Get involved…with your public access station.
# Table of Contents

About RCTV  
Eligibility for Involvement  
Membership  
RCTV Programming  
Public Service Announcements  
RCTV Classes  
Use of RCTV Facilities / Equipment  
Grievance Procedure  
Appendix A, RCTV Membership Form  
Appendix B, Copyright  
Appendix C, Format Specifications/Technical Standards  
Appendix D, Project Production Contract  
Appendix E, Producer Statement of Compliance  
Appendix F, Channel Time Request Form  
Appendix G, Producer Agreement & Indemnification  
Appendix H, Request Form for Production of PSA  
Appendix I, Bulletin Board Announcement Request Form  
Appendix J, Room Reservation Form  
Appendix K, Equipment Rental Agreement
About RCTV

Rochester Community TV, Inc. (RCTV) is a not for profit organization, established in 1992, to manage Channel 15, the public access station for the City of Rochester. As a public access station, RCTV is charged with providing City residents the opportunity to create and air commercial-free programming. RCTV programming captures the creativity, passions, and varied interests and beliefs of City residents. RCTV also offers classes and makes television production facilities available to City residents.

RCTV is managed by a board of directors, appointed by the Mayor of the City of Rochester; and supported by staff and volunteers. A separate advisory board assists with community outreach. RCTV airs programs produced by individuals, schools, faith-based communities and cultural and civic organizations. The station reaches approximately 65,000-cable subscriber households in the City of Rochester.

RCTV is part of the Public, Educational and Governmental (PEG) system, a system of noncommercial stations, supported by local cable franchise operators. Cable franchise operators support PEG stations as part of their franchise agreements with local governments. In Rochester, the other PEG stations are Channel 4 (operated by SUNY Brockport) and Channel 12 (operated by WXXI). The local cable operator is Time Warner. To receive Channel 15, Channel 4 and Channel 12, City residents should contact Time Warner Cable at (585)756-5000.

The First Amendment to the U.S. Constitution guarantees all citizens the right to freedom of speech. Community access cable television is designed to promote the free expression of ideas and citizen participation in the creation of media messages.

RCTV encourages local residents and organizations to create their own programming for cablecast on Channel 15. RCTV staff can provide assistance to local organizations and individuals to produce television programs and public service announcements; see fee schedule on our web site, www.rctv15.org.

The policies and procedures contained in this handbook permit the fair coordination of requests for RCTV services and resources. In this document, City residents and organizations that submit programs or public service announcements to RCTV are referred to as “community producers”.
Eligibility for Involvement

Residency requirements: all residents of the City of Rochester are eligible to submit programming to RCTV as a community producer. Representatives of non profit, educational, faith-based and/or community-based organizations that have a functioning facility at a Rochester street address are also eligible to submit programming to RCTV as a community producer. All community producers agree to submit programming to RCTV for non-commercial purposes.

Individual community producers are required to produce two forms of identification; organizations must document the Rochester street address. All community producers are encouraged to become members of RCTV.

City residents and City-based organizations can also submit and “sponsor” television programming created by other producers; see information below.

Membership

Individuals living in the City of Rochester and non-commercial organizations located in the City of Rochester can become members of RCTV by paying an annual fee. Members can become certified to use RCTV equipment or facilities. In addition, members receive discounts on RCTV classes and production fees, and receive our newsletter. See membership form and annual fee, Appendix A. Members may be required to provide proof of address (utility bill, bank statement, copy of lease, driver’s license.)

Age: Individuals must be 18 years of age or older to use RCTV training, facilities, equipment or channel space with the following exceptions:

--If an adult City of Rochester resident or a City-based organization assumes legal responsibility and liability, and completes the required forms, a minor may use RCTV resources.
RCTV Programming

General information: Community producers (City residents and city-based noncommercial organizations) are encouraged to submit television productions for cablecast. Community producers can submit a show on a one time only basis, or can submit shows on a regular schedule. RCTV also airs programming produced by staff members.

Program priorities: Programs are aired based on the following priorities:

--Live programming

--Locally produced programming

--Programs that are produced outside the City of Rochester that are sponsored by City residents or City-based organizations.

Schedule: RCTV staff determines the program schedule and time slots to ensure appropriate balance of programming and to meet the needs of viewers. RCTV staff will group and air some programs together within the following themes:

--Educational
--Youth made and youth related productions
--Government and political content
--Arts and culture
--Health
--Public affairs
--Religious
--Music

RCTV cannot guarantee a specific time slot. RCTV staff will typically assign a regular time slot to series programming for the convenience of viewers but scheduled shows can be preempted at any time. The RCTV program schedule will be changed periodically.
Program Content: Community producers must conform to local, state and federal laws with respect to program content. Programs cannot contain:

--Material that is libelous, slanderous, or an invasion of privacy;
--Material that violates state or federal law relating to obscenity;
--Material contrary to local, state or federal laws, regulations, procedures and policies;
--Any advertising that promotes any commercial product or service or sale for private gain (See section below regarding acknowledgement of underwriters.);
--Any solicitation or appeal for funds, other than for RCTV;
--Any unlawful use of copyrighted material--see Appendix B;
--Lottery or other game of chance.

Liability for such unauthorized use shall rest solely with the producer. The producer further agrees to hold harmless the cable company, Rochester Community TV, Inc., and their officers, directors or employees for any damages arising from such use.

Copyright of program content rests with the producer. The program producer assumes full legal responsibility for obtaining releases necessary for copyrighted material (such as music) and for obtaining clearances for personal appearances. (See Appendix B, Copyright, for more information.)

RCTV may place before programming a notice disclaiming editorial responsibility or control of program content.

RCTV Productions: Only shows produced by RCTV staff, as authorized by the General Manager, will be identified as RCTV productions. Community producers may not incorporate the RCTV logo in their show, or use the RCTV logo to promote their program.

Technical Standards: RCTV will not cablecast a program if the program does not meet minimal technical standards. See Appendix C.

Credits for Sponsors / Underwriters

No program cablecast on RCTV-15 may contain commercial advertisements or promote a commercial product, service, business, trade or profession.
However, community producers are encouraged to seek commercial underwriting and/or grants from foundation, government agencies and/or private businesses to help fund their programs.

Community producers must accurately identify themselves to potential funding sources. Community producers may not represent that they are employees of RCTV, indicate that RCTV is a co-producer of a program, or otherwise misrepresent their relationship with RCTV. Violations of this rule may result in suspension or termination of RCTV privileges.

While commercial advertising is not permitted, sponsors/underwriters must be disclosed in the program credits. Community producers shall acknowledge donors and underwriters with announcements similar to those seen on PBS channels. The primary purpose for sponsorship credits is to identify the underwriter/sponsor, and not to promote or sell its product or services.

The following guidelines apply to underwriter / sponsor credits:

--Credits may include a donor’s name, address, telephone number, product line, logo and up to a 15 word description
--The credit should be displayed for 15 seconds
--Credits may not promote the donor. It must be value neutral, and not include comparisons or quality judgments. (Don’t say: “maker of fine furniture”, “quality design” or “best restaurant”)
--There should be no call to action (Don’t say “Call now to see how much you can save…”).
--Credits should mention particular products only if necessary for identification purposes. (eg: “Computerland, authorized dealer of Apple computers”, but not “Star Market, this week featuring a sale on Maxwell House coffee”).

Donors should be acknowledged only at the beginning and end of programs, with the following exceptions: during programs longer than one hour, announcements may be made during natural breaks.

If a business or organization donates products or services for the production of a program, these donations may be credited at the end of a program. Such credits can include the product and/or service donated, such as “costumes provided by…” and otherwise must follow the rules listed above for displaying a commercial underwriting credit.
Sample Underwriting Credit

The following is a sample underwriting credit: “This program is sponsored by Rochester Contractors, 203 Wood Street, Rochester, NY 14610, authorized dealer of Winton Windows. Tel. (585) 327-9000.” Include logo, if desired.

Submission of Programs

To submit a program, community producers should complete and sign a “Channel Time Request Form” and a “Producer Statement of Compliance” (appendices D and E). City residents or City-based organizations can also submit a program produced by an entity from outside of the City. In that case, the same two forms should be completed. Locally produced programming receives priority for scheduling purposes.

Damage

RCTV is not responsible for damage to media. RCTV recommends that community producers keep a copy of the media. RCTV will duplicate media for a fee.

Political Programming

RCTV will provide candidates for public office an opportunity to convey their positions and messages by way of candidate debates and talk shows.

Public Service Announcements--PSA

RCTV will cablecast at no cost public service announcements produced by organizations and producers. PSAs do not have to be locally produced. Contact Rick Osborne, Programming Manager, for information: tel. 325-1238 x 204; email: roxborne@rctvmedia.org.

Rochester Community TV Inc. will also produce and cablecast public service announcements for local organizations for purposes of community education, to promote events, to publicize community services, etc. See RCTV Fee Schedule, on our web site, for more information.
RCTV Classes

RCTV offers non-credit courses in television production and computer based nonlinear editing. Call the station at 325-1238 for more information. RCTV has partnered with SUNY Brockport Communication Department to offer college credit courses at the station’s facility on Gorham Street. Contact Carvin Eison, the General Manager, for more information.

Use of RCTV Equipment and Facilities

Access to RCTV’s building and facilities are available to current members. Members have access to the public areas of the building, which include:

- Lobby
- Public Restrooms
- Large Open Space Upstairs
- Open Space Downstairs

The open spaces are also available for members to rent for meetings and gatherings of 5 or more people. All members are required to adhere to the posted signage in and around the RCTV building. The RCTV phones, printers, and copy machines are for staff use only.

The RCTV studio, cameras and editing equipment are available to members of RCTV who can demonstrate the necessary proficiency; these members will be issued a Certificate of Proficiency. Different types of equipment require different certifications. RCTV periodically provides training courses; and similar courses are available in the community. Contact RCTV for information about training courses, use of portable production equipment, or to reserve studio time.

Programming produced with RCTV equipment is made for the purpose of cablecast on RCTV15. All other use of RCTV equipment is prohibited. Noncommercial rebroadcast of such programs on other channels or media is permitted. Members will be required to sign a contract for facility use before using the studio or computer lab.

Guests

Guests are any person who has not paid for membership to RCTV. Guests of members may receive a staff guided tour of the RCTV building if staff schedule permits. Tours should be coordinated with a staff member in advance. Guests are not permitted to use RCTV equipment. There is a limit of 2 guests per member and project in the editing lab, and a limit of 10 guests in the production studio to ensure the space and comfort of all members is maintained. Guest should only be in the editing lab to oversee or provide advice in the editing process. Guests must check
Policies and Procedures
Rochester Community TV, Inc.

in at the front desk and wear a guest pass while in the RCTV building. Guests must be accompanied by the member they are with at all times. Members are responsible for the guests they bring. Should a guest cause damage to the RCTV building or equipment, the member is financially liable for such damage.

RCTV reserves the right to refuse access to equipment or facilities to any member who:

--Demonstrates a lack of ability to safely and proficiently operate equipment or use of facility;
--Demonstrates lack of courtesy or cooperation with staff or guests of RCTV
--Fails to return equipment when due; or
--Does not comply with RCTV policies and procedures.

Smoking

Smoking is strictly prohibited inside the RCTV building. When smoking outside, please do so on the left side of the building (not in front), and discard cigarette butts in the cigarette butt receptacle.

Weapons

To ensure the safety of all persons using the RCTV property, including the children & adolescents in our programs, weapons, concealed or otherwise, are not permitted anywhere on the RCTV property.

Grievance Procedure

Persons who have a complaint with RCTV about policies, procedures or programming are asked to use our grievance procedure:

1. Submit a complaint in writing to the General Manager, RCTV. The address is 21 Gorham Street, Rochester, NY 14605. The General Manager will respond in writing within ten business days.

2. If the complainant is not satisfied with the General Manager’s written response, he/she may appeal by forwarding copies of both letters (the original letter of complaint and the response from the General Manager) to: President, RCTV Board of Directors, 21 Gorham Street, Rochester, NY, 14605. The Board President will distribute the letters to the board at their next regularly scheduled meeting. The Board President will respond in writing to the complainant within ten business days of the board meeting.

3. To appeal from the Board’s decision, the complainant may contact the Communication Department at City Hall.
Appendix A: Membership Form

When you become a member at RCTV-15, you help us bring to our community the best in locally produced television. You also help to support our low-cost, high-quality media education programs for both youth and adults across the area.

Membership to RCTV is valid for 1 year. Please renew your membership before it expires to prevent a lapse in your membership benefits.
--Members pay reduced rates for workshops and classes.
--Members who have completed the studio production class have access to the television studio and equipment.
--Members who have completed the editing class have access to the editing lab.
--Members are allowed 2 guest passes for the editing lab to ensure the space is used effectively.
--Equipment is available on loan to certified producers (a $50 deposit is required, which is refunded upon return of equipment).
--Members have access to reserve the RCTV-15 building meeting spaces for a fee (Appendix I).

A copy of the editing lab and production studio usage policies are available upon request. Equipment loan policies are also available upon request.

First Name of Member ___________________ Last Name ____________________________
OR
Name of Organization ____________________________________________________________________________
Address ______________________________________________________________________________________
City __________________ State _____ Zip Code _________
Phone ___________________ Cell/Work ________________
Email _____________________________________________________________________________________
URL (if applicable) ______________________________

For Organizations:
Name of Contact Person ____________________________________________________________
Address ______________________________________________________________________________
City __________________ State _____ Zip Code _________
Phone ___________________ Cell/Work ________________
Email _____________________________________________________________________________________

Membership Type (select one):
__ Individual ($60)
__ Organizational Membership ($150 - 5 employees or less)
Multiple Reps from your organization are entitled to membership privileges.
__ Organizational Membership ($250 - 6 employees or more)
Multiple Reps from your organization are entitled to membership privileges.
__ Student Membership ($20 - up to age 21 with ID)

Payment: __ Cash (pay in person - please do not mail cash) __ Check __ Money Order
__ Credit Card (To pay via credit card, go online to http://www.RCTVmediacenter.org)
Appendix B: Copyright

“Copyright is a form of protection provided to the authors of “original works of authorship” including literary, dramatic, musical, artistic and certain other intellectual works, both published and unpublished. The 1976 Copyright Act generally gives the owner of copyright the exclusive right to reproduce the copyrighted work, to prepare derivative works, to distribute copies, to perform the copyrighted work publicly, or to display the copyrighted work publicly.”

United States Patent and Trademark Office

Honoring Copyrights- A copyright is a form of property, an artistic or intellectual expression embodied in some tangible form. If you compose a song, write a novel, or produce a video and copyright it, no one can legally use it without your permission. If you use or perform anything in your video that you did not create yourself (for example, a song, a dance, a photo or someone else’s video), you must obtain permission from the owner of the copyright. Only the owner of the copyright can give you permission to cablecast, reproduce, distribute, or display publicly a video that uses the copyrighted work or any translation or adaptation of the work, whether in whole or in part. Various people can own a copyright in different components of a single piece of work. A single videotape, for example, can contain several different components each of which may be separately protected by a copyright. Let’s examine the video of a musical, for example. Two people may have collaborated on the songs, one writing the words and another, the music; these two people might jointly own the copyright of the songs. Another may have written the musical’s script, and own the copyright in the play. The playwright may have adapted the play from a book; the book’s author or publisher would own the copyright in the book. Then there is the video itself; the producer or production company would own the copyright of the video. If you want to excerpt part of this video in your own production, you would need to obtain permission from the book’s author or publisher, the playwright, the people who wrote the songs, and the production company that created the video. Copyright law is complex, but ignoring it can leave you with serious legal consequences. At worst, copyright infringement can result in large fines, possible imprisonment, and the destruction of your videotape. At the very least, you can receive a letter from a lawyer asking you to stop showing your work and it can hurt your reputation.

What Can Be Copyrighted? Among other things, novels, stories, books, poems, music, lyrics, plays, pantomimes, dance pieces, maps, photographs, paintings, sculptures, films, videos and sound recordings are protected by copyright. Examples of items that are not copyrighted are ideas, speeches or performances that have not been written or recorded, titles, names and short phrases.

Are There Any Exceptions? Work in the Public Domain - You do not need permission to use documents considered to be “in the public domain.” Federal government documents are not covered by copyright. Neither are older works such as the Bible or Shakespeare’s plays, which were written before copyright law. Anything published more than one hundred years ago may have an expired copyright. The tools you need to find out if a work is copyrighted are available at major libraries. There, you can access the Library of Congress’ on-line register of works copyrighted or check the Catalog of Copyrighted Entries published by the Library of Congress, which is located in the government document section of the library. Fair Use - You do not need permission to include copyrighted work in your video if your use can be classified as “fair use.” U.S. Law says you can use other people’s copyrighted work for purposes such as criticism,
commentary, news reporting, teaching, scholarship, or research, as long as you consider the following factors:

- The purpose and character of the use, including whether the use is of a commercial nature or for non-profit educational purposes,
- The nature of the copyrighted work,
- The amount and substantiality of the portion you use in relation to the copyrighted work as a whole; and
- The effect of the use upon the potential market for or value of the copyrighted work.

Remember, you need to take all of these factors into account. For example, fair use might not apply if you make a movie review program for the access channel (criticism and comment for a nonprofit purpose) and in the process you include a short clip from a new movie that reveals its surprise ending. Why not? Because by doing so, you may discourage your viewers from buying tickets to see the movie, thus hurting its potential market, or money-making potential.

Determining fair use can be tricky because the law does not specifically list all the complicated examples you are likely to face in real life. Law libraries contain volumes recording how courts have decided all kinds of specific copyright disputes, including many involving fair use. If you're unsure if your use is fair use, consult with a lawyer.

**How to Obtain Permission** - If your use is not fair use and the work you want to use is copyrighted, you must obtain permission from the copyright holder to use the material. This should be done as early in the production process as possible, so that if permission is denied you will have time to find alternate material. The Library of Congress register and catalog mentioned above will provide you with the address to write for permission. Copyright holders will often grant permission to access producers at no cost. In some cases, however, they may ask you to pay a usage fee.

**How to Copyright Your Own Work** - Copyrighting your own work is simple and a wise thing to do. Just place a graphic at the end of your videotape that includes the copyright symbol, the year, and the name of the copyright holder, which can be either a group or just you, and you have a legal copyright. For example, a copyright graphic might read as follows:

Copyright 2012© Rochester Community Television

Copyright lasts for the owner’s lifetime plus 50 years. For a fee you can register your copyright with the Library of Congress. Doing this will better protect you if someone infringes upon your copyright. A good resource for copyrights on video and motion pictures is:

http://www.copyright.gov/circs/circ45.pdf
Appendix C: Format Specifications and Technical Standards

Programs should meet minimal audio and video technical standards, which include consistent control track, video and audio. Media must be clearly labeled with the following: individual title; name and phone number of producer; and exact program length.

Format: mini DV or DVD-R.

If any of the following requirements are not met, your program will not be scheduled:

-- There must only be one program per tape.

-- Programs should ideally be 28 minutes or 58 minutes.

-- Tapes must begin with at least 15 seconds of color bars and tone (0 dB).

-- Tapes must have a clear cut ending point.

-- All television productions produced with RCTV equipment must state, “Produced through the facilities of Rochester Community TV”; but should list the community producer as the copyright holder. All subsequent use, either on RCTV15 or for other purposes, must credit RCTV accordingly.

-- All programming produced or sponsored by a community resident or organization must contain the following disclaimer at the beginning of each program: “The following program has been produced by an independent producer. The views expressed in this program are that of the producer and do not necessarily represent the views of RCTV management, staff or volunteers. This station is prohibited by law from exercising any editorial control over the program or its contents.”

-- All submissions must meet technical requirements. Video levels must not exceed 100 IRE; audio levels must consistently peak at 0dB. Programs cannot have excessive tape dropout, inconsistent video and pedestal levels and cannot be recycled excessively, or dusty or dirty. Labels must be legible.

-- It is strongly recommended that community producers make a copy of any program delivered to RCTV. While loss of or damage to media is rare, it is
possible. Many producers keep a copy, but deliver the edit master for cablecast to get the best possible cablecast.

--Each program in a series must be numbered sequentially in the order in which it is to be cablecast.

--Programs must be received at RCTV no later than one week before scheduled cablecast.

--All community producers must sign and submit a Channel Time Request Form (Appendix D) and a Producer Statement of Compliance (Appendix E) with their single show or series.
Appendix D:

**PROJECT PROPOSAL & PRODUCTION CONTRACT**

This form facilitates the authorization and coordination of the use of RCTV facilities and equipment. Please type or print your answers legibly in the spaces provided. Both sides of this form must be completed in detail and approved by all relevant facility administrators before resources may be scheduled. Additional paperwork, such as the Studio Production Plan or Equipment Rental Form, may be required to use particular facilities. Please note, only certified producers may reserve facilities to work on any project, and the reservation will count as an active project towards the producer’s maximum amount of active projects for each authorized producer involved in a program. Please contact the appropriate staff member if you have questions.

| Producer Name: ___________________________________________ | Member ID: __________ |
| Expiration Date___________ Membership Type: [ ] Individual [ ] Organizational [ ] Student |
| Organization Name (if applicable): __________________________ |
| Contact Name:__________________________________ Phone: ________________________ |
| Address: __________________________ City: _________ Zip Code: ______ |
| Daytime Phone: __________________________ Evening Phone: __________________________ Email: __________________________ |

| Co-Producer Name: ___________________________________________ | Member ID: __________ |
| Expiration Date___________ Membership Type: [ ] Individual [ ] Organizational [ ] Student |
| Organization Name (if applicable): __________________________ |
| Contact Name:__________________________________ Phone: ________________________ |
| Address: __________________________ City: _________ Zip Code: ______ |
| Daytime Phone: __________________________ Evening Phone: __________________________ Email: __________________________ |

Program Title:_____________________________________________

Program Length:___________
Is this your 1st Proposed Project?  □ Yes  □ No

... for commercial use? □ Yes  □ No

... a new TV series? If yes, how many New Programs are you creating? _____

Program Frequency: □ Weekly  □ Bi-Weekly  □ Monthly  □ Single  □ Feature Event

How will resulting program(s)/content be distributed? (check one)

□ RCTV □ Other Networks ______________

Other Distribution Mediums (Check all that apply)

□ Web □ CD/DVD □ Other ______________

RCTV Resources Needed: (Please check all that apply)

□ Digital Field Equipment □ Multimedia Center/Editing Suites □ Studio □ Audio Studio
□ Other ______________

Language: (Check all that apply) □ English □ Spanish □ French □ Italian □ Greek □ Japanese □ Other ______________

Primary Age Demographic of Target Audience: □ 0-12 □ 13-18 □ 18-29 □ 30-64 □ 65 + Secondary Age Demographic of Target Audience: □ 0-12 □ 13-18 □ 18-29 □ 30-64 □ 65 +

Program Format: (check one) □ Talk Show □ Magazine □ Variety (w/ Entertainment) □ Dramatic (Scripted) □ How-To (Demonstration) □ Other ______________

Program Theme/Category: (Please check the one that best fits your project.) □ Faith Based □ Educational □ Arts & Entertainment □ Music □ Cultural Expression □ Neighborhood Focus □ Politics & Opinion □ Sports □ News & Current Events □ Workforce & Employment □ Youth & Families □ Special Features

Will this program contain any potentially offensive material?

□ Yes (if yes, check all that apply below) □ No

□ Violence □ Coarse Language □ Sexual Situations

□ Disturbing content relating to human/animal medical procedures, mutilation, excretory functions, etc.

□ Other ______________
Proposal Elements (Please describe your project more fully in the sections below.)

Purpose of Program:

Treatment/Outline for Program (See attached ______. Or write)

Are you receiving or seeking any financial support for this project? YES_____ NO_____

If yes, describe:

If using RCTV facilities, please attach or list a Tentative Schedule of any Field or Studio Shoots for this Program
# FACILITY, EQUIPMENT AND RESOURCE NEEDS

Proposed Project Start Date: ___________ Planned Project End Date: ___________

<table>
<thead>
<tr>
<th>Field Production Equipment (check all that apply)</th>
<th>Number of Checkouts Per Project</th>
<th>Staff Initials</th>
<th>MultiMedia Resources (check all that apply)</th>
<th>Number of Hours Needed Per Project</th>
<th>Approved Use (Staff)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMERAS</td>
<td></td>
<td></td>
<td>☐ Editing Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ GoPro Handycam and Battery</td>
<td></td>
<td></td>
<td>☐ Final Cut Pro</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Canon Vixia HG20 Camcorder (HD) and Battery</td>
<td></td>
<td></td>
<td>☐ After Effects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Canon Vixia HV30 Camcorder (Tape) and Battery</td>
<td></td>
<td></td>
<td>☐ Motion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Flip Camera</td>
<td></td>
<td></td>
<td>☐ iMovie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
<td></td>
<td>☐ Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIGHT KITS</td>
<td></td>
<td></td>
<td>☐ Production Studio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Impact 3 Flood Light Kit</td>
<td></td>
<td></td>
<td>☐ Handheld Mic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Interfit Stella Light Kit</td>
<td></td>
<td></td>
<td>☐ Lavalier Mics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRIPODS</td>
<td></td>
<td></td>
<td>☐ Mic Stands</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Manfroto Tripod #1</td>
<td></td>
<td></td>
<td>☐ Monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Manfroto Tripod #2</td>
<td></td>
<td></td>
<td>☐ Gels</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXTRAS</td>
<td></td>
<td></td>
<td>☐ Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Shoe Mount Adaptor</td>
<td></td>
<td></td>
<td>☐ Audio Studio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Cowboy Shoulder Support (3 pieces)</td>
<td></td>
<td></td>
<td>☐ Garage Band</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Lavalier Mics and adapters</td>
<td></td>
<td></td>
<td>☐ USB Mic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Hand held Mic</td>
<td></td>
<td></td>
<td>☐ Splitter</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ XLR Cables</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If requesting on site storage for set pieces, please list the items below:
I understand that I am responsible for the production and content of my project. I understand that failure to fully disclose any funding information, sources, and amounts could be grounds for suspension or termination of access privileges. I understand that reservations may be cancelled if my access membership expires and no new reservations may be made after the project end date. I will comply with RCTV Access Rules and Procedures and all other relevant guidelines. All the information provided in this form is true and accurate. I will contact the appropriate staff member if there are any changes to information provided.

Signature ____________________________________________ Date _________________

Signature ____________________________________________ Date _________________

Signature (Parent or guardian if producer is under 18) ____________________________
____________________________________________________________________________
____________________________________________________________________________

Staff use

Approved Project Start Date: ____________________________

Approved Project End Date: ____________________________

Signed Producer Agreement & Indemnification attached? ____________________________

Programming Manager: ____________________________ Date:_______________________

General Manager: ____________________________ Date:_______________________

Completion Date: __________________ Submission Date:_______________________

Air Time Slot(s): ____________________________

☐ Series Approval  ☐ Specials

Storage Fee Paid: ____________________________
Appendix E:

PRODUCER AGREEMENT & INDEMNIFICATION (Revised 12/4/13)

I, _________________________________________________, as producer of the videotape or live program, or series of programs, entitled: _______________________________________________________________
(the “Program”), accept full responsibility for program content submitted for cablecast on the Rochester Community TV, Inc. channels. I hereby agree to indemnify and hold harmless Time Warner Cable and RCTV, and its officers, directors, employees and agents against all claims and liabilities of any kind, including legal fees and expenses which they or any one of them may incur as a result of, or arising out of, the production, content, cablecasting or use of the Program.

I have read and understand the “Policy and Procedures” of RCTV and agree to abide by them and by other applicable guidelines of RCTV. I warrant and represent that the Program is for non-commercial community programming purposes and does not contain:

1) Material designed to solicit funds or promote the sale of commercial products or services, including advertising by or on behalf of candidates for public office, unless in accordance with the Access Rules for sponsorship;

2) Any material which is libelous, slanderous, defamatory, obscene, indecent, or which constitutes an invasion of privacy;

3) Any material concerning games of chance, lotteries, gift enterprises or similar schemes, or which might subject RCTV or Time Warner to liability for violation of any applicable laws, rules, regulations or guidelines instituted by a governmental body;

4) Any material which violates, infringes upon, or gives rise to any adverse claims with respect to any law or right (including, without limitation, any copyright, trademark, contractual, dramatic, motion picture or literary right) of any person, firm or corporation.

I agree that RCTV shall have no responsibility or liability for any services, elements, or products performed or provided by any person, firm, or corporation related to the Program and RCTV shall in no way be responsible or liable for the making of any payments to any person (including, without limitation, any union, guild, actor, director, performer or craftsperson). I shall be responsible for securing and shall secure all rights, licenses, permissions, releases, and consents (including, without limitation, all those pertaining to copyright and performance) necessary and appropriate for the producing and cablecasting of the audio-visual materials contained in the Program. I agree to provide copies or evidence of all such rights, licenses, permissions, releases and consents to RCTV prior to the cablecast of the Program. I shall be responsible for loss of or damage to any RCTV facilities or equipment used in the production of the Program. I agree that the Program or any program produced with RCTV facilities or equipment (“facilities”) shall be available for RCTV cablecasting. The RCTV rights to programming shall be non-exclusive rights shared with the producer or sponsor as applicable.
The RCTV shared rights include the perpetual right to publish and perform such program in any medium, *including a right of first use*. Producers cannot use RCTV facilities to carry out a private commercial project except as disclosed and authorized in accordance with RCTV rules. I agree that neither RCTV nor its employees shall be responsible or liable for the loss or theft of, or damage to any personal items, including, without limitation, equipment, footage, or DVDs, while in the RCTV’s custody, and RCTV accepts no liability due to loss or damage during shipping or mailing.

**PRODUCER** (Please Print): ______________________________________________________

ORGANIZATION (if applicable): ___________________________________________________

ADDRESS: ____________________________________________________________ SIGNATURE: _____________________________ DATE: _____ /___ /_____ Co-

**PRODUCER** (Please Print): ______________________________________________________

ORGANIZATION (if applicable): ___________________________________________________

ADDRESS: ____________________________________________________________

SIGNATURE: _____________________________ DATE: _____ /___ /_____ Air Times: _____________________________
Appendix F: Channel Time Request Form

Note: For each show or series of shows, Producers must submit a signed Producer Statement of Compliance with this Channel Time Request Form.

Program Title: __________________________________________

This program is a:       one time show       series       (circle one)

Program Length:       30 minutes       60 minutes       (circle one)

Series start date: _______________       Series End Date: _______________

Producer Name: __________________________________________

Address: __________________________________________

Home Phone: ___________________       Work/Cell: ___________________

Email: __________________________________________

Program Description: __________________________________________

Please Select One:       ___Cultural       ___Educational       ___Health

___Music       ___Gov’t/Politics       ___Religious

___Sports       ___Youth

___Other ____________

RCVT use: __________________________________________

Date and Time Assigned:       Day       Time

_________________________       __________________________

_________________________       __________________________

RCTV accepts this program for cablecast on RCTV 15 but reserves the right to preempt the show at any time.

RCTV Program Manager Signature: ___________________________       Date: ___________
Appendix G, Producer Statement of Compliance -- RCTV Channel 15

Note: For each show or series of shows, Producers must submit a signed Producer Statement of Compliance with a Channel Time Request Form.

To: Rochester Community TV, Inc.:  

1. I have read and am thoroughly familiar with the contents of the Policies and Procedures of Rochester Community TV, Inc.

2. I am thoroughly familiar with the contents of the program material that I am submitting for cablecast. This program is called ___________________.

   This program does not / will not contain:

   a) any material that violates state and federal law relating of obscenity;

   b) any material which constitutes slander, libel, invasion or privacy;

   c) any material contrary to local, state or federal laws, or regulations.

   d) any promotional material concerning products or services presented for the purpose of any solicitation of money or other thing of value. Underwriting of programs may be acknowledged as set out in the Policies and Procedures of RCTV.

   e) any solicitation of funds, unless authorized by the Policies and Procedures of RCTV.

3. I assume full responsibility for the content of all program material that I submit for cablecast and will ensure that such program material will not violate any right of any third party.

4. I have obtained all approvals and licenses for the use of any program material that I submit to RCTV for cablecast. This includes but is not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers, all persons appearing in the program, and any other approvals that may be required to transmit the program over the RCTV cable channel.

5. I indemnify and hold harmless Rochester Community TV Inc. and Time Warner Communications, their Directors, officers and staff, against any claims arising out of any use of the program material that I cablecast or any breach of this Statement of Compliance, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws and unauthorized use of copyright material. I understand that I may be subject to criminal and civil liability for producing such material that is cablecast.

6. I agree that I shall not represent myself or any person involved in this production as an employee, representative or agent of RCTV or Time Warner Communications or its facilities.

7. If I borrow any equipment from RCTV, or make use of any equipment at RCTV, I agree to pay the costs of any repair or replacement of equipment or materials resulting from damage, misuse or theft that occurs while the equipment is in my possession or control. I understand the penalties that apply if I do not return equipment or materials on time.
8. I agree not to use RCTV channels, equipment of facilities for any financial gain or other commercial purpose. I understand that programming produced with RCTV equipment or facilities must appear on the RCTV public access channel.

9. I understand that false or misleading statements made in this Producer Statement of Compliance are grounds for forfeiture of the right to use RCTV public access equipment and facilities

10. I am ___________________________ a resident of the City of Rochester. (circle one)

11. I do ___________________________ represent a Rochester-based organization. (circle one)

This statement is binding after acceptance by RCTV General Manager or authorized RCTV staff as indicated by their signature on the Channel Time Request Form for this program. This agreement is non-transferable.

________________________     __________________________
Signature                                Date

________________________     __________________________
Name printed                                Telephone

________________________
Address and zip code

________________________
Name of organization represented, if any
Appendix H-Public Service Announcement (PSA) Production Application

Note: Rochester Community TV Inc. will accept and cablecast ready-made PSAs, locally made or otherwise. There is no charge for this service. The following application is for technical assistance from RCTV staff to produce a PSA.

Fax this form to RCTV at (585) 325-2642.

Name: ____________________________________________________

Phone Number: _______________   Email Address: ____________________

Address: ___________________________________________________________________

PSA location- Will PSA be shot:
- □ In the field. State location: _______________________
- □ In the RCTV studio (21 Gorham Street, Rochester, NY 14605)
- □ Requesting RCTV announcer
- □ Organization will provide announcer

Are you requesting editing?
- □ YES
- □ NO

Date preferred: _______________________   Contact person: _______________________

________________________________________
Signature of Person Requesting PSA   Date

________________________________________
Signature of RCTV staff   Date

Date and time scheduled: _______________   Fee: __________

PLEASE NOTE
- Bring script with you at time of shoot.
- We cannot guarantee exact times when your PSA will air.
- This agreement pertains to non-commercial PSAs only.
Appendix I – Community Bulletin Board Request Form

Community Bulletin Board announcement must be received two weeks prior to event. The announcement will run for one week. Announcements will be aired on a first come, first served basis.

Name:

Day / cell phone:

Organization:

Start / end date for announcement:

_The announcement cannot mention ticket price. However, announcement can say: “For more information, call...”_

_Please write message legibly below, or attach a flyer. Message may not exceed 75 words._

________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________

Return to: Rochester Community TV, Inc.
Community Bulletin Board
21 Gorham Street
Rochester, NY 14605
Appendix J: Room Reservation Form
Room Reservations are available to members in good standing. Reservations are available in one (1) hour increments for up to three (3) hours per reservation. The rooms available for use are as follows:
(Select One)

__ Conference Room: ($15/90 minutes) accommodates 10-12 people. Downstairs, handicap accessible room with conference table and chairs. Dry Erase board is also available for use.

__ Downstairs Open Room: ($35/90 minutes) accommodates up to 35 people. Handicap accessible. Large folding tables (max 2) and chairs are available. A 40 inch television and DVD player are available for viewings.

__ Upstairs Open Room: ($50/90 minutes) accommodates up to 50 people. Large folding tables (max 3) and chairs are available. Sound system, 50 inch television, DVD & blue ray players are available for viewings.

Please arrive and exit your reserved times promptly. You are responsible for the set up and cleanup of the space used. Please ensure you book enough time to do these things. You are expected to leave the space you use clean. Ensure you have all the materials you need for your event. RCTV-15 will not provide materials outside of what is listed above for the corresponding room. 24 hour notice is appreciated for cancellations. Payment for the reservation is due prior to use of the space requested. Member is responsible for any damages made to the RCTV-15 building or equipment by the member or his/her guests during the use of the space requested.

Member Name: _____________________________ Phone: _______________________

Date Requested: _______________ Start Time: _________ End Time: _________

Chairs Needed: _____ Tables Needed: _____ Number of Guests: _________

Television Requested: Y/N

Media Player Needs: (circle one)

DVD Blue Ray CD Player iPod/ MP3 Player

________________________________________
Office Use

Payment Received: ___________ Receipt # ________________

Date Request Made: _______________

Office Manager Approval: _______________________________
Appendix K: Equipment Rental Agreement

The following form must be filled out COMPLETELY and signed by the Producer taking physical and financial responsibility for the RCTV15 equipment Producer is requesting to borrow. *A $50 cash deposit is required from Producer for equipment before it will be checked out and allowed to leave the station.*

REQUIRED PRODUCER INFORMATION (Please Fill Out Completely):

Name: ___________________________________ Phone: _______________________

Mailing Address: ________________________________

Physical Address (if different): ________________________________________________

Email Address: ________________________________ Requested Pick Up Date: ________

All Equipment Must Be Returned On or Before: _________________________________

### EQUIPMENT AVAILABLE FOR RENTAL

<table>
<thead>
<tr>
<th>Equipment</th>
<th>(X)</th>
<th>Condition (Good, Fair, Poor)</th>
<th>Check In Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAMERAS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canon VIXIA HF R500 and Battery (SD Card) #1</td>
<td></td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Canon VIXIA HF R500 and Battery (SD Card) #2</td>
<td></td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Canon Vixia HG20 Camcorder (HD) and Battery</td>
<td></td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Canon Vixia HV30 Camcorder (Tape) and Battery</td>
<td></td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Flip Camera #1 and Battery</td>
<td></td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Flip Camera #2 and Battery</td>
<td></td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Flip Camera #3 and Battery</td>
<td></td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td><strong>LIGHT KITS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impact 3 Flood Light Kit #1</td>
<td></td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Impact 3 Flood Light Kit #3</td>
<td></td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Interfit Stella Light Kit</td>
<td></td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td><strong>TRIPODS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manfroto Tripod #1</td>
<td></td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Manfroto Tripod #2</td>
<td></td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td><strong>AUDIO</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microphone (Lavalier or Handheld)</td>
<td></td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>XLR Cable</td>
<td></td>
<td>Good</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
REQUIRED SIGNATURE:

*Producer’s signature on this Rental Agreement indicates Producer understands that:

1. Should Producer fail to return the equipment rented and designated herein on the designated date and time, there will be charge $5 for each day equipment is not returned thereafter up until that daily charge is on par with said equipment’s full replacement value based on current market pricing.

2. Said daily $5 charge will be deducted from their original deposit until deposit has been completely depleted, at which point Producer will forfeit their deposit in full and begin to incur additional charges at the same rate of $5 per day.

3. Any and all rented equipment that is not returned in the same condition it was in when it was originally checked out by Producer, may cause the Producer to forfeit their deposit in full, and may result in additional charges being levied to repair or replace said equipment.

4. Any forfeiture of deposit may additionally result in one of two actions by RCTV15: Producer will be put on probation for a total of three (3) months from the date of forfeiture of deposit, or Producer will become ineligible to rent equipment from RCTV15 at any point thereafter, in perpetuity.

5. Should Producer fail to return the equipment within thirty (30) days from their original Return Date, RCTV15 shall be forced to file a theft report with local law enforcement authorities.

6. Should Producer damage rental equipment during use, Producer understands that they are financially responsible for repairing or replacing said equipment with equipment of equal or greater value and capacity as the originally rented equipment.

7. Any material/data left on the hard drive cameras needs to be removed during your rental period. RCTV is not responsible for any lost footage/data once the equipment has been returned.

Producer Signature: _______________________________ Date: __________________

Staff Approving Request: _______________________________ Date: __________________

Deposit Received: $ ________________ Receipt #: ________________

Deposit must be in cash.

Date Equipment Picked Up: _______________________________ Returned: _______________________________

Signature of RCTV15 Staff Checking Rented Equipment In: _______________________________

Notes: