- E. Any minor using the access facilities and/or equipment must be accompanied by an adult to assume legal responsibility for the minor's actions.

**IV. Production Workshops and Certification:**

- A. Several different workshops will be scheduled and conducted by the Media Network staff. Candidates will be accepted on a first come first served basis. Information about workshops is posted in the Media Network office.
- B. Certification in each workshop area is required to participate in acceptable production activities. After 6 months of inactivity, re-certification may be necessary.

**V. What Training Does the Media Network of Waterford Offer?**

- A. The Media Network of Waterford offers several workshops to teach the Waterford Community the essentials of television production.

**1. Studio/Field Camera Workshop & Orientation:**

This is the first workshop and is intended to familiarize those with the rules of public access and the basics of studio and field camera operation. Tripod use, camera movements, placement of the camera, and the responsibilities of the camera operators will be the topics of discussion in this 3 hour in-studio, and 3 hour hands on workshop. This workshop is followed by placement with shows already in production, to train the volunteer further in hands on camera operation. *Certification of this course is necessary for volunteers to begin studio productions*

**2. Master Control Workshop:**

This workshop will familiarize the volunteer with the use of all aspects of the studio. Pre-Production, production crew, directing, audio, lighting, set design, graphics, and care of the studio will be the topics of discussion, in this 3 hour hands on course.

*Certification of this course is necessary for volunteers to begin studio productions.*

**3. Editing Workshop:**

The editing (linear) workshop introduces the concept of editing. Introduction on the steps of assemble editing, video insert editing, time code, pre-editing in camera, graphics, and logging footage. This is a hands on 3 hour workshop, followed by continual support with projects until the concept of editing is understood.

**4. Avid Express Editing Workshop: (by appointment only)**

The Avid Workshop is an advanced editing (non-linear) workshop that consists of a general tools overview. Time lines, video bins, digitizing, graphics, and special effects will be discussed in this 3 hour workshop. Followed by continual support when needed. *By appointment only.*

**5. Vegas Video 4.0 Editing Workshop: (by appointment only)**

The Vegas Video Workshop is an advanced editing (non-linear) workshop that consists of a general tools overview. Time lines, video bins, digitizing, graphics, and special effects will be discussed in this 3 hour workshop. Followed by continual support when needed. *By appointment only.*

- B. The Media Network of Waterford realizes that learning all aspects of television production is not typically an easy thing to do in a small amount of time and Media Network staff are always available for assistance of any kind. Staff is instructed to work with those involved in Public Access until self-sufficiency is attained, and staff members are always available for any advice or creative ideas.
- C. On occasion, Media Network will conduct special classes such as Learning the Basics of the Production Truck, Studio Lighting, and advanced Production Workshops.

**VI. What are the Rules Regarding Equipment Use?**

**A. Equipment Use:**

- 1. All equipment use must be for recording or preparing a program for cablecast on the Public Access Channels. Media Network staff reserves the right to visit the location to ensure that all the proper procedures are being followed.
- 2. Private or commercial use of equipment is strictly prohibited.
- 3. If a production is not completed within 3 months of using equipment, Media Network will place a hold on any future equipment usage.
- 4. Use of equipment by access producers to make copies is prohibited except in the following cases:
  - A. Copying by staff is permitted with Media Network equipment and will be charged according to Media Network rates. Volunteers are asked to contact staff to request a copying time for dubbing. Staff is in charge of setting up dubs and will work with volunteers to complete the dub.

<u>Volunteer Fee(s):</u>	<u>Public Fee(s):</u> <i>(DVD &amp; VHS Dubs will remain the same)</i>	<u>Media Network Fee(s):</u>
½ Hr.- \$10.00 (Media Provided) to charge Provided)	\$15.00 (Media Provided) \$5.00 (Own Media Provided)	We reserve the right \$10.00 (Own a specific rate per production chosen at that time.
1 Hr.- \$15.00 (Media Provided) \$10.00 (Own Media Provided)	\$20.00 (Media Provided) \$15.00 (Own Provided)	
1½Hr.- \$20.00(Media Provided) \$15.00 (Own Media Provided)	\$25.00 (Media Provided) \$20.00 (Own Provided)	
2 Hr.- \$25.00 (Media Provided) \$20.00 (Own Media Provided)	\$30.00 (Media Provided) \$25.00 (Own Provided)	

B. Dubbing will be permitted only after a program has been completed and scheduled for cablecast.

C. Producers or crew will be provided with one copy of his/her program provided producer/crew provides a DVD or VHS tape. A \$4.00 charge will be applied for usage of blank media (DVD & Case) if needed.

## **VII. Equipment Check-Out**

- A. The portable camera equipment is available to those that have taken the portable camera workshop. The equipment can be requested by calling prior the pick-up date, or by placing your request on the calendar in the office. All requests must be confirmed by a Media Network Staff member.
- B. To ensure the proper working order of equipment before it is signed over, volunteers will test each piece of equipment. These tests include the proper working order of the cameras, the lights, microphone(s), tripod(s), menu settings and the level of battery(ies).
- C. Access equipment may be picked up during operating hours, unless other arrangements have been approved. Equipment will be returned on the scheduled day during operating hours unless other arrangements have been approved.
- D. There will be a maximum 1 business day loan on all equipment. There will be few exceptions to this rule so that others will not be limited on the use of equipment. Any exceptions MUST be approved by a Media Network staff member in advance. The staff will not make reminder phone calls when equipment is due back. In case equipment is not returned in a specified time, equipment will be considered stolen and a police report will be made. This will be considered a Minor Offense if late or Media Network omit's a phone call.
- E. When returning equipment or entering the building, you must report to staff as they will know that you have arrived.

## **VIII. Portable Equipment Check-In Rules**

- A. The volunteer/producer will allow sufficient time for proper check-in.
- B. The volunteer/producer can send a proxy, or surrogate to return the equipment for them. However, the volunteer/producer whom originally signed the check-out form is the responsible party.
- C. The volunteer/producer will be released from responsibility for equipment after proper check-in and staff signatures are received.
- D. Upon equipment return the volunteer/producer may be asked to show videotape footage of the event named at the time of check-out.
- E. As courtesy to other volunteers, batteries should be fully charged prior to bringing back the camara(s)/equipment.

## **IX. Studio and Editing Hours**

In both studio and editing, time is set aside in two (1.5) hour blocks on a first come first served basis to allow every producer equal opportunity to Media Network equipment. Any extra time needed must be coordinated through a staff person.

X. Studio Rules:

- A. All studio use must be for the purpose of producing a finished program for the community access channels.
- B. Smoke, liquids, and foods are harmful to Media Network equipment, therefore, smoking, drinking, and eating are prohibited in the studio, control room and editing areas. Water is permitted on the studio floor, but only non-breakable containers. At no time are food containers and general rubbish to be left in the studio area. Please be considerate of others and clean up after use. Because this is a school district building smoking is prohibited on the grounds. Please be courteous to others as to the of profanity in the school district building.
- C. Broken or malfunctioning equipment or systems must be reported to the Media Network staff immediately.
- D. Studio audiences are limited in size and must be reported in advance to the Media Network staff.
- E. Reservations of the studio should be made not more than 30 days in advance. Staff reserves the right to make exceptions.
- F. For taping access programs, Media Network will schedule a 1.5 hour studio block. More elaborate productions may require more time. The maximum time allowed for a studio production is four (4) hours. This includes set-up, rehearsal, production, post-production, and strike time.
- G. A producer must return the studio to "normal" by the end of the reserved time. Please allow 15-20 minutes before the end of your studio time to allow for clean up.
- H. Crew positions must be filled by at least three (3) crew people. All positions (except Host and Guest) must be filled by certified people only. These positions must be filled or staff reserves the right to cancel studio reservation. Media Network staff will not serve as crew for a production, but will provide technical assistance. The producer will provide entire crew.
- I. Each reservation, whether by group, organization or individual must have a single producer who takes responsibility for the reservation, serves as the coordinator and contact person and deals with the Media Network in all phases of the production. Each volunteer is responsible for the orderly and safe operation of studio equipment facilities.
- J. When a production has been completed, the studio must be cleaned for the next studio shoot. All production crew are responsible for the following:
  - 1. All properties must be struck, removed and properly stored. All sets must be struck and removed for safety purposes.
  - 2. All camera cable should be neatly coiled and stored in appropriate places. Each camera should:
    - A. Have all pedestal locks in the "lock" position.

3. All headsets should be stored on cameras. The floor manager's headset should be stored on the studio wall by the control room.
  4. Lights should be returned to normal positions and turned off.
  5. Microphones should be turned off, replaced in their boxes, batteries removed, and stored.
  6. Audio cables should be properly bound and returned to their proper place.
  7. Audio snakes should be coiled and returned to the proper place at the back of the studio.
  8. Chairs are to be stacked, and furniture is to be returned to the proper places in or out of the studio.
  9. Floor of studio is to be vacuumed and all debris and garbage must be picked up before leaving.
  10. All tapes are to be removed from the machines in the control room at the end of the studio production.
  11. CD's, DVD's, audio tapes, carts, etc. and any of your own equipment are to be removed by the user and properly stored.
  12. All "work in progress" including graphics, tapes, music, props, etc., must be removed by the user. Area should be clear of everything and ready for the next producer.
  13. Headsets in the control room must be placed on the cameras.
  14. All equipment will be turned off by Media Network staff.
  15. Tardiness in arriving for studio production, or getting the production under way does not extend the time of the reservation, and in extreme cases may result in cancellation of reservation.
- K. Possession or consumption of alcoholic beverages or illegal substances within the Media Network of Waterford scope or control is strictly prohibited.

**XI. What are the general rules for editing?**

- A. Editing time will be granted to Access users who have a need to edit videotape for playback purposes.
- B. Request for the editing suite may be scheduled up to two weeks in advance.
- C. No more than 2 editing periods/blocks may be scheduled in 1 week to ensure all producers get fair and equal editing time.
- D. Only 1 editing period may be scheduled per day, per producer.
- E. Access producers may call the Media Network of Waterford to see if any editing periods have been forfeited by other producers. If editing time has been

made available by such an instance, it is given to the first person requesting it.

- F. Any editing party arriving more than 15 minutes late for their scheduled editing time, without previously calling a staff member will have to reschedule. The purpose of scheduling is to get people in and out on time. Editing sessions will end on time, even in the producer begins after the scheduled time.
- G. Staff will impose no charge for editing facilities, provided the work is for the Media Network, but staff does reserve the right to limit editing time to ensure availability of the facilities to other access users.
- H. The editing equipment is available for the purpose of preparing a program for cablecast on the Media Network access channels.

1. **The following uses of the Media Network editing system are not permitted**

A. **Pre-editing or rough editing:**

The resources of edit time are too scarce for rough editing. All edit plans should be thoroughly worked out before the volunteer/producer brings the project to the edit suite.

B. **Preparing or editing material for commercial or private use:**

Any use of Media Network facilities for work that does not move toward cablecast of non-commercial community programming will be billed at our rates, and will be entered into a separate agreement.

C. **No duplicating of programs during scheduling editing time is permitted.**

XII. **Submission of Program Materials:**

Taped access materials shall be submitted to Media Network at least 24 hours, before their scheduled cablecast. Submission of program materials will be subject to the following;

A. **Tape Identification:**

When the program is ready for cable casting, the producer fills out the "Release to cablecast" that indicates the title, segment number, tape date and length. Producers requesting a 29 minute or 59 minute time period(s) must have tapes no longer than the allotted time period. Tapes running longer than 29 minutes or 59 minutes will need to be edited before cable casting. If possible, only one program should be recorded on each tape.

B. **Countdown/Access Disclaimer**

Each program must have 30 seconds of "Black" and a 5 second "countdown" at the start of the program. This must be followed with a 15 second "tag" indicating that the show has been produced thru the facilities of Media Network of Waterford. The 15 second "tag" must also be added to the end of the program, after the closing credits. The tag should state the following:

"This program does not reflect the views of Media Network."



- C. **Loss and destruction of program materials**  
Neither Media Network or any subcontractor, Waterford Township, nor the Cable Commission will be responsible for the loss, destruction, theft, or damage to such tapes or program materials when such a loss, destruction, theft or damage is due to the acts of nature or to causes beyond control.
- D. **Quality of programs and compatibility with equipment**  
Media Network or any subcontractor will not be responsible in any way for the quality for the quality of access cable casting programs produced by others. Media Network reserves the right to reject any program not compatible with standard cable casting equipment. Audio and video portions of the program must be transmittable over standard cable casting equipment. Assistance will be available to correct technical or format problems.
- E. **Delivery and return of program materials**  
All users shall make their own arrangements for delivery and return to and from Media Network of program materials. Media Network will not be held responsible for any program materials. All program materials must be removed from the facility within 15 days of final cable casting. All archiving of tapes must be requested by producers prior to the 15 days of final cable casting, If producers have not removed tape(s) from the facility the show(s) may be recycled.

**XIII. Programming Standards:**

Programming materials for transmission by eligible persons or organizations on the access channel are subject to and must satisfy the following criteria:

- A. Compliance with all Federal, State, and Local laws and regulations
- B. Transmission on the access channel must be for non-commercial purposes only, however, if used in sponsorship or partnership with donors Media Network, the following will be permitted:

**This section has to be discussed by the Underwriting Committee before rules are applied.**

- C. The following are violations of access programming:
1. Material that is obscene as defined by county law.
  2. Any programming that constitutes or promotes any lottery or gambling enterprise which is in violation of any local laws.
  3. The user will be held liable for materials containing slander, invasion of privacy, or violation or trademark or copyright.
  4. Material that has a reasonable probability of creating an immediate danger or damage to property or injury to persons, or of creating a public nuisance.
  5. Material that has a reasonable probability of causing the substantial obstruction of law enforcement or other governmental functions or services.
- D. Violation of above programming standards is considered a major offense.

**XIV. Application Procedures and Scheduling Requirements for Public Access:**

Those eligible for use of the access channel must complete the Release to cablecast. Upon completion and filing of the Release with the Playback operator, the requested dates and times for transmission will be scheduled by the Playback operator. Those applying under the age of 18 years must be co-signed by a parent or guardian. Parent or guardian assumes ALL of the minors obligations and is subject to the liabilities set forth in these rules in the release.

To assure the fair use of access time to eligible persons or organizations, reservations of access time are subject to the following conditions:

- A. To reserve time, the playback operator may require that release to cablecast form(s) be filled out at least two (2) weeks in advance of the requested transmission time(s).
- B. If the time(s) requested are unavailable, the applicant will be notified of other time(s) which the program material may be transmitted and may elect to withdraw the programming materials or select such other time that is available.
- C. Applications to reserve time will not be accepted more than two weeks in advance of the time(s) requested.
- D. In the event a user is scheduled for more than four (4) hours in a given calendar month, the playback operator in consultation with the Board of Directors may preempt any time scheduled in excess of five hours to favor other users not meeting this test. The preemption may occur up to one week in advance of cablecast time.
- E. "Locally Produced Programming", I.e., programming which is substantially created, taped, filmed, or otherwise produced within Waterford Township can preempt non-locally produced programming.
- F. Premier(s) or production(s) may be allowed if producer has scheduled playback within five (5) days within the premier/production date.
- G. Media Network staff reserves the right to terminate the transmission of any program at any give time, which does not meet the production quality standards of the Media Network.
- H. When a program contains adult material, the following disclaimer must be included in the introduction after the 15 second tag for 30 seconds before the opening of the program:

*"This program contains adult material  
and is intended for a mature viewing audience.  
The produce assumes full responsibility for program content."*

**XV. Ethical Behavior**

This is an agreement to act in a professional manner at all times.

In an effort to protect the diversity and the integrity of our organization consisting of staff and volunteers, the following rules of good conduct will be adhered to, and followed.

**A. No Tolerance Policy:**

Media Network will not tolerate harassment of any nature, or to threaten, embarrass or cause distress or discomfort upon another. (volunteer, staff member, or guest)

Violation of these rules is a major offense and an indefinite suspension may follow. If an issue does get out of hand, you may be asked to leave the building until the matter is settled. If you are asked to leave you must do so.

**B. Filing a complaint:**

If you believe that an issue can not be resolved in a courteous manner, contact a staff person or the Executive Director. You will be asked to fill out a complaint form, once the complaint form has been reviewed and the matter settled, officially the issue will end.

*\*\*In the event that special circumstances arise in an outside matter (Outside the Networks realm) of resolving certain problems, the outcome may then be determined by the Media Network Board of Directors.*

**C. Suspension Defined: A Debarment, as from office or privilege. Temporary stoppage. (American Heritage Dictionary)**

If you are suspended from the Network, you are not allowed to take out equipment, call the office (unless we have called you first), or to enter the premises of Network facilities until your suspension is over.

**XVI. What happens if Access Rules are violated?**

- A. The Media Network of Waterford has set up the following guidelines:  
In the instance of a violation, and adheres as closely as possible to the rules. These rules serve as a protection against possible misuse of equipment and are designed to ensure equipment and time are available to all facility users.
- B. If viewer complaints arise regarding obscenity or pornography, the program will be removed from cable casting and reviewed by prosecuting attorney for further action.

**Minor offenses or Access Rules (Examples of, but not limited to):**

- A. Failure to return equipment on time or to cancel a reservation without sufficient notice.
- B. Return of functional, but dirty equipment.
- C. Unsafe or improper use of equipment.
- D. Improper packaging of equipment for transport.
- E. Failure to leave studio, control room, and editing suite clean and in proper order.
- F. Reservations on behalf of others.

- G. Smoking, drinking or eating in any restricted equipment areas.

**Disciplinary Action for Minor Offenses:**

- A. For a first offense, in the case of a Minor offense, the individual committing the offense will be given a verbal warning and a written memorandum of this first offense placed in his/her file. This will be removed one year from infraction.
- B. For the second offense, in the case of a Minor offense, the individual will receive a written warning. One copy of this warning will be placed in his/her file, and another will be given to the Media Network Board of Directors.
- C. For the third offense, in the case of a Minor offense, the individual will be terminated from the facility for up to 6 months. The individual may appeal this decision to the Board of Directors.

**Major Offenses of Access Rules (Examples of, but not limited to):**

In accordance with their rules and procedures, the following offenses will result in immediate suspension of all privileges, or if warranted, more serious penalties.

- A. Misuse or abuse of equipment or facilities.
- B. Theft or vandalism of the property of Media Network or of any staff person, producer, producer in training or visitor.
- C. Failure to return equipment through intent, negligence, loss or theft.
- D. Making false or misleading statements on any Media Network document.
- E. Use of Media Network equipment or facilities for commercial or profit making purposes or any other purpose other than cable casting.
- F. Removal of equipment from Media Network facility without proper sign out procedure and supervision of a staff person.
- G. Use of equipment by non-certified or probationary users.
- H. Chronic or willful disregard for Media Network Rules and Procedures.
- I. Abuse or harassment of Media Network staff.
- J. Attempted disassembly or repair of Media Network equipment.
- K. Violation of programming standards.
- L. Use of alcohol or illegal drugs.

**Disciplinary Action for Major Offenses:**

- A. The first disciplinary action for major offense will be a 90 day suspension of all privileges.
- B. The second disciplinary action, in the case of a major offense, will be one (1) year suspension.
- C. The third disciplinary action, in the case of a major offense, will result in permanent suspension of Access privileges with Media Network.  
**\*Note : All sanctions or Major Offenses are written and a copy given to the Board of Directors.**
- D. All decisions may be appealed to the Board of Directors of the Media Network of Waterford.

**XVII. Indemnification:**

Any producer of the access channel will be expected to assume full and complete responsibility for responding to any complaints respecting his/her program(s) and to answer any inquiries, which are received from the Federal Communications Commission respecting such programming. Producers must respond to inquiries or complaints about program material. Failure to respond to inquiries or complaints about program material may result in a discontinued cable cast. As a precondition to use of all access channels, any users must agree to defend, indemnify and hold harmless Media Network or its \*/subcontractor, the Waterford Township Cable Communications Commission, and the Charter Township of Waterford from and against any and all claims, demands, causes of action, liabilities, judgments, cost and expenses (including attorney fees) arising out of the users use of the Access channel. Media Network and its subcontractor will not assume any responsibility for answering any complaints that may be received from the general public as to the quality or content of such programming. Neither Media Network nor its subcontractor prescreens programming, however if its determined following playback of a particular program that any violation of access programming has occurred, disciplinary action of a major offense will follow.

**XVIII. Final Point:**

\*\*\* Rules are subject to change in order to adjust to any unforeseen change in Access use by the citizens of the Township of Waterford.

**XIV. Statement of Compliance:**

To: Media Network of Waterford Volunteers.

- A. I have read and am thoroughly familiar with the contents of the Access Rules and Procedures.
- B. I am thoroughly familiar with the contents of the program material to be taped and/or cablecast and agree that it will comply with all local, state, and federal laws with regard to cable programming, and it will not violate any of the operating rules and procedures set forth by Media Network. I, the producer, could be legally responsible and subject to disciplinary action for a major offense if material contains any of the following:
  - 1. Advertising material designed to promote the sale of commercial products or services, or material, which identifies any product, services, or material, which identifies and product, service, trademark or brand name in a manner that is not reasonably related to the non-commercial use of such a product, service, trademark, or brand name on the program.
  - 2. Commercial programming which in whole or in part depicts, demonstrates or discusses products, services or businesses with the intent of substantial effect of benefiting or enhancing a profit making enterprise.
  - 3. The direct solicitation or appeals for funds or other things of value for any and all purposes.
  - 4. Political endorsements or advertising by or on behalf of candidates for public office.

5. Material that is obscene as defined by county law.
  6. Any programming which constitutes or promotes any lottery or gambling enterprise which is in violation of any local law.
  7. Material which constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright or which may violate any local, state or federal laws.
  8. Material that has reasonable probability of creating an immediate danger or damage to property or injury to persons, or creating a public nuisance.
  9. Material that has reasonable probability of causing substantial obstruction of law enforcement or other governmental functions or services.
- C. I assume full responsibility for the content of all program material cable cast and will ensure that such program material will not violate any right of 3<sup>rd</sup> party.
- D. I have obtained or, before the program is cablecast, I will obtain all approvals, clearances, licenses, etc., for the use of any program material which I cablecast, including but not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers representatives, all persons appearing in or referred to in the program material, and any other approvals necessary to transmit program material over the Media Network of Waterford channels.
- E. I indemnify and hold harmless Media Network and any staff members against any claims arising out of cable casting of the program material that I produce, or, any branch of this Statement of Compliance, including but not limited to any claims in the nature of libel, slander, with applicable laws and unauthorized use of copyrighted material. I understand that I may be criminally or civilly liable for performing or producing such material that is cable cast.
- F. I agree that I shall not represent myself or any other person involved in community access cable casting of productions as an employee, representative or agent of Media Network or its facilities.
- G. I agree to pay the cost of any repair or replacement of equipment or materials resulting from damage, misuse, or theft while such equipment or materials are in my possession or control. I understand the penalties that apply if I do not return equipment or materials on time.
- H. I shall not use the Media Network Public Access channels, equipment or facilities for any financial gain or any other commercial purposes. I understand that programming produced with Media Network equipment or facilities must appear on the Media Network Public Access channels.
- I. I understand that false or misleading statements made in this application are grounds for forfeiture of the right to use the Media Network Public Access equipment and facilities.



**Statement of Compliance  
Media Network of Waterford**

Name: \_\_\_\_\_

Drivers License#: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone#: \_\_\_\_\_

Daytime Telephone#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Show or Series: \_\_\_\_\_

Non-Resident? \_\_\_\_\_ if so, Membership fee is \$25.00 (check or cash) per class, please make checks payable to Media Network of Waterford.

How did you hear about the Media Network of Waterford? \_\_\_\_\_

*\*Optional, for networking purposes:*

\*Profession: \_\_\_\_\_

\*Hobbies: \_\_\_\_\_

\*Interests: \_\_\_\_\_

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

\_\_\_\_\_ (your initials) By checking this you allow Media Network to post your name and phone number on our crew call list, which allows other volunteers to contact you.

*Media Network is NOT responsible for failure of equipment.*



Date of sign-up \_\_\_\_\_

### Non-Residence Statement of Compliance-Media Network of Waterford

Name: \_\_\_\_\_

Driver's License # \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone # \_\_\_\_\_

Daytime Telephone# \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Show or Series: \_\_\_\_\_

**Non Resident Fees (Staff use only)** *Please check off classes chosen*

**\$25 Per beginner workshops:**

Studio Camera \_\_\_\_\_ Master Control \_\_\_\_\_ Editing \_\_\_\_\_ Field Camera \_\_\_\_\_

Pay as you go \_\_\_\_\_ Total \_\_\_\_\_ Check #'s \_\_\_\_\_

**\$50 per advanced workshop:**

Avid Editing \_\_\_\_\_ Sony Vegas Editing \_\_\_\_\_ Adobe Premire Editing \_\_\_\_\_

**or**

**A \$175 annual donation: Covers all workshops (including advanced) use of mobile production truck (not more than 2 times a year in Waterford area) \_\_\_\_\_**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Parent/Guardian if minor)*