

# **Billerica Access Television, Inc.**

## *Policies & Regulations*

Approved at 10/11/1995 Board of Directors Meeting  
Revisions approved at 1/8/1997 Board of Directors Meeting  
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Policies & Regulations  
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## **I. Introduction**

Welcome to Billerica Access Television, Inc. (BATV). BATV is a non-profit, non-commercial access television facility whose purpose is exclusively charitable, scientific and educational within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended from time to time.

This Manual contains BATV's policies and regulations, established to ensure fair and equal access to production resources, training, and time on the access channels (Public, Educational, and Governmental). The facilities are provided exclusively for the production and presentation of non-commercial television programming of interest and / or benefit to the residents of Billerica. The BATV Community Bulletin Board is available to publicize non-commercial activities and events.

Residents, employees, and organizations affiliated within the town of Billerica are encouraged to use these resources.

## **II. Mission Statement**

To encourage and enable open extensive communication through BATV while promoting diversity and responsibility.

## **III. BATV, Inc. Membership**

### **Requirements / Fee Schedule**

Membership is available to any individual who lives, works, or is affiliated with an organization based in Billerica. To become a member of BATV, an individual, family, or organization / business must:

1. Provide proof of:
  - a) Billerica residency, or
  - b) affiliation with an organization or business based within Billerica; and
2. Pay the current membership fee. There are three types of membership: individual, family, and organization / business.
  - a) Individual memberships require a \$20.00 per year fee.
  - b) Family memberships require a \$40.00 per year fee to grant members of the same household membership status.
  - c) Organization / business memberships require a \$50.00 per year fee for up to 3 members or \$100.00 per year fee for unlimited members.
  - d) In lieu of membership fee, an individual may volunteer 8 hours of service as approved by the Executive Director; and
3. Sign a contract (see form B: Agreement with Policies & Regulations) to follow the BATV Policies & Regulations contained herein. If under 18 years of age, a parent or legal guardian must also sign the contract.

## **Privileges:**

BATV members shall have voting rights at the Annual Meeting. Organizational / business memberships may cast one vote. BATV members may:

1. Submit non-commercial programming for cablecast (see Section V, Programming).
2. Become certified to operate various equipment and facilities at BATV (see Section IV, Requirements).
3. Receive BATV publications.
4. Be elected to serve on the BATV Board of Directors.
5. Be appointed to serve on BATV Committees.
6. Take an active role in access television.

## **IV. Equipment / Facilities**

### **Requirements:**

To use BATV equipment and / or facilities, a member must:

1. Provide proof of current membership.
2. Be certified to operate the specific equipment (see Section IV, Training / Certification).
3. Use the equipment / facilities exclusively for the creation of non-commercial programming for cablecast on the access channels.
4. Sign the appropriate Check-Out form (when applicable) for each usage and take full responsibility for the care of the equipment and facilities being used, and the actions of crew and / or guests.

### **Training / Certification**

BATV will provide training for member equipment certification on an on-going basis. Once certified in an area of production, members may reserve and use those respective BATV resources that apply (see Section IV, Availability / Usage).

Sign-up for courses and workshops is on a first-come-first-served basis. To register for a BATV course / workshop, an advance deposit may be required. The deposit will be refunded upon successful completion of the course / workshop.

Training is offered to familiarize members with production concepts and resources available at BATV, and to ensure proper technique and care are used when handling BATV equipment. Individual instruction may be set up by appointment with staff. Members with previous video production skills may, at the discretion of BATV staff, bypass certain BATV training and become certified.

## Availability / Usage

### 1. Reservations:

All reservations are dependent upon staff's approval of a Program Proposal (see form C), to be submitted by the program's producer. No producer may have in progress more than three productions at any one time unless authorized by BATV staff.

Equipment / Facilities will be available to all certified members on a first-come, first-served basis. Reservations should be made at least 24 hours in advance, with the exception of the portable studio package, which requires a minimum 4-week notice. All other requests will be honored only at the discretion of BATV staff.

Reservations of equipment and / or facilities should be made with the BATV staff by the certified member who will be using it and will be responsible for it. BATV staff reserves the right to limit the amount of equipment and / or time which any one individual or group may reserve. Unauthorized or improper handling of BATV equipment may result in a violation.

Members must give a 24-hour notice when canceling any reserved use of BATV equipment or facilities. If a certified member is more than 30 minutes late without notification and approval, the reservation may be canceled.

### 2. Equipment Check-Out / In:

Equipment must be picked up at and returned to BATV by the certified member who reserved it unless alternative arrangements have been approved in advance by BATV staff. The member's identification card must be presented upon request. Staff will fill out the Equipment Check-Out / In form, which the certified member signs. If the BATV member is under 18 years of age, a parent or legal guardian must also sign the Check-Out / In form.

Time for check-out / in of equipment is to be scheduled with BATV staff. Please observe BATV's posted hours and scheduled time for check-out and check-in of equipment.

BATV will make every reasonable effort to ensure equipment is in working order, but can make no guarantee as to the operating quality of equipment. It is suggested that the certified member set up and test the equipment before leaving the facility.

Use of BATV equipment outside the town of Billerica requires prior staff approval.

Equipment must be returned by the time indicated on the Check-Out / In form. When returning equipment, the certified member is responsible for having the equipment officially checked in by BATV staff. At this time, any damage to equipment or operating irregularities must be reported to staff.

### 3. Facility / Studio Use:

Crew position assignments are the responsibility of the producer. BATV staff may assist producers in assembling crews from among trained and qualified members. It is ultimately the responsibility of the BATV producer to ensure the eligibility of all crew used. BATV staff is not available to serve as crew on member productions.

Producers are responsible for the actions of guests, assistants, crew, children, etc. in the facilities. It is highly recommended that producers require all talent appearing in their program to complete a Performance / Visual Arts Release (see form F), to keep for their records.

BATV office equipment and supplies may not be used for props. Upon staff approval, members may store props on the premises, at their own risk.

Members must clean up after themselves. Members must begin striking their set 1/2 hour before closing time. No animals, except for trained guide / Seeing Eye / hearing ear, are allowed in the facility without the approval of BATV staff. Eating and drinking is allowed in designated areas only. Smoking is not allowed in the premises occupied by BATV.

### 4. Videotape / DVDs / Copies

BATV does provide DVDs and videotape stock for the production of programming for BATV. DVDs and tapes that are signed out to members must be returned like any other piece of equipment. There is no guarantee as to the quality of the DVD / tape stock. Any lost or damaged DVD / tape must be replaced or BATV must be reimbursed.

Any producer who wishes to have a copy of the master DVD / tape of his / her program may make one copy with BATV equipment at any time that does not interfere with production. BATV will provide one DVD to the producer for this purpose. Anyone who wants a copy of a program is encouraged to record it off cable. Requests to BATV staff to repeat a program for this purpose will be honored whenever possible. Otherwise, when possible, staff will make a copy on a BATV DVD for a \$20.00 donation to the Corporation.

## **V. Programming**

### **Community Bulletin Board**

The Community Bulletin Board (CBB) is a service maintained by BATV for publicizing non-commercial, non-partisan notices, activities, and events of interest and / or benefit to residents of Billerica. Community Bulletin Board Request forms are available to individuals and organizations through BATV (see form A).

### **Channel Time**

Programs may be requested to be cablecast on the access channels. All programs submitted for cablecast shall be accompanied by a completed Request for Cablecast form (see form G: Request for Cablecast), full disclosure of contents, and an opportunity to screen.

Any presenter / producer wishing to have a program cablecast must submit a completed program (except for live productions) and a Request for Cablecast form at least two weeks in advance. Presenters / producers must submit three new consecutive programs before they receive a regular time slot in the program schedule. In order to maintain a regular time slot, a presenter / producer must submit a new Request for Cablecast form every twenty-six weeks and commit to presenting / producing the set number of programs as determined by the presenter / producer on the Request for Cablecast form. Failure to submit a completed Request for Cablecast form and / or present / produce the requested programming as agreed upon by the presenter / producer, may result in loss of regular time slot. Frequency of new programming submitted by presenters / producers determines frequency of cablecasts on the access channels.

The following considerations will determine the scheduling of channel time:

- Where the program is / was produced.
- Timeliness of program.
- Regularity of programs.
- Repeat, live or first run program.
- Date of receipt of Request for Cablecast form.
- Availability of channel time.

Channel time is scheduled by BATV staff. BATV will try to accommodate all reasonable requests. It is the responsibility of the presenter / producer to alert staff of any questionable content in the requested program, particularly if it may not be appropriate for younger viewers and / or contain adult content. Such programming will be cablecast according to U.S. Safe Harbor time guidelines. BATV reserves the right to require an appropriate disclaimer on any program.

Programs should be no longer than 29 minutes in length for a 30-minute program nor longer than 59 minutes in length for a 60-minute program.

## **Preparation Requirements**

Before cablecast, all videotapes / DVDs must be clearly labeled on the case and cassette / DVD with the following:

1. Producer and / or presenter's name.
2. Title of program(s).
3. Exact running time (hours, minutes, seconds).

The beginning of all programs to be cablecast should, when applicable, begin with five (5) seconds of black only.

The end of all programs to be cablecast should, when applicable, have the following:

1. Appropriate credits.
2. Producer and / or presenter's name.
3. "Produced with facilities provided by Billerica Access Television, Inc."
4. Five (5) seconds of black.

## **Technical Requirements**

1. All programs must be submitted on high quality DV videotape or DVDs.  
Programs submitted electronically must be MPEG2 or VOB file extensions.
2. All tapes must be recorded in Standard Play Mode (SP).
3. Video and audio quality of all programs to be cablecast must be consistent and of sufficient level to permit adequate reproduction by transmission equipment.
4. All individuals submitting programming to BATV on DVDs must comply with the following guidelines:
  - a) One program per DVD.
  - b) DVDs submitted with menus preceding or following actual program will not be accepted.
  - c) DVDs must be labeled with title of program and producer / presenter's name.
  - d) DVDs must be submitted in cases.
  - e) Programming submitted on DVDs must comply with BATV Preparation Requirements.
  - f) Only DVD-R, DVD+R, and DVD+RW formats will be accepted.

BATV staff reserves the right to withhold the cablecast of any program, which does not meet preparation or technical requirements.

## **Prohibitions and Clearances**

Users of BATV and program producers are fully responsible for the content of their program material. The following material is forbidden for presentation on the Public, Educational, and Governmental Access Channels:

1. Any obscene and / or other programming prohibited by applicable law(s).
2. Any lottery information.
3. Any material designed to promote the sale of commercial products or services.
4. Any invasion of privacy.
5. Any violation of trademark, copyright, or publicity rights prohibited by applicable law(s).
6. Any illegal or otherwise prohibited activity.

Users are responsible for obtaining, in writing, release forms, minor permission forms, all necessary approvals, clearances, licenses, etc. for the use of any program material which the user submits to the Access Corporation. These may include, but are not limited to: broadcast stations, networks, music licensing organizations, performer's representatives, and any and all other persons as may be necessary for authorization to cablecast, stream and / or distribute program material by any means.

If requested, a responsible adult shall verify, in writing, that authorization has been obtained concerning use of any equipment by a minor; and / or appearance of any minor; and / or that all necessary approvals / licenses have been obtained, for a program to be distributed by any means. Such adults shall be responsible for liability resulting from the use of equipment by, or any appearance of, a minor.

## **Ownership**

The copyright for program content produced using BATV equipment is retained by the producer. BATV retains the master medium of all programs produced using BATV equipment and retains the right to cablecast, stream and / or distribute program material without limit for two years. Municipal meetings shall be retained for five years.

No individual may receive any financial benefit / remuneration from programs produced using BATV equipment in accordance with BATV's 501 (c)(3) non-profit status, unless through an awarded grant (see Section VII, Underwriting and Grants).

## **Sponsorship Credits**

Commercial advertising is prohibited from the access channels. Acknowledgment of underwriting by businesses, organizations, or grantors providing monetary or other assistance to the making of a program may be included in the program credits. Acknowledgment may include the underwriter's name, business name and a brief value neutral statement describing the underwriter's contribution or product. No addresses or telephone numbers may appear except for not-for-profit (non-profit) organizations.

## **Political Programming**

BATV makes available its production and cablecasting facilities as an open forum and encourages political discussion of issues and candidates.

1. Political programming:
  - a) Debate programs are non-partisan: All candidates are invited and all referendum viewpoints may be expressed.
  - b) Advocacy programs are partisan: All candidates may or may not be invited and all referendum viewpoints may or may not be expressed.
  - c) Election coverage.
2. A BATV member must follow the BATV Policies & Regulations to use BATV facilities to present / produce political programming.
3. All programs submitted for cablecast shall be accompanied by a completed Request for Cablecast form (see form G: Request for Cablecast).
4. Cablecast of political programming will cease 48 hours prior to Election Day and will not resume until the polls have officially closed. It is the responsibility of the presenter / producer to alert staff of any political program content relevant to the upcoming election.
5. The Community Bulletin Board may not be used for political advocacy.

## **VI. Violations**

In order for the BATV Policies & Regulations to be effective and to keep operations running smoothly, the following penalty system has been instituted. There are two types of violations which may result in restrictions on a member. The BATV Executive Director and / or staff are authorized to issue violations. Violations may be issued verbally or in writing.

### **Minor Violations**

Minor violations may result in a verbal or written warning, or membership suspension up to 90 days. These may include, but are not limited to:

1. Failure to cancel a reservation in accordance with BATV's Policies & Regulations.
2. Late pick up or return of equipment without notification and approval.
3. Failure to clean up after using facilities.
4. Eating, drinking, or smoking in non-designated areas.
5. Handling off-limit equipment or being in off-limit areas.
6. Failure to comply with BATV's Policies & Regulations.

## **Major Violations**

Major violations may result in a minimum 90-day suspension of membership. These may include, but are not limited to:

1. Abusive language and / or actions.
2. Commercial, profit-making, or personal use of BATV facilities and / or equipment.
3. Theft or abuse of equipment, including attempted repair, rewiring, etc.
4. Falsifying forms.
5. Misrepresentation to others of member's status or affiliation with BATV.
6. Use of BATV equipment without staff permission.
7. Being under the influence of drugs (including alcohol) or bringing such substances into BATV facilities.
8. Bringing weapons on the premises occupied by BATV.
9. Failure to comply with BATV's Policies & Regulations.

The staff of BATV exclusively reserves the right to enforce the BATV Policies & Regulations. The BATV Board of Directors and staff both reserve the right to permanently revoke the right of membership of any individual, family, or organization / business whose behavior violates the Policies and Regulations of BATV.

## **Grievance Procedure**

Members are encouraged to resolve difficulties on the staff level. If a difficulty cannot be resolved at the staff level, a member may request an appeal. To file a formal complaint, the following steps are required:

1. The access user is required to submit any grievance, typewritten, to the BATV Executive Director within seven working days from the date of the incident.  
\*\*If the Executive Director is an affected party, the grievance request will be submitted immediately to a Grievance Committee and bypass step two.
2. The BATV Executive Director will review the grievance and render a decision in a timely fashion.
3. Should the decision of the BATV Executive Director not satisfy the access user, the user may file a written request for review by a Grievance Committee. The decision made by the Grievance Committee shall be final.

A Grievance Committee will be made up of one BATV staff member (not involved with the incident), one BATV board member (not involved with the incident), two BATV access users (not involved with the incident), and the President of the BATV Board of Directors.

The BATV President shall choose the staff member, board member, and two access users. If the BATV President is involved with the incident, the following order of command will be followed:

1. BATV Vice-President.
2. BATV Secretary.
3. BATV Treasurer.
4. Most senior BATV board member in alphabetical order.

## **VII. Underwriting and Grants**

Access users are encouraged to apply for and receive underwriting or grants to aid in the development and production of programs. Donations can be in the form of goods, services, and contributions. When monetary consideration is received, the producer is encouraged, but not required, to make a donation to BATV unless it violates the terms of the grant. Staff must be informed, in advance, about any such underwriting. To give proper credit for underwriting and grants, see Section V, Sponsorship Credits.

## **VIII. Responsibility**

Users of the access channels shall indemnify BATV, its Board of Directors, and its employees, against any and all liabilities arising out of use of facilities and/or resources, or out of breach of the BATV Agreement with Policies and Regulations (see form B).



## Agreement With Policies & Regulations

I have read, am familiar with, and agree to abide by the Policies & Regulations of Billerica Access Television, Inc.

1. I understand that I am fully responsible for the equipment and facilities I use.
2. I understand that the following material is forbidden for presentation on the Public, Educational, and Governmental Access Channels:
  - a. Any obscene and / or other programming prohibited by applicable law(s).
  - b. Any lottery information.
  - c. Any material designed to promote the sale of commercial products or services.
  - d. Any invasion of privacy.
  - e. Any violation of trademark, copyright, or publicity rights prohibited by applicable law(s).
  - f. Any illegal or otherwise prohibited activity.
3. I will be thoroughly familiar with the nature of all program material that I submit to the Access Corporation and take full responsibility for its content.
4. I understand that the material I record will be used for programming on the Public, Educational, or Governmental Access Channels and may be disseminated by other means by the Access Corporation.
5. I agree to obtain in writing all necessary clearances and permissions from any and all organizations, individuals, and groups as may be needed to record and / or cablecast, stream and / or distribute program material by any means.
6. I understand I am responsible and agree to indemnify and hold harmless provider(s), Comcast, Verizon, BATV, Inc., its Directors and employees, and their successors, from any liability, loss, claim, cost, or damage of any nature whatsoever which may arise by reason of any claim that any material submitted by me for dissemination by any means infringes and / or violates any rights of any person(s) or organization(s).

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

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

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ I.D. Number: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Organization (if applicable): \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

If a member is under 18 years of age, name and signature of parent / guardian accepting responsibility.

Parent / Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_

B

## Program Proposal

Name: \_\_\_\_\_ I.D.#: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Phone # (H): (\_\_\_\_)-\_\_\_\_-\_\_\_\_\_ (W): (\_\_\_\_)-\_\_\_\_-\_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

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

1. Will the program be: a)  a single program  submitted weekly  submitted monthly  other (explain) \_\_\_\_\_  
b)  live  videotape only
2. Program format:  talk show  lecture/demo  public meeting  sports  music  theatre  edited documentary  political  other (explain) \_\_\_\_\_
3. Describe program content: (topics, name/number of guests, etc.): \_\_\_\_\_  
\_\_\_\_\_
4. Location of the shoot: \_\_\_\_\_
5. Date(s) and time(s) of shoot: \_\_\_\_\_
6. What is the anticipated length of program: \_\_\_\_\_ Date for completion: \_\_\_/\_\_\_/\_\_\_
7. Will program require editing?  yes  no. If yes, anticipated time needed to edit (each episode, if series): \_\_\_\_\_
8. Please list crew: \_\_\_\_\_  
\_\_\_\_\_
9. Please list equipment needs: \_\_\_\_\_
10. Will the program contain offensive language, nudity, sexually explicit, or excessively violent material?  yes  no

As producer of the program named above, I accept full responsibility for program content. I have read, understand, and agree to abide by the BATV, Inc. Policies and Regulations. I agree to indemnify and hold harmless provider(s), Comcast, Verizon, BATV, Inc., its Board of Directors, employees, and members from any liability, legal fees, or expenses whatsoever incurred as a result of cablecasting, streaming and / or distributing this program by any means.

I agree to provide BATV, Inc. Staff, if requested, prior to the dissemination of the program named above, with copies of any releases, licenses, or other permissions required to legally do so.

I give BATV, Inc. the right to duplicate this program, for distribution if requested to do so, without any copyright liability whatsoever. I also give BATV, Inc. permission to use this program, or parts of, for promotional purposes.

Producer Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

If producer is under 18, name of parent / guardian: \_\_\_\_\_

Parent / Guardian's Signature: \_\_\_\_\_

=====

### Staff Use:

Accepted  Rejected Date: \_\_\_/\_\_\_/\_\_\_ Staff Initials: \_\_\_\_\_ Reason(s): \_\_\_\_\_

## Performance / Visual Arts Release

I hereby consent to permit Billerica Access Television, Inc. (BATV, Inc.) to transmit or to record on film, tape, or otherwise, my voice and / or picture, name, likeness or performance / visual art / musical composition for single or multiple performances, and to permit said BATV, Inc. to supply recordings thereof to other Broadcasting / Cablecasting Organizations or similar and to consent to further broadcast, cablecast, or other use thereof without limit. This consent also extends to the use of my name and / or likeness, any portion of my performance / visual art / musical composition, and biographical information about me in publicizing or promoting such cablecasts or other uses of my artwork in one or more television program(s) disseminated by Billerica Access Television, Inc.

Name: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

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

\_\_\_\_\_

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

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

If talent is under 18 years of age, parent or guardian must sign to indicate their approval / knowledge of actions.

Parent / Guardian: \_\_\_\_\_

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

\_\_\_\_\_

Parent / Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Telephone Number: (\_\_\_\_)-\_\_\_\_\_

D

## Request for Cablecast

I \_\_\_\_\_, (check only one)  
\_\_\_\_\_ member of Billerica Access Television, Inc. (BATV),  
\_\_\_\_\_ resident in the town of Billerica  
request to have the following program(s)/series cablecast on BATV's access channel(s).

Name of Program(s): \_\_\_\_\_

Producer of Program(s): \_\_\_\_\_

Producer Address & Phone: \_\_\_\_\_

Description of Program(s): \_\_\_\_\_

List crew members (optional): \_\_\_\_\_

Does the program(s)/series contain offensive language, nudity, sexually explicit, or  
excessively violent material? yes no

Total length of each program: \_\_\_\_\_

Frequency - I agree to submit this program (circle one only): One time only, weekly,  
monthly, other (explain) \_\_\_\_\_ (Frequency of new programming  
submitted by presenter determines frequency of cablecasts on the access channels).

Preferred day and time for cablecast (see Sec. V, Channel Time): \_\_\_\_\_

I have read, am thoroughly familiar with, and agree to comply with BATV's Policies  
and Regulations regarding the cablecast of this program/series.

I give permission to BATV, Inc. to display my name at the beginning and / or end of  
the program(s) as its presenter. I give BATV, Inc. the right to duplicate, cablecast, stream  
and / or distribute this program / series by any means without any copyright liability  
whatsoever.

As presenter of this program(s)/series, I state that the program(s) contains no advertising,  
obscene material, lottery information, or libelous / slanderous material and understand that it is my  
responsibility to alert staff of any political program content relevant to an upcoming election. I  
agree that I am solely responsible for the content of this program(s)/series and do not hold  
providers(s), Comcast, Verizon, BATV, Inc., its Board of Directors, employees, or members  
responsible for its content in any way. I have received all necessary permits, copyright waivers, and  
/ or releases in order to legally cablecast, stream and / or distribute the program(s) by any  
means.

I agree that the scheduling of this program(s) is at the discretion of BATV, Inc.

Signature of presenter: \_\_\_\_\_

Address (street, city, state, zip): \_\_\_\_\_

Phone: (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Date: \_\_/\_\_/\_\_ Email: \_\_\_\_\_

If under 18 years of age, parent/guardian must sign to accept full responsibility of presenter.

Parent / Guardian: \_\_\_\_\_

Address (street, city, state, zip): \_\_\_\_\_

Phone: (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Date: \_\_/\_\_/\_\_ Email: \_\_\_\_\_

Parent / Guardian's Signature: \_\_\_\_\_

E

## Minor Release

For members under 18 years of age to use equipment / facilities.

I hereby give permission for my child to attend Billerica Access Television, Inc.'s (BATV, Inc.) courses and workshops. I give my permission for my child, (name) \_\_\_\_\_, to use BATV, Inc.'s access equipment and facilities.

I hereby assume complete responsibility for the actions of said child while using BATV, Inc.'s equipment and facilities. I accept full responsibility, and will fully reimburse BATV, Inc. for damage to any such equipment or facilities while in the possession of and / or in use by my child. Negligent handling of such equipment and / or facilities will result in the forfeiture of the right of my child to use BATV, Inc.'s equipment and / or facilities in the future.

Please Print:

Child's Name: \_\_\_\_\_

Parent / Guardian: \_\_\_\_\_

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

Phone: (\_\_\_\_)-\_\_\_\_-\_\_\_\_\_

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

Parent / Guardian's Signature: \_\_\_\_\_

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