



*PUBLIC,
EDUCATIONAL,
& GOVERNMENTAL
ACCESS KIT*

Dear Access User:

Here are some answers to frequently asked questions about Cablevision of Connecticut's Access Program:

What is Public Access Television all about?

It is your opportunity, as a resident of Cablevision's cable franchise area to produce or cablecast non-commercial programming.

How does one go about using Cablevision's Production Facilities?

In order for a resident of Cablevision's Service Area to use any of the Cablevision's Production Facilities, such resident must first become a "Qualified Access User" by successfully passing a competency exam which measures your understanding of the use of Cablevision's Production Facilities. You may take the exam based upon your prior experience or after the completion of training in a workshop sponsored by Cablevision or another cable operator. For your convenience, Cablevision provides training workshops throughout the year to qualify potential users.

How do I enroll in a Cablevision training workshop?

Call or write for your training workshop application. Once we receive your completed application, your name will go on a waiting list. Please be prepared to allow up to four to six weeks prior to the commencement of our next training session. The training workshops meet on various dates at various times. The more flexible your schedule is, the sooner you will be contacted. If you already know someone who is an Access User, it would benefit you to visit our facility with them so they may help acquaint you with our procedures and policies.

What if I just want to run a tape on Public Access?

The procedure for this is quite simple. Read the Public Access Rules and Policies & Procedures. You must agree to accept those obligations and then decide when you would like your program to run. Then fill out an Access User Application, and sign the Access User Contract and submit together with a clean copy of your program for review. If you have further questions please call to make an appointment and we will be glad to meet with you.

What kinds of programs can I produce?

Documentaries, interviews, drama, art... anything that concerns or is of interest to the people in your community.

What else should I know as a Public Access Producer?

Your success in producing a show for Public Access is dependent upon your commitment of time and energy towards reaching that goal. Patience and time spent with veteran access users and producers will pay off in helping you to become proficient with Cablevision's facilities and equipment. Publications and books on TV production are readily available and are recommended reading for anyone wishing to become a successful Public Access User.

What if I have a program that I would like aired on the Access Channel but I don't live in Cablevision's Service Area?

If you would like your Access Program aired on an Access Channel serving Cablevision's Service Area you must find a local sponsor who resides within Cablevision's Service Area. The "sponsor" will be responsible for executing and abiding by all of the terms of the Access User Application and Contract. Cablevision shall only deal with the "sponsor" who, for all purposes, shall be considered the Applicant.

Where else can I get information on Public Access?

The Area Nine Cable Council, an informed citizens' group whose members have been appointed by the towns they represent, has been active in the formation of our access system. A list of full membership can be obtained at your local town hall or library. Members may be able to assist you with production and scheduling.

Please feel free to make an appointment to meet with us if you have any questions. Additionally, you may call or write for more information or an Access Training Workshop Application to:

Cablevision of Connecticut
28 Cross Street
Norwalk, Connecticut 06851
(203) 750-5779
Attention: Public Access Department

- 2 -

**CABLEVISION PUBLIC, EDUCATIONAL AND
GOVERNMENTAL ACCESS INFORMATION KIT DIRECTORY**

Cablevision's Public, Educational, and Governmental Access Kit contains the following:

- 1) **Letter with information about access, including:**
 - Most frequently-asked questions about access
 - Introduction to Rules, Policies, and Procedures
 - Address and phone number for more information

- 2) **Cablevision's Public, Educational and Governmental Access Rules:**
 - PEG Access Rules
 - ❖ Purpose of the Rules
 - ❖ Definitions
 - ❖ Rules Governing Access Channel
 - ❖ Rules Governing Use of Cablevision's Access Facilities
 - ❖ Explanation of the Access Use Application and Contract
 - ❖ Public Inspection
 - ❖ Access User Liability
 - ❖ Violation of Rules
 - ❖ Questions
 - Service Area
 - Access User Application
 - Access User Contract

- 3) **Cablevision's Program and Facilities Policies and Procedures:**
 - Applying for Access
 - Policies for Access Channel Use
 - Reserving Public Access Channel Time
 - Technical Specifications for Airing Tapes
 - Reserving Cablevision Production Facilities
 - Individual Facilities Policies
 - Training Workshop
 - Volunteers
 - Policy Enforcement with PEG Access Privilege Suspension Guidelines

- 4) **Cablevision's Access Forms:**
 - Access User Contract Renewal
 - Studio Application
 - Editing Application
 - Electronic Field Production Equipment Agreement
 - Portable Studio Application
 - Mobile Production Van Application
 - Recommended Programming Personal Release Form
 - Training Course Application

CABLEVISION
PUBLIC, EDUCATIONAL, AND GOVERNMENTAL
ACCESS RULES, APPLICATION, AND CONTRACT

CABLEVISION
PUBLIC, EDUCATIONAL AND GOVERNMENTAL ACCESS RULES

1. Purpose

The rules and regulations set forth herein below shall govern the availability and use of the Public, Educational, and Government Access Channels and facilities administered and provided by Cablevision.

2. Definitions

a) "Access Channel" – That cable channel or channels or portions thereof which is or are specially designated by Cablevision for the presentation of Access Programming by a person who is a resident of, or a group or organization which operates within Cablevision's Service Area, as defined in Section 2(o) below.

b) "Access User" – Any person which makes proper application for and presents Access Programming over the Public, Educational, or Government Access Channel.

c) "Access Programming" – Analog video and audio material provided by Access Users on the Public, Educational, and Governmental Access Channel(s), which programming concerns matters of interest to and/or is about Cablevision's Service Area.

d) "Applicant" – Any (i) person who is eligible for Public Access and is at least 18 years of age residing in, or a group or organization which operates within Cablevision's Service Area or (ii) an entity which is eligible for Educational Access such as a school district or not for profit educational institution chartered or licensed by a State Department of Education or (iii) an entity which is eligible for Governmental Access such as municipal, county or state government or an agency thereof which has properly applied for use of an Access Channel or Production Facilities. Applicant shall be responsible for executing and abiding by all of the terms of the Access User Application and Contract and additionally shall abide by Cablevision's Public, Educational and Governmental Access Rules.

e) "Cablecasting" – The distribution of programming (exclusive of broadcast signals) over Cablevision's cable television system.

f) "Educational Access Channel" – That cable channel which is designated by Cablevision for the presentation of Access Programming by school districts or educational institutions chartered or licensed by the State Department of Education.

g) "Facility User" – Any Applicant who makes proper application for and uses Cablevision's Production Facilities, as applicable.

h) "Governmental Access Channel" – That cable channel which is designated by Cablevision for the presentation of Access Programming by municipal, county or state government or agencies thereof.

i) "Indecent Material" – Any material in a program and/or presentation which would be defined as "programming that the cable operator reasonably believes is lewd, lascivious or filthy... or describes or depicts sexual or excretory activities or organs in a patently offensive

manner as measured by contemporary community standards” in accordance with The Communication Act of 1934.

j) "Lottery" – Any device, scheme, plan, promotion, contest or other program and/or presentation which involves directly or indirectly the elements of prize, chance and consideration, or any such device, scheme, plan, promotion, contest or other program and/or presentation which is, has been or may be declared a lottery under applicable local, state or Federal law.

k) "Lottery Information" – Any advertising or information concerning any Lottery as defined in Paragraph 2(j) or any list drawn or awarded by means of any Lottery, whether said list contains any part or all of such prizes.

l) "Obscene Material" – Any material in a program and/or presentation which would subject the producer, supplier thereof and/or Cablevision to prosecution or penalty under local, state or Federal law for the production or presentation of obscene material.

m) "Production Facilities" – Cablevision's designated production equipment.

n) "Qualified Production Facility User” – A person who has been certified by Cablevision after successfully passing a competency exam measuring Applicant’s understanding of the use of the specific Cablevision Production Facilities which such person shall be utilizing.

o) "Service Area" – The geographic area to which Cablevision provides a discrete Access Channel as more specifically set forth on the attached Exhibit A. Depending upon the specific system's design and architecture, the Service Area might be the entire area served by a headend or a region served by a node or sub-headend; and can be limited to one or more political subdivisions but not all areas served by the headend.

3. Rules Governing Access Channels

a) A person residing in or a group or organization which operates within Cablevision's Service Area is eligible to use the Public Access Channel(s) for Access Programming (see definition of "Applicant") on a first-come, first-served, non-discriminatory basis. A request for use shall be made by filing an Application, as attached, and is subject to the availability of the Public Access Channel at the time and for the duration requested. Cablevision may, in its reasonable discretion, permit other persons, groups or organizations to utilize the Public Access Channel, when not otherwise being utilized. In determining whether a person is a

- 2 -

resident of a particular Cablevision Service Area, Cablevision shall reasonably review such person’s address and permanent place of domicile (as evidenced by a utility bill, driver's license, tax bill, etc.). In determining whether an organization or group operates within Cablevision's Service Area, Cablevision will look to factors such as organization's business address as well as where it promotes that its services and products are made available.

If you do not live within Cablevision’s Service Area, a local resident of the Cablevision Service Area may sponsor your program and assume all obligations hereunder by becoming an Applicant. Please understand that Cablevision shall only deal with Applicants.

b) A bona fide educational institution, chartered or licensed by the State Department of Education and located within Cablevision's Service Area is eligible to use the Educational Access Channel(s) for Access Programming on a first-come, first-serve, non-discriminatory basis. A request for use shall be made by filing an Application and is subject to the availability of the Educational Access Channel at the time and for the duration requested. Cablevision may, in its reasonable discretion, permit other bona fide educational institutions, organizations or authorities to utilize the Educational Access Channel.

c) A bona fide governmental body within or an elected official who represents Cablevision's Service Area is eligible to use the Governmental Access Channel(s) for Access Programming on a first-come, first-served, non-discriminatory basis. A request for use shall be made by filing an Application and is subject to the availability of the Governmental Access Channel at the time and for the duration requested.

d) As more fully described in the Cablevision Access Program and Production Facilities Policies and Procedures attached hereto, any audio or visual material which promotes or is designed to present a commercial transaction or is designed for non-political or commercial fundraising is prohibited in connection with any Access Programming. Any Access Programming which contains any material designed to elicit a response or any other solicitation of names or addresses which may be used for future non-political or commercial fund raising activities may be rejected by Cablevision in its reasonable discretion. Notwithstanding the above, "credit" type notices announcing the source of funding (if any) for the production of the program shall not be interpreted so as to make a program a prohibited "commercial use" and thus are permitted to be shown at the end of the program.

e) No program, production or presentation shall be cablecast or permitted to be cablecast on the Public, Educational, or Governmental Access Channel(s) which involves directly or indirectly any Lottery information or which involves a Lottery, gift, contest, enterprise or similar scheme.

f) No program, production or presentation shall be cablecast or permitted to be cablecast on the Public, Educational, or Governmental Access Channel(s) which involves any Obscene Material or other unprotected speech.

g) If, in Cablevision's reasonable discretion, any program, production or

- 3 -

presentation contains Indecent Material, Cablevision shall notify Applicant. Cablevision reserves the right to air such program, production or presentation after 10:00 p.m.

h) In the event Cablevision believes that a program submitted contains material proscribed pursuant to Federal, state, or local laws, rules, or regulations or pursuant to Paragraphs 4(d)(e) and/or (f), Cablevision shall notify Applicant, who may edit such program or withdraw same. Cablevision shall not edit any program.

i) Further, in order to submit programming for distribution on the Access Channel in Cablevision's Service Area, Applicant understands that its eligibility hereunder is subject to reasonable review by Cablevision. Cablevision shall be under no obligation to cablecast any

Access Programming which it reasonably believes to be in violation of Paragraph 4(d), (e), (f), (g), or (h), or for which Cablevision reasonably determines the Applicant is ineligible hereunder. Applicant shall be afforded the opportunity to appeal any such decision of Cablevision by contacting Cablevision's Local Access Coordinator, Access Supervisor, Area Manager, Area Director or Director of Access Programming.

j) Cablevision reserves the right to include the Access Programming in its printed Television Guide listings. In the event that you meet Cablevision's printing schedule timeframes for the production of such listings, Cablevision shall include the Access Programming in such listing. All Access User promotion which refers to the channel, time or Service Area where Access Programming is to be cablecast (including but not limited to radio, television, pamphlet, flyer, magazine or cable television programs) and which is used by Applicant to promote or publicize Access Programming or an appearance on Access Programming, is subject to reasonable review and approval by Cablevision prior to its dissemination or publication.

4. Rules Governing Use of Cablevision's Production Facilities

a) A person residing in, or a group or organization which operates within Cablevision's Service Area and which meets the requirements of Paragraph 4(g) below, is eligible to use Cablevision's Production Facilities located within the state where such Service Area is located. In determining whether a person is a resident of a particular Cablevision Service Area, Cablevision shall reasonably review such person's address and permanent place of domicile (as evidenced by a utility bill, driver's license and/or tax bill). In determining whether an organization or group operates within Cablevision's Service Area, Cablevision will look to such organization's business address as well as where it promotes that its services or products are made available. Cablevision's Production Facilities may only be used to produce Access Programming and such Access Programming must be presented on an Access Channel. A request for use shall be made by filling out the appropriate studio or equipment application, as attached, after an Access User Application has been executed and is subject to the availability of the Production Facilities at the time and for the duration requested. Cablevision may, in its reasonable discretion, permit other persons, groups or organizations to utilize Cablevision's Production Facilities if not otherwise being used. In no event may Cablevision's Production Facilities be utilized other than by Cablevision for the production of programming which presents a commercial transaction, seeks to raise funds or involves partisan political advocacy or

- 4 -

campaigning of any kind (excluding, however, incidental appearances by politicians or political candidates in a news or talk show setting).

b) At least fifteen (15) days in advance of the desired time and date of the use of the Production Facilities, an Applicant must submit a studio or equipment application, as applicable, copies of which are attached. Cablevision may waive the aforementioned fifteen (15) day period contained herein in the event such Production Facilities are available upon shorter notice.

c) Production Facilities may be used for up to four (4) consecutive hours. Since Cablevision makes its Production Facilities available to the public, Cablevision requests that all persons are courteous and respectful with regard to other members of the public who might be using the Production Facilities before or after you. As such, we ask that you provide at least twenty-four (24) hours notice of cancellation of Production Facilities time and that you use all reasonable

effort to ensure that you do not run over your allotted time. If you cause disruption or inconvenience to Cablevision or other Facility Users, you will be subject to penalties up to and including revocation of your Access User Contract and use of Cablevision's Production Facilities. If a request for use of Cablevision's Production Facilities is granted and the scheduled time is not utilized, the Applicant will lose such Production Facilities time. In the event that an Applicant requests multiple uses of the Production Facilities and the Applicant does not utilize its scheduled time, causing inconvenience or disruption to Cablevision or other Facility Users, the Applicant may be subject to appropriate loss of privileges in accordance with Cablevision's penalty provisions.

d) Applicants must be 18 years of age or older and must assume all legal and programming responsibility for the studio by executing Cablevision's Access User Application and Contract. Such Applicant shall be responsible for the acts and omissions of all production crew members.

e) Cablevision shall make its Production Facilities available during its normal business hours (as clearly posted at each studio location), or at other times or on weekends by special arrangement. The equipment allocated for access use as well as such equipment's availability shall be so designated by Cablevision from time to time.

f) Where available, designated portable Cablevision access equipment may be used by Qualified Facility Users on location, provided such Facility Users meet the conditions noted in Paragraph 4(g) below, and provided further, that such Facility User agrees to be responsible for any damage to such equipment, reasonable wear and tear excluded. Equipment may not be used at locations or for purposes other than the production of Access Programming.

g) Applicant represents and warrants that all persons who will operate Cablevision's Production Facilities are Qualified Facility Users who have successfully passed a Cablevision competency exam to use the Production Facilities to which they are assigned. A qualified Cablevision technical director shall oversee the use of the in-house Production Facilities by Applicant and Applicant's personnel.

- 5 -

h) Use of the Production Facilities must result in the production of Access Programming suitable for cablecast. All Production Facility usage is subject to these Rules and any and all tampering with Production Facilities may result in cancellation of the Contract and the possible loss of future access privileges. Inordinate use that does not result in programming may lead to review and loss of privilege.

i) Only program participants and persons involved in producing the Access Programming will be allowed access to Cablevision's Production Facilities. To ensure adequate studio set up and configuration, please advise us at least twenty-four (24) hours in advance if more than six (6) guests/participants will be appearing in the same segment at the same time of Access Programming being taped at a Cablevision location.

j) Access Users and/or guests may enter only those areas of Cablevision's Production Facilities and office locations that are designated for Access use, in addition to those areas that are normally open to the public. Access Users and guests are asked to comply with Cablevision's guidelines with respect to their conduct while guests of Cablevision and shall conduct

themselves in a civil and orderly fashion. Access Users are ultimately responsible for the conduct of all persons involved in the production of the Access Program and all guests.

k) All Access Users shall be financially responsible for the cost of repair or replacement of any Production Facilities damaged by or under the control of Access User.

5. Application for Public, Educational, and Governmental Access Channels; Contracts

a) Application for use of the Public, Educational, and Governmental Access Channel(s) shall be submitted in writing and shall identify the proposed Access Channel user by name and address and specify and/or contain the following:

- 1) Name, address, and telephone number of the individual or organization making the request, and, if an organization, a representation that Applicant has the authority to sign on behalf of such organization;
- 2) The Access Channel desired (public, educational, or governmental);
- 3) The day or days for access cablecasting desired (and alternative dates);
- 4) The time segment desired (and alternative times) and duration of the cablecast;
- 5) The technical format of the program;
- 6) A statement that the Applicant has read the Access Rules and will comply therewith;

- 6 -

7) A certification that the individual or organization making the request resides within or operates within Cablevision's Service Area; and

8) Such other and/or additional information as Cablevision may reasonably deem necessary.

b) All Applications and Access User Contracts must be submitted at least fifteen (15) days, but not more than eight (8) weeks, in advance of the desired date and time of the proposed initial cablecast. A separate Application and Access User Contract must be submitted for each Program or Program series (of up to 13 weeks) for which access time is requested.

c) Applicants who choose to produce their own programming and wish to use their own facilities should consult with Cablevision at the time of Application submission to determine whether their format is compatible with existing Cablevision equipment. After submission of the program, Cablevision shall reasonably determine if such presentation meets the Technical Specifications for Airing Tapes, (which are contained in the Cablevision PEG Access Policies and Procedures attached hereto). Programming which does not meet Cablevision's technical standards will be rejected. Cablevision shall not be under any obligation to obtain additional

equipment to cablecast any Access Programming nor shall Cablevision be responsible for any damages for failure to so cablecast any such Access Programming.

d) Applications and reserved channel times are not assignable or transferable.

e) If Applicant plans to use copyrighted material, Applicant must obtain all appropriate rights and clearances for the use of such material. Cablevision reserves the right to request evidence of such rights and clearances, in its reasonable discretion.

f) In the event that Cablevision reasonably believes that a program or presentation contains copyright infringing material, Cablevision reserves the right to refuse to carry or to continue carrying such program, presentation or series, or portion thereof, which does not, comply with the provisions of these Rules or for which, adequate rights to the material contained in the program and/or copyright clearances have not been obtained. However, permission to proceed shall not be construed to mean that Cablevision has acknowledged or concluded that Applicant has secured all necessary rights and/or clearances or that Cablevision assumes any responsibility for such programming.

g) Only persons 18 years of age or older shall be permitted to be Access Channel Users unless an adult assumes all legal responsibility for the program by executing Cablevision's Access User Application and Contract. Additionally, all Applicants must have the parental permission of any minor appearing in Access Programming.

h) As more fully described in the Cablevision Production Facilities & Procedures attached hereto, Access Programming time is reserved on a first come, first serve, non-discriminatory basis for a maximum of thirteen (13) weeks.

- 7 -

6. Public Inspection

a) Cablevision shall maintain a complete record of the names and addresses of all persons, groups, organizations, or entities requesting access time. Such records will be maintained in the local office of Cablevision and will be available for public inspection during Cablevision's normal business hours.

b) Persons requesting public inspection shall identify themselves by name and address.

c) Access Channels will not be made available to any Applicant who refuses to have his identity maintained in the records and available for public inspection as required by this paragraph.

d) All records of requests for Access Channels shall be maintained for a period of at least two (2) years.

7. Access User Liability

Cablevision does not exercise editorial control over the content of any program produced by an Access User. Applicants assume all responsibility as producer and/or originator of any of Applicant's Programming cablecast on Cablevision's cable system(s). Access Users who produce and/or cablecast Access Programming which violates federal, state or local laws, rules or regulations, or which infringe upon the rights of any person, corporation, partnership or entity, or constitute libel or slander, may be subject to criminal or civil penalties and shall be required to indemnify and hold Cablevision harmless from any such third party claims.

8. Violation of Rules

Violation of Access Rules by an Access User or guests of any Access User may subject the Access User to a temporary or permanent loss of access privileges.

9. Questions

In the event a question or dispute arises regarding the applicability or interpretation of these rules, such questions or disputes shall be initially directed to Cablevision's Access Coordinator, Access Supervisor, Area Manager, or Area Director. Further questions or disputes shall be referred to the Director of Access Programming or to the Senior Director of Local Programming.

EXHIBIT A
SERVICE AREA

Darien
Easton
Greenwich
New Canaan
Norwalk
Stamford
Redding
Weston
Westport
Wilton

**CABLEVISION OF CONNECTICUT
ACCESS USER APPLICATION**

- 1) Title of Program: _____
- 2) Name of Applicant: _____
- 3) Address: _____

- 4) Telephone #: (home) _____ (work) _____
- 5) Name, Address and Telephone # of Principal Officer (Organizations only):
Name: _____
Address: _____
Telephone #: _____
- 6) Type of Access: Public [] Educational [] Governmental []
- 7) Producer: _____
- 8) Length (in minutes): _____
- 9) Description of Program: _____

- 10) Desired date(s) of cablecasting: From: _____ To: _____
Alternate/2nd choice: From: _____ To: _____
- 11) Desired time of cablecasting: _____
Alternate/2nd choice: _____

- 12) Tape format: VHS [] Super VHS [] 3/4" []
- 13) What, if any, Cablevision Production Facilities will be required to complete proposed program? _____
- 14) I have read the Cablevision Access Rules and the Access User Contract and agree to comply with said Contract and Rules and any regulations promulgated pursuant thereto. I understand that a completed Access User Contract must be submitted to, or be on file with Cablevision prior to any use of the Cablevision PEG Access Facilities or the cablecasting of any Access Programming.

Applicant's Signature

Date

1. Applicant has read the Access Rules of Cablevision and agrees to abide by all the provisions contained therein. Cablevision's Access Rules are hereby incorporated by reference and made part of this agreement. All capitalized terms used herein are defined in such Access Rules.

2. Applicant warrants that its cablecast presentations on the cable television system shall not include the following proscribed material:

a) Any Obscene Material or otherwise unprotected speech.

b) Any advertisement of or information concerning any Lottery, gift, enterprise or similar scheme, offering prizes dependent in whole or in part upon lot or chance, or any list of the prizes drawn or awarded by means of any such lottery, gift, enterprise or scheme, whether said list contains any part or all of such prizes. Provided, however, that this prohibition shall not apply to advertisements or lists of prizes or information concerning a lottery conducted by a State acting under the authority of State law when such information is transmitted under the circumstances described in the Access Rules.

c) Presentation of commercial transactions, as more fully described in Cablevision's Access Policies and Procedures, attached hereto.

3. a) While Cablevision has obtained all necessary music performance rights relative to the use of music in Access Programming, Applicant is responsible for all music synchronization rights (that is, permission granted by an owner, usually to a producer, allowing the music to be inserted/taped) for all music contained in Applicant's programming which is transmitted over Cablevision's facilities.

b) In order to facilitate Cablevision's licensing of music performance rights in Access programming, upon request, Applicant agrees to provide Cablevision with specific information regarding the music incorporated by Applicant in any Access Programming including but not limited to the title and composer of any such musical arrangements so incorporated.

4. Applicant assumes all responsibility as producer and/or originator of any of Applicant's Access Programming carried on Cablevision's systems. Applicant agrees to indemnify Cablevision, Cablevision's partners, officers, directors, servants, agents and/or employees and agrees to hold the aforesaid harmless from any liability, loss or damage or consequential damage, including all attorney's fees, costs, and disbursements, caused by or arising out of any material supplied by Applicant in connection with Applicant's utilization of Cablevision's Public Access Channel.

5. Applicant agrees to indemnify Cablevision, Cablevision's partners, officers, directors, servants, agents and/or employees and agrees to hold the aforesaid harmless from any

liability, loss or damage or consequential damages including all attorney's fees, costs and disbursements caused by or arising out of Applicant's utilization of Cablevision's Production Facilities.

6. Without limiting the generality of the foregoing, Applicant further agrees to indemnify Cablevision, Cablevision's partners, officers, directors, servants, agents and/or employees and agrees to hold the aforesaid harmless from any liability, loss or damage or consequential damage, including all attorney's fees, which may be imposed by reason of any claim that any material submitted by Applicant violates or infringes upon the rights, trade names, trademarks, copyrights, patents, literary or dramatic rights, music synchronization rights or rights of privacy of any other owner, licensor, copyright holder or any writer, composer or other person, corporation, partnership or entity, or that said material constitutes libel or slander.

7. a) Applicant assumes all responsibility for the proper care of any Production Facilities used by or on behalf of Applicant, whether such use is in the studio or on location. Applicant agrees to bear financial responsibility for the cost of repair or replacement of any Production Facilities damaged during use by or on behalf of Applicant, and to indemnify Cablevision, its partners, officers, directors, servants, agents and/or employees, and to hold the aforesaid harmless from any and all claims, damages, costs and liabilities of any nature whatsoever, including all attorneys' fees, which may be imposed by reason of damage to said Production Facilities.

b) Applicant agrees to submit its program (the script, if the program is to be cablecast live, or the completed tape if produced elsewhere) to Cablevision for Cablevision's review. In the event that a program is withdrawn by Applicant or a portion of the program is edited pursuant to Paragraph 4(g) of Cablevision's Access Rules, applicable charges, if any, for use of the studio and production facilities will still be due and payable.

c) Applicant agrees to comply with the technical specifications set forth in the Cablevision Access Program and Production Facilities Policies and Procedures attached hereto for program material submitted by Applicant to Cablevision for transmission over Cablevision's cable system. Video and audio signals received for transmission via common carrier or private distribution means must comply with the technical specifications set forth in the Access Rules.

8. Applicant agrees to defend all actions to which any prior indemnity applies and to conduct the defense thereof at its own expense and by its own counsel. Cablevision shall have the right to participate in such defense at its expense and Applicant agrees that it will cause its own counsel to cooperate with Cablevision in such instances.

9. Applicant, individually, and, if applicable, on behalf of all members of the organization of which Applicant is a member, hereby releases Cablevision, its successors and assigns, from any legal action, claims and demands whatsoever which the Applicant or its organization ever had, has and may have, including, without limiting the generality of the foregoing, any claim which may arise against Cablevision as a result of Applicant's or, if applicable, Applicant's organization's cablecast presentation on the Cablevision cable system or

- 2 -

the production of any material for said presentation or any mistakes, omissions, interruptions, delays, errors or defects in Cablevision's transmission of Applicant's cablecast presentation.

10. In the event that Access Programming is produced with the use of the Cablevision Production Facilities, the Applicant agrees that the program will be used only for access

cablecasting, will be cablecast over Cablevision's Access Channels, and will not be exploited for profit, nonpolitical or commercial fundraising in any fashion.

11. Cablevision has an interest in ensuring that when an Applicant publicly promotes a program or an appearance on a program to be transmitted over Cablevision's cable system, the viewing public is given accurate information. Therefore, any material which refers to the channel, time or Service Area where Access Programming is to be cablecast (including but not limited to radio, television, pamphlet, flyer, magazine or cable television promotions) and which is used by Applicant to promote or publicize Access Programming or an appearance on Access Programming, must be reviewed and reasonably approved by Cablevision prior to its dissemination or publication.

APPLICANT:

Signature

Print

Organization

Date: _____

CABLEVISION OF CONNECTICUT

By: _____

Date: _____

CABLEVISION
NEW YORK METROPOLITAN AREA
ACCESS PROGRAM AND PRODUCTION FACILITIES POLICIES AND PROCEDURES

CABLEVISION
NEW YORK METROPOLITAN AREA
ACCESS PROGRAM AND PRODUCTION FACILITIES POLICIES AND PROCEDURES

- I. APPLYING FOR ACCESS**
- II. POLICIES FOR ACCESS CHANNEL USE**
- III. RESERVING PUBLIC ACCESS CHANNEL TIME**
- IV. TECHNICAL SPECIFICATIONS FOR AIRING TAPES**
- V. RESERVING CABLEVISION PRODUCTION FACILITIES; PRODUCTION FACILITIES POLICIES**
- VI. STUDIO POLICIES**
- VII. EDITING FACILITIES**
- VIII. ELECTRONIC FIELD PRODUCTION PACKAGES**
- IX. PORTABLE STUDIO**
- X. MOBILE PRODUCTION VAN**
- IX. TRAINING WORKSHOP**
- X. VOLUNTEERS**
- XI. POLICY ENFORCEMENT**

Cablevision believes that the spirit and vitality of community life can be enhanced by the support and encouragement of access programming produced by local residents. To best facilitate the fair and equitable use of this community asset, the following set of Procedures and Policies has been established as a useful guideline for Applicants consistent with Cablevision's PEG Access Rules and Access User Contract. All capitalized terms used herein are defined in the Access Rules.

I. APPLYING FOR ACCESS

Application for use of the Access Channels shall be in writing and shall be in the form of the Access User Application, which must be submitted at least fifteen (15) days (but not more than eight (8) weeks) in advance of the desired date and time of the proposed initial cablecast. At least fifteen (15) days in advance of the desired date and time of the cablecast, the Applicant must execute and file with Cablevision an Access User Contract. However, if no prior request has been made for the time and date requested, Cablevision may waive or reduce the aforementioned time periods.

Please be sure that you have read and understand the Cablevision Public, Educational, and Government Access Rules.

Although Cablevision encourages all area residents to participate in the access experience, no person under 18 years of age may become an Access User or use the Cablevision Production Facilities unless an adult assumes all legal responsibility for the program by submitting Cablevision's Application and Access User Contract and by taking responsibility for the use of the Production Facilities.

II. POLICIES FOR ACCESS CHANNEL USE

Any person residing in, or group or organization operating within Cablevision's Service Area and making proper application may submit for telecast, video and audio material for Access Programming. Cablevision operates various cable systems in the NY metro area. Applicant is eligible to submit programs provided such Applicant lives within the geographic area served by Cablevision's local system.

Application for the telecast of programming produced outside of the Cablevision Service Area may be submitted and sponsored only by a person, group, organization or other entity residing in or serving the Cablevision Service Area. Cablevision shall deal only with such sponsor.

For scheduling purposes and in accordance with industry practice, recommended show length is 29 minutes. Special arrangements for other program lengths can be mutually arranged. Cablevision shall begin all programs on the hour and half hour only.

Cablevision is not responsible for tapes damaged during playback or lost or damaged during storage. For your safety and the safety of our equipment, please do not submit tape masters, tapes worn from multiple use, or tapes damaged by moisture, dirt or food.

Tapes are requested to be delivered five (5) business days before the requested telecast date and time. If a tape is not delivered within seventy-two (72) hours before a requested telecast date and time, Cablevision may refuse to cablecast such tape. When the first tape is delivered, no more than four (4) tapes may be dropped off. Upon request, a receipt will be issued for each such tape. Although Cablevision shall take all reasonable care of a tape, Cablevision is not responsible for loss or damage to any such tape left in Cablevision's custody beyond fourteen (14) days of the final cablecast. If you need to have your tape returned by mail, you must provide the packaging, postage and receipt(s) issued to you by Cablevision.

Access Program Content:

Access Programming may not contain any audio or visual material which presents a commercial transaction. Nor may they contain a solicitation of funding or names and addresses that might later be used for non-political or commercial fundraising. Factors that Cablevision will review and consider, as a whole, in determining whether a program presents a commercial transaction, include whether the program:

- a) proposes the sale of goods or services;
- b) promotes a commercial enterprise or product;
- c) contains business addresses or logos;
- d) gives an address, phone number, or web site to "call for more information" during the body of the program;
- e) posts a phone number or web address;
- f) suggests that a guest's company is better than others in the field;

- 2 -

- g) contains a "call to action" with regard to a commercial item or service; or
- h) contains a "900" or similar "pay" telephone number.

- The company or affiliation of a program guest may be identified no more than two times per program (beginning and middle) to provide the guest with a credential or identify him/her as an authority on the subject being discussed.
- If your program contains copyrighted material, please be certain that you have obtained all rights for the use of that material. You may be asked to furnish proof of that permission. Talent release forms should be signed by all people appearing on access programs.
- Cablevision recommends that Applicant assign a rating to its Access Programming in accordance with the television industry's parental guidelines based upon strong language, violence or mature subject matter that may be contained in Applicant's Access Programming (such ratings are TV-Y, TV-Y7, TV-G, TV-PG, TV-14 and TV-MA). Such rating shall appear either before the start of the Access Programming or as part of its title. A brief description of each such rating is set forth below:

TV-Y: This program is designed to be appropriate for all children ages 2-6.

TV-Y7: This program is designed for children ages 7 and above. Themes and elements in the program may include mild fantasy or comedic violence and may frighten children under 7.

TV-G: This program is suitable for all ages, general audience. It contains little or no violence, no strong language and little or no sexual dialogue or situations.

TV-PG: (Parental Guidance Suggested). This program contains material that parents may find unsuitable for younger children. May contain one or more of the following: mild violence, some sexual situations, infrequent coarse language or some suggestive dialogue.

TV-14: (Parents Strongly Cautioned). This program contains some material that many parents would find unsuitable for children under 14 years of age. This program contains one or more of the following: intense violence, intense sexual situations, strong coarse language, or intensely suggestive dialogue.

TV-MA: (Mature Audiences Only). This program is specifically designed for adults. It contains one or more of the following: graphic violence, explicit sexual activity or crude indecent language.

- 3 -

- In order to minimize the likelihood of exposing minors to Indecent Material, as that term is defined in Cablevision's PEG Access Rules, Cablevision reserves the right to reschedule certain programming which contains Indecent Material, at a time other than that requested by Applicant. Further, if Applicant fails to rate its program, Cablevision reserves the right to assign an appropriate rating, in its reasonable discretion.

- Cablevision will not edit prohibited material from Access Programming.
- Copies of your program dubbed by Cablevision staff will be made for a fee of \$25 per half-hour show.

Access Program Credits:

Access Programming may identify, only at the end of the program, the source of support or funding for the production. Credits on access programs for funding or services may be identified as follows:

- 1) On screen – Corporate or organization names may be printed to resemble the following examples:

"Funding provided by _____."
 "Set facilities provided by _____."

- 2) Voice over – An audio credit may state the following:

"This program was made possible by an underwriting grant from _____."

No further description of the company or organization or its products or location will be allowed.

- 3) Funding must be used for equipment, goods, or services needed for the production of an access program and cannot be distributed as salaries to producer, director, crew, talent, or others.

III. RESERVING ACCESS CHANNEL TIME

Access Programming time is reserved on a first-come, first-served, non-discriminatory basis for a maximum of thirteen (13) weeks. Cablevision's Calendar runs on four thirteen (13) week quarters which run approximately as follows: January 1st – March 31st, April 1st – June 30th, July 1st – September 30th, and October 1st – December 31st. The specific annual calendar for each year indicating the specific dates of each quarter shall be available upon request. In the event that proper application is made after the commencement of a session for the then current session, Access User may reserve the balance of the thirteen (13) weeks remaining. Contracts may be renewed for an additional thirteen (13) weeks by submitting a written Renewal Form. If another

- 4 -

Access User would like to schedule his/her program at the time that your program usually runs, you may be required to relinquish that spot after a thirteen (13) week run, with reasonable notification.

Each edition of a program can be telecast a maximum of four (4) times per system.

In order to accommodate all Access Users, Cablevision reserves the right to limit each access producer to one program per contract period.

IV. TECHNICAL SPECIFICATIONS FOR AIRING TAPES

- Programming may be accepted on one or all of the following formats: 1/2" VHS, 1/2" SVHS, or 3/4" videocassettes.
- Programming must be recorded in U.S. NTSC video format and should be of good technical quality.
- Tapes should be dubbed down no further than 3rd generation.
- An unbroken and stable control track must exist throughout the entire program length, as well as at least one minute prior to the program start time.
- At least thirty (30) seconds of black should follow at the end of the program--no false endings.
- The head of the tape must contain 1 minute of control track, which may consist of bars, tone, slate or - at minimum - studio black.
- The 2 seconds of pre-roll just before the first video /audio must be studio black.
- Run time is the total length of the program material aired, beginning with the first audio/video and ending with the last audio/video. It does not include bars, black, slate or countdown preceding the show, but should include credits and/or public service announcements added to the end of the show.
- Do not leave "holes" in the middle of the program. The public access staff does not insert commercials or PSAs.
- Video level must not be too "hot". (Over 100 units of video as measured on a video scope.)
- Audio level must not be overmodulated (too high) or too low, and should range between -8 db and 0 db.

- 5 -

- Only one program per tape is permitted. Multiple programs on a single tape cassette are not acceptable for cablecast.
- Tape jackets and the tape cassette both must be properly labeled by the producer with information about the program, including: 1) series title, 2) program title, 3) cablecast date(s), 4) run time, and 5) in time.

V. RESERVING CABLEVISION PRODUCTION FACILITIES; PRODUCTION FACILITIES POLICIES

- Cablevision's Production Facilities are available only to Qualified Access Users currently working on Access Programming on file with the office, and only to work on said programming.

- Production Facilities are reserved by the Access Producer for a specific time period, not by project.
- Prior to Production Facility usage, the following must be filed with Cablevision: a) an application for the Production Facility Use, an Access User Application and Access User Contract (attached); b) complete shooting schedule; c) a complete crew list; d) list of any props or additional materials to be brought into the facility.
- Access Users may utilize the Production Facilities for the production of Access Programming. While the Production Facilities are here and available for this purpose, no other Cablevision facilities may be used without the express consent of the company, including but not limited to all office equipment and machinery, such as copy machines, telephones, typewriters, and desk items (pens, pencils, staplers, tape, etc.).
- Access Users are admitted to the Cablevision Production Facility areas only. They are not permitted to walk around the building unaccompanied. It is expected that Access Users will treat the access and building staffs and other Access Users with respect and courtesy. Verbal and/or physical abuse of staff members or other access users may result in the suspension of access privileges. Repeated instances of disrespect or abuse may result in the revocation of all access privileges.
- Production Facility Reservation Policies and Application Forms for the reservation and use of Cablevision's Production Access Facilities are attached. Please locate and complete the forms which apply to the facilities and equipment that you need to produce your Access program.
- In order to ensure a smooth, well run presentation, please advise the staff well in advance if you have booked any extraordinary presentation which might require additional equipment, space, or facilities.

- 6 -

- Please make other arrangements for the care and supervision of children, since they may not join you in the access area.
- If you plan to have animals on your program, please make certain that they are properly caged for their safety and the safety of other Access Users.
- The policies and procedures for the use of the specific pieces of equipment available in this Cablevision system are attached. Please make certain that you review these documents and complete the information forms which accompany them.

VI. STUDIO POLICIES

- Access Users utilizing Cablevision's studios are subject to the general Cablevision Production Facilities Policies set forth in the Access Program and Facilities Policies and Procedures attached hereto.

- The program producer must be present during any studio usage. A maximum of four (4) non-consecutive sessions (3 hours each) may be booked at any time.
- Only crew members and talent directly involved with the production are allowed in the studio (guests, observers, audiences, etc. are allowed only with the consent of the public access staff). All studio participants (including crew, talent, guests, and visitors) must enter the building from the front door and must sign in with building security, where applicable, prior to commencing studio operations. The crew log-in sheet must be complete before studio production begins. Visitors should be kept to the minimum and will be seated in the green room during production. No one other than crew will be allowed in the control room or studio area.
- Wherever possible and in order to maximize the availability of Cablevision's studio, pre-production meetings and planning sessions should take place outside of the Cablevision Studio and prior to the scheduled use of the studio.
- Room temperature in the studio must be kept cool for optimal machinery functioning. Please dress appropriately and do not adjust room temperature settings.
- Do not re-patch, re-configure, or alter any settings on equipment. Ask the staff to assist you. Please report immediately to the staff any equipment problems that you are experiencing. Do not attempt to make equipment repairs yourself.
- No food or drink is allowed while using the studio. No smoking is allowed on the premises.
- Please be prompt in your arrival to and departure from the studio, and adhere to your reserved time slot. There should be no loitering in the access area after your allotted studio time is finished. You are expected to leave the area promptly and in a clean and

- 7 -

orderly condition when your booked time slot is over so that the facility is ready for the next access user.

- Use safety chains on all lighting instruments. If one is missing, notify the staff.
- Return all lighting instruments removed from the grid securely back to the grid when production is finished.
- Turn individual light power breakers off before plugging in the patch and before removing the patch.
- Turn off all light power breakers and remove patches when finished.
- When finished with cameras:
 - Lock tilt locks (not brakes or drags) in a slightly downward angle.
 - Return cameras to initial location and coil the cameras multi-cables (in “over/under” manner).

- Sweep/clean up all articles associated with your production.
- Return appropriate equipment to the office and wait for staff to check before you leave.
- Do not “power down” equipment after shift.
- If you are unsure about any procedure or piece of equipment, please ask the staff.

VII. EDITING FACILITIES

- Access Users utilizing Cablevision’s editing facilities are subject to the general Cablevision Production Facilities Policies set forth in the Access Program and Facilities Policies and Procedures attached hereto.
- Editing facilities are booked for work on Access Programs only. A maximum of two (2) non-consecutive sessions (4 hours each) may be booked at any given time.
- Only producers and editors directly involved with an editing project may be present in the editing room, and no more than 2 at any one time. No others can be admitted to the editing area by producers working in the editing room or studio.
- Time can be reserved for editing by submitting an Editing Application. If the requested time is available, your reservation will be entered on the facilities calendar. Editing booths may be reserved for up to four (4) hours per day with a maximum of twelve (12) hours per week.

- 8 -

- Any producer/editor wishing to do a “voice-over” audio dub must make arrangements prior to booking time so that needed equipment is provided.
- Please be prompt in your arrival to and departure from the edit suite and please adhere to your reserved time slot.

VIII. ELECTRONIC FIELD PRODUCTION PACKAGES

- Access Users utilizing Cablevision’s EFP packages are subject to the general Cablevision Production Facilities Policies set forth in the Access Program and Facilities Policies and Procedures attached hereto.
- EFP packages may be booked for a maximum of 2 non-consecutive 24-hour periods. Units taken out on Saturdays (or before holidays) must be returned the following working day by 10:00 AM.
- The Access Equipment Use Agreement is attached hereto and must be completed before any equipment use is commenced.
- Producers utilizing EFP units should familiarize themselves with the regulations and equipment liabilities as outlined in Cablevision's Public Access Rules and User Contract.

- The Public Access Area currently has EFP packages consisting of SVHS/standard VHS cameras, tripods, and remote light kits. Equipment needed beyond what is currently available is the responsibility of the producer.
- EFP equipment is booked/reserved as a complete unit. Producers booking a unit have the option to use all or part of that unit, but remaining articles cannot be made available to other producers, as the package must be maintained for the next user.

IX. PORTABLE STUDIO

- Access Users utilizing Cablevision's "studio-in-a-box" are subject to the general Cablevision Production Facilities Policies set forth in the Access Program and Facilities Policies and Procedures attached hereto.
- The portable studio can be reserved by a group applying to tape an event or program requiring a multiple-camera presentation. An Access User Application indicating a request for the use of this equipment should be submitted at least two (2) weeks in advance. Confirmation of the availability of the portable studio on the requested date will be given in writing within five business days of Cablevision's receipt of the Access Use Application and Access User Contract.
- All members of the production crew should have attended a training session prior to the event to learn the intricacies of this "studio in a box."

- 9 -

- Portable Studio Application is attached.

Note: Cablevision's portable studio weighs a considerable amount. Please plan to lift and transport appropriately and cautiously. Cablevision will not be held responsible for physical injury caused by improper lifting or transporting of equipment.

X. MOBILE PRODUCTION VAN

- Access Users utilizing Cablevision's mobile production van are subject to the general Cablevision Production Facilities Policies set forth in the Access Program and Facilities Policies and Procedures attached hereto.
- The mobile production van can be reserved by a group applying to tape an event or program requiring a multiple-camera presentation. Application (see attached) must be submitted at least thirty (30) days in advance of the event, and a crew of at least nine (9) people is required. Cablevision will provide a staff member, who will serve as Video Engineer. Confirmation of the availability of the mobile production van on the requested date will be given in writing within five (5) business days of Cablevision's receipt of the Mobile Production Van Application, Access Use Application, and Access User Contract.

Note: Due to the time required to set up the mobile production van and all of its equipment at the site, the van should be scheduled to arrive at least four (4) hours in advance of the event.

XI. TRAINING WORKSHOP

In order to use any of the Cablevision Production Facilities, one must first become a Qualified Facility User by successfully completing a competency exam which measures Applicant's understanding of the use of Cablevision's Production Facilities. For those without previous training or experience, Cablevision provides training workshops on a first-come, first-served basis throughout the year. Consisting of lecture and hands-on experience in production techniques, workshops are scheduled on a regular basis and are an excellent way to become qualified and to meet other users who are potential production crew members. A Training Workshop Application can be obtained by calling or writing the Access Staff.

XII. VOLUNTEERS

Volunteers are vital to the spirit of community access experience. Cablevision maintains a list of people who have passed the qualifying exam and/or successfully completed the access training workshop and who are willing to assist others in the production of their Access Programming. If you are interested in volunteering or in obtaining the names of current volunteers, please check the Volunteer List.

- 10 -

XIII. POLICY ENFORCEMENT

Cancellation Policy:

Access Users cancelling scheduled Production Facility Use time must call twenty-four (24) hours in advance of the scheduled slot. Reserved time is non-transferable. Failure to comply with such consideration will subject Access User to the Suspension Guidelines attached hereto.

Late Policy:

Access Users who will be late for scheduled facilities use must call in advance. Access users more than one half-hour late for scheduled appointments are subject to the Suspension Guidelines attached hereto. Cablevision reserves the right to schedule other applicants in their places.

Cablevision PEG Rules And Regulations:

Access Users who violate the Cablevision PEG Rules and Regulations pertaining to Access Channel Usage or Production Facilities Usage will be subject to the Suspension Guidelines attached hereto.

CABLEVISION PEG ACCESS PRIVILEGE SUSPENSION GUIDELINES

Cablevision reserves the right to impose the following penalties for the rule/operating procedure violations set forth below. Please understand that these are guidelines only and the unique facts and circumstances of each particular violation will be carefully reviewed with a view toward evenhandedness and the facilitation of the fair and equitable use of public access.

<u>VIOLATION</u>	<u>PENALTY</u>		
	<u>1st Violation</u>	<u>2nd Violation</u>	<u>3rd Violation</u>
<u>Violation of Cablevision Public, Educational, Governmental Access Rules</u>			
• Commercial Material	Written warning and tape will be pulled prior to airing or after first airing, as applicable, in Cablevision's discretion		
• Commercial or Non-Political Fundraising, including Non-Political Solicitation of Names	“	“	“
• Failure to Submit Program for Scheduled Time Period	Written Warning	Maximum of 1 week Suspension of Privileges	Maximum of 2 weeks Suspension of Privileges
• Violation of Rules by Crew or Guests	"	"	"
• Unqualified Use of Equipment	"	"	"
• Unauthorized Use of Facilities	"	"	"
• Damage to Equipment or Facilities	Written Warning & Reimbursement for Damages	Maximum of 4 wks. Suspension of Privileges & Reimbursement for Damages	Permanent Loss of Privileges & Reimbursement for Damages
• Violation of Federal, State, or Local Laws, Rules, or Regulations, Including Theft Possession /Use of Drugs/Alcohol and Possession of Weapons	[Penalty may range from temporary to permanent loss of privileges, in Cablevision's discretion]		
• Other Violations	Written warning and up to a Maximum of 2 wks. Suspension of Privileges	Maximum of 4 wks. Suspension of Privileges	Maximum of Permanent Loss of Privileges

CABLEVISION PUBLIC ACCESS PRIVILEGE SUSPENSION GUIDELINES (cont'd)

<u>VIOLATION</u>	<u>PENALTY</u>		
	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
<u>Violation of Cablevision Public, Educational, Governmental Access Rules</u>			
<u>Failure to Adhere to Operating Procedures</u>			
• Reserving Time	Written Warning and up to a Maximum of 2 wks. Suspension of Privileges	Maximum of 4 wks. Suspension of Privileges	Maximum of 6 wks. Suspension of Privileges
• Editing Facilities	"	"	"
• Studio Facilities	"	"	"
• EFP Packages	"	"	"
• Falsification of Records	"	"	"
• Smoking, Eating, Drinking in Undesignated Areas	"	"	"
• Other Violations	"	"	"

ACCESS USER CONTRACT RENEWAL

- 1) Title of Program: _____
- 2) Name of Applicant: _____
- 3) Address: _____
- 4) Telephone: (Home) _____ (Work) _____
- 5) Time of Telecast: _____
- 6) Current Contract Dates: From: _____
To: _____
- 7) Contract Renewal Dates: From: _____
To: _____
- 8) I verify that the program submitted in this Access User Contract Renewal is the same program described in the original Access User Application.
- 9) I understand and agree that I shall be bound by the terms and conditions of my current contract during any renewal thereof.

APPLICANT:

Signature

CABLEVISION OF CONNECTICUT

By: _____

**CABLEVISION OF CONNECTICUT
STUDIO APPLICATION**

Individual or group applying: _____

_____ PHONE: _____

Date(s) and time requested: _____

Director: _____

Camera operators: _____

Audio technician: _____

Videotape operator: _____

Floor manager: _____

Productions assistants (if applicable): _____

Estimated time of crew arrival: _____

Are crew members trained and qualified Access Users? Yes _____ No _____

I have read the Cablevision Access Rules and understand that this Application must be submitted at least fifteen (15) days prior to requested studio date. I also understand that a completed Access User contract and Program Application and Outline (in the form of a script for all live and taped productions) must be submitted at least fifteen (15) days prior to requested studio date.

Applicant's Signature: _____

Date: _____

Approvals: _____

(Access Department)

(Department Head)

**CABLEVISION OF CONNECTICUT
EDITING APPLICATION**

INDIVIDUAL OR GROUP APPLYING

CONTACT TELEPHONE NUMBER

ACCESS PROGRAM TITLE

TAPE FORMAT: (S)VHS _____ 3 / 4" _____

DATE(S) AND TIME(S) REQUESTED (2 non-consecutive session of 4 hours each may be booked at any given time with a maximum of 12 hours per week):

1) DATE _____ TIME _____

ALTERNATE DATE _____ TIME _____

2) DATE _____ TIME _____

ALTERNATE DATE _____ TIME _____

I have read the Cablevision Access Rules, and I understand that a completed Access User Contract and Program Application and Outline must be on file for the program being edited during these requested time periods.

Please be prompt in your arrival to and departure from the edit suite and please adhere to your reserved time slot.

DATE _____ APPLICANT'S SIGNATURE _____

DATE _____ TIME RESERVED _____
CABLEVISION OPERATIONS SUPERVISOR

**CABLEVISION OF CONNECTICUT
EFP EQUIPMENT AGREEMENT**

1) Name: _____

2) Address: _____

3) Telephone: _____

4) Applicant has inspected the equipment listed below and agrees to return equipment in workable condition to the access department.

Equipment Description

Accessories

5) Applicant agrees to return equipment by: (Date) _____

6) Applicant assumes full responsibility for the proper care of Cablevision access equipment which may only be used for the production of access programming. Damage to equipment may result in loss of access use privileges. Applicant bears financial responsibility for the repair or replacement of equipment damaged while in the care and custody of Applicant in accordance with Cablevision's Access Rules and Contract which are incorporated herein.

7) Applicant's Signature: _____

Date: ____/____/____

8) Equipment returned on: ____/____/____

9) Approval: _____
(Access Department)

**CABLEVISION OF CONNECTICUT
PORTABLE STUDIO APPLICATION**

Individual or group applying: _____

Date and times requested: _____

Producer: _____

Director: _____

Technical Director: _____

Cameras 1: _____

2: _____

Production Assistants: _____

—

—

Are crew members trained and qualified Access Users? Yes _____ No _____

I have read the Cablevision Access Rules and understand that this application must be submitted at least fifteen (15) days prior to the requested date of equipment use. I also understand that a completed Access User Application and Access User Contract must be submitted at least fifteen (15) days prior to the desired date and time of the proposed cablecast application. Cablevision will respond to this application in writing within five (5) business days.

Applicant's Signature

Date of application

Cablevision Approval

Date of approval

CABLEVISION OF CONNECTICUT
MOBILE PRODUCTION VAN APPLICATION

Individual or group applying: _____

Date and times requested: _____

Producer: _____

Director: _____

Technical Director: _____

Audio: _____

Graphics: _____

Cameras 1: _____

2: _____

3: _____

Production Assistants: _____

—

—

Are crew members trained and Qualified Facility Users? Yes _____ No _____

I have read the Cablevision Access Rules and understand that this application must be submitted at least thirty (30) days prior to the requested date on this application. I also understand that a completed Access User Contract must be submitted at least fifteen (15) days prior to requested location date.

Applicant's Signature: _____

Date Submitted: _____

Approvals: _____
(Access Department)

(Department Head)

RECOMMENDED
ACCESS PROGRAMMING PERSONAL RELEASE FORM

To Whom It May Concern:

I hereby agree to your recording my appearance and participation in a television program being created by you to appear on Cablevision Public, Educational, and/or Government Access Channel.

I acknowledge that you are and will be the sole owner of all rights in and to the program.

You shall have the right to use my name, portrait, picture, and biographical material to publicize and advertise the program.

I hereby indemnify Cablevision, its successors, assigns, and you against any and all claims, damages, liabilities, costs, and expenses arising out of the use of ideas or words expressed by me during the program or ad libs spoken or unauthorized acts done by me in connection therewith.

I certify that I am over the age of 18 years.

Signature

Date

Dear Public Access User:

Thank you for your interest in Cablevision's Training Workshop.

The course will be held once a week and will run for five weeks. The sessions will meet on various days at various times. The class is free. Hands-on experience with Cablevision equipment will be stressed.

If you are interested in joining the course, please fill out the enclosed registration form and return it to Cablevision. When your application is received, your name will be placed on a first-come, first-served waiting list, and you will be notified when your name nears the top of the list to attend the next workshop session.

Please send your completed application to:

Cablevision of Connecticut
28 Cross Street
Norwalk, Connecticut 06851
Attention: Public Access Coordinator

(Detach Here)

**CABLEVISION OF CONNECTICUT
ACCESS TRAINING COURSE APPLICATION**

NAME: _____ DATE: _____

ADDRESS: _____

HOME PHONE: _____ BUSINESS PHONE: _____

ORGANIZATION: _____

MAIN AREA OF INTEREST: _____
(Writing, Director, Camera, Lights, Editing)

