

Sound View Community Media, Inc.

211 State St., Suite 405, Bridgeport, CT 06604

Phone: (203) 345-0100 Fax: (203) 345-0105

Web Site: <http://www.soundviewtv.org>

Dear Public Access User:

Here are some answers to frequently asked questions about Sound View Community Media, Inc. Public Access TV program:

What is Public Access Television?

If you are at least 18 years of age and live, work, or are a full-time student in Bridgeport, Fairfield, Stratford, Milford, Orange, and Woodbridge, this is your opportunity to produce and cablecast your own non-commercial cable TV show using our Public Access facility.

How does one go about using Sound View's access TV facilities?

In order for you to use any of the Sound View Public Access facilities, you must first become a "Qualified Access User." Sound View provides basic TV training courses throughout the year to qualify potential users. Upon completion of training in a Sound View sponsored course, a competency exam is given which measures your understanding of TV production techniques and safety requirements in handling expensive TV production equipment.

How do I enroll in a Sound View training course?

Call, write, or log on to our web site (www.soundviewtv.org) for a training course application. Once we receive your completed application, we will notify you of the training course schedule. If you already know someone who is a certified public 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 TV program on Public Access?

The procedure for this is quite simple. Call our program manager and make an appointment, and we will lead you through the process of filing an Access User Contract and Program Application. Be sure to bring a clean copy of your program. Please read our Public Access Rules regarding your responsibility as an "Applicant." Programs must be submitted by 7:00PM on the Wednesday before the week in which your program is scheduled to run.

Are there rules regulating the use of Public Access?

Yes, Sound View has rules regulating the use of our public access facilities and equipment. The State of Connecticut Department of Public Utility Control (DPUC) has implemented these Rules, and Sound View, by law, is required to provide the DPUC with annual public access reports. There are also a series of Policies and Procedures that assist in the smooth operation of public access television.

What types of programs can I produce?

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

What else should I know?

Your success in producing a TV 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 Sound View's facilities and equipment.

For more information call, write, e-mail, or log on to our web site.

Sound View Community Media, Inc.
211 State Street, Suite 405
Bridgeport, CT 06604
Phone: (203) 345-0100
Fax: (203) 345-0105
Web Site: <http://www.soundviewtv.org>

Effective 11/17/99. Revised 1/12/04 10:41AM

SOUND VIEW COMMUNITY MEDIA, INC.

**PUBLIC, EDUCATIONAL, AND GOVERNMENTAL
ACCESS RULES**

1. Purpose

Sound View Community Media, Inc. ("SVCM") is a not-for-profit corporation that provides a Public, Educational, and Governmental Access Channel and facilities as a public service to the communities of Bridgeport, Fairfield, Milford, Orange, Stratford and Woodbridge.

The following Rules and Regulations describe your obligation as an access user.

2. Definitions

a. "Access Channel User" or "Access User" - Any person, group, organization or other entity which makes proper application for and presents Access Programming over the Public, Educational, and Government Access Channel.

b. "Access Programming" - Digital, video and audio material provided by Access Channel Users on the Public, Educational, and Governmental Access Channel, which programming concerns matters of interest to and/or is about SVCM's service area.

c. "Applicant" - Any person, group, organization or other entity that has applied for access.

d. "Legally Qualified Candidate" - Any person who qualifies as a "Legally Qualified Candidate" pursuant to part 76 of the Rules and Regulations of the Federal Communications Commission.

e. "Service Area" - The following communities are included in SVCM's service area: Bridgeport, Fairfield, Milford, Orange, Stratford, and Woodbridge.

3. Operating Rules Governing Access Channels

a. A person residing, working, or attending school full-time, or a group or organization based within and/or serves SVCM's service area are eligible to use the Public Access Channel for Access Programming on a first-come, first-served, non-discriminatory basis. A request for use shall be made by filing a "Cablecast Request Form" and is subject to the availability of the access channel at the time and for the duration requested. SVCM may permit

other persons, groups or organizations to use any time remaining not programmed on the access channel.

b. A bona fide educational institution, organization or authority located within SVCMM's service area is eligible to use the Educational Access Channel for Access Programming. A request for use shall be made by filing a "Cablecast Request Form" and is subject to the availability of the Educational Access Channel at the time and for the duration requested. SVCMM may permit other persons, groups or organizations to use any time remaining not programmed on the access channel.

c. A bona fide governmental body or elected official within SVCMM's service area is eligible to use the Governmental Access Channel for Access Programming. A request for use shall be made by filing a "Cablecast Request Form" and is subject to the availability of the access channel at the time and for the duration requested.

d. Hours of availability for the Public, Educational, and Governmental Access Channel are Monday through Sunday, 24 hours a day.

e. Any audio or visual material that promotes or is designed to promote the sale of commercial products or services is prohibited in connection with any Access Programming. Any program that contains any material designed to elicit a response or any other solicitation of names or addresses that may be used for future fund raising activities may be rejected by SVCMM in its sole and absolute discretion. Notwithstanding the above, "billboard" type notices announcing the source(s) of funding (if any) for the production of the program are permitted.

f. In the event SVCMM believes that a program submitted contains material proscribed pursuant to Paragraph 3.e., SVCMM shall notify Applicant, who may edit such program or withdraw it. SVCMM shall not edit any program without the authorization of the Applicant. SVCMM shall be under no obligation to cablecast any Access Program that it reasonably believes to be in violation of Paragraph 3.e.

g. All program material must meet the technical specifications set forth in Appendix 1 of these Rules.

h. SVCMM reserves the right to promote any and all Access Programming provided that an Application is submitted at least (75) days prior to the requested date of exhibition or such shorter time as SVCMM may require. Conversely, all Access User Promotion that refers in any manner to SVCMM is subject to prior written approval of SVCMM.

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

a. An "Access User Contract" must be filed for use of the Public, Educational, and Governmental Access Channel, (a copy is attached to these rules).

b. All programs must have a "Cablecast Request Form" completed and submitted at least seven (7) days but not more than seventy-five (75) days, in advance of the desired date and time of the proposed cablecast. However, if no prior request has been made for the time and date requested, SVCMM may waive this time period.

c. An Applicant who meets the requirements of Paragraph 5.b. may use SVCMM's studio and production facilities.

d. Applicants who choose to produce their own programming and wish to use their own facilities should consult with SVCMM at the time of program submission to determine whether their format is compatible with existing SVCMM equipment. After submission of the program, SVCMM shall determine if such presentation meets acceptable technical standards and is compatible with SVCMM's equipment. Programming which does not meet SVCMM's technical standards and/or compatibility requirements will be rejected. SVCMM shall not be under any obligation to obtain additional equipment to cablecast any program.

e. Cablecast Requests and assigned time slots/periods are not assignable or transferable.

f. At least seven (7) days in advance of the desired date and time of the cablecast, the Applicant must execute and file with SVCMM an "Access User Contract." SVCMM may waive this seven- (7) day period. For frequent Access use, only one Access User Contract needs to be executed. Such contract shall be retained by SVCMM and shall apply to all uses by such Access User. However, a separate "Cablecast Request Form" must be submitted for each program for which access time is requested.

g. For the purposes of determining Applicant's compliance with Paragraphs 3.e. and g. of these Rules, Applicant shall submit to SVCMM for its review, with the Access User Contract, a recording of the program (if not live, or a script of program outlined if live, or if the program has not yet been produced). If Applicant plans to use copyrighted material, Applicant may be required to furnish proof of all appropriate rights and clearances for the use of such material.

h. SVCMM reserves the right to refuse to carry any program or presentation, 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 SVCM has acknowledged or concluded that Applicant has secured all necessary rights and/or clearances or that SVCM assumes any responsibility for such programming.

i. No minor under 18 years of age shall be permitted to be an Access User unless an adult assumes all legal responsibility for the program by executing SVCM's Access User Contract and obtaining whatever permits may be required authorizing the appearance of the minor. Minors may not apply for equipment or facility use, but minors may use SVCM's facilities or equipment provided that the minor(s) meets the requirements of Paragraph 5.b. and is under the supervision of an Access User who is not a minor and who assumes financial responsibility for the minor.

j. All programs containing potentially offensive material shall be preceded with a warning indicating that the subject matter, programming material, language or other components of the program may be offensive to some viewers. SVCM reserves the right to cablecast such material at times other than those requested by the Access User, and exercise thereof shall not be unreasonably withheld.

k. Failure to furnish programs to fill time allotted to Applicant may result in a suspension or revocation of Applicant's Access Privileges.

5. Production Facilities

a. SVCM may make available Monday through Friday between the hours of 9:00 A.M. and 10:00 P.M. and on Saturdays between the hours of 9:00 A.M. and 4:00 P.M. such studio facilities and equipment, portable facilities and equipment, designated for use in the production of Access Programming. Reservations are required.

b. When using SVCM facilities and equipment, each Access User will supply qualified equipment users to operate equipment and to produce and direct programming. Qualified equipment users are persons who have successfully completed SVCM-conducted training programs, or equivalent program as determined by SVCM and proof of completion has been provided to SVCM. A SVCM representative may, at SVCM's discretion, supervise the use of the SVCM facilities and equipment (but not portable equipment) by User and User's personnel.

c. Designated portable SVCM access equipment may be used by qualified Access Users on location for a 24-hour period, provided such Access Users meet the conditions noted in Paragraph 5.b., and provided further, that such Access User agrees to be responsible for any damage to such equipment, reasonable wear and tear excluded. In the event such equipment is available, Access User may use the equipment for subsequent 24-hour periods. Equipment must be used for purposes of providing programs on the access channels.

d. Applications for facilities and equipment must be made at least thirty (30) days in advance. Subject to availability, the studio and editing facilities may be used for up to four (4) consecutive hours each. SVCM may waive the time frames referred to above if additional time is available.

e. Production of programming of commercial nature is not permissible. Production facilities are not available for extensive rehearsal. However SVCM, at its discretion, may allow such productions only when public, educational, and governmental access productions are not taking place. Commercial programs are not permitted on the access channels. All programming and facility usage is subject to these Rules and abuse will result in cancellation of the Contract and the possible loss of future access privileges.

f. Programs submitted to SVCM may be retained by SVCM for a period of up to ten (10) days. Materials that are not picked up within sixty (60) days thereafter may be erased and retained by SVCM. SVCM is not responsible for any programs lost, stolen or destroyed while in SVCM's possession.

g. SVCM reserves unto itself the right to finally determine that a program provided for Access Channel cablecasting is of unacceptable technical quality for transmission. In no event shall SVCM be responsible for any consequential damages.

h. Only program participants will be allowed entrance to SVCM's premises and studios. Any and all persons involved in producing the program (e.g. producer, director, camera operators, talent, etc.) and guests must be identified and cleared with SVCM in advance. Children 12 years old and younger are not allowed on the premises unless they are appearing on an access program. All children appearing on an access program must be accompanied by an adult and under adult supervision while on the premises. Children are not permitted in the Control Room and edit suites.

6. Assessment of Costs

Where a program, or any part thereof, is deleted because it contains material proscribed by these Access Rules, the Access User shall not be entitled to any rebate or refund, in part or in full, of the fees paid or owed for the use of its staff, studio and/or production facilities.

7. SVCM Premises

Access Users and/or guests may enter only those areas of SVCM's facilities that are designated for Access use, in addition to those areas that are normally open to the public. Access Users and guests shall comply with SVCM's directions with respect to their conduct while guests of SVCM 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.

8. Access User Liability

SVCM 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 Applicant's programming cablecast on SVCM and Cablevision's cable system. Access Users who produce and/or cablecast programs that violate 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.

9. 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.

10. 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 SVCM's management. Further questions or disputes may be referred to SVCM's Board of Directors, and the Cable Advisory Council Area Two.

SOUND VIEW COMMUNITY MEDIA, INC.
PUBLIC ACCESS PROGRAM AND FACILITIES POLICIES & PROCEDURES

- * **APPLYING FOR ACCESS**
- * **POLICIES FOR CABLECASTING**
- * **BOOKING EQUIPMENT TIME**
- * **FACILITIES POLICIES**
- * **TRAINING COURSE**
- * **POLICY REINFORCEMENT**

Sound View Community Media, Inc. ("SVCMM") believes that the support and encouragement of access programming produced by the local community can enhance the spirit and vitality of community life. To best facilitate the fair and equitable use of this community asset, the following set of Procedures and Policies has been established:

RESERVATION OF RIGHTS TO REGULATE OPERATIONS

SVCMM reserves the right to waive any self-imposed regulations when such a waiver is determined by SVCMM to be in the public interest. Unless specifically waived, any violation of laws, these rules or any other written policies of SVCMM, may cause SVCMM to withhold the use of its facilities from any person. All producers, providers, and users should be aware that they will be held accountable for their actions by law and these regulations.

These rules shall be subject to periodic revision and change, without notice, upon approval by SVCMM.

DEFINITIONS

“Access Programming” – Digital, video and audio material provided by Access Channel Users for cablecast on the Public, Educational, and Government Access channels, which concerns matters of interest to and/or is about SVCM’s service area.

“Access Producer” - The person who has applied for access channel time or use of the access facilities. The “Access Producer” signs both the Access User Contract and the Cablecast Request Form and accepts responsibility for the program and its participants.

“Service Area” - The following communities are included in the SVCM service area: Bridgeport, Fairfield, Milford, Orange, Stratford, and Woodbridge.

**** APPLYING FOR ACCESS ****

Please be sure that you have read and understand the SVCM PUBLIC, EDUCATIONAL, AND GOVERNMENT ACCESS RULES. If you have any questions about the Rules, please ask the SVCM access staff.

[Access Rules, Access User Contract, and Cablecast Request Form attached]

If you wish to use your own equipment to produce your program, it is advisable that you submit a sample program at the time of Application to determine whether your format is compatible with the existing SVCM equipment. SVCM will not be under any obligation to obtain additional equipment to cablecast any program.

Although SVCM encourages all area residents, employees, and full-time students to participate in the access experience, NO MINOR UNDER 18 YEARS OF AGE may become an Access User or use the SVCM facilities and equipment unless an adult assumes all legal responsibility for the program by submitting SVCM's Access User Contract and assumes responsibility for the use of the equipment.

Maximum show length is 1 hour (unless by special arrangement). Maximum run time is one (1) minutes less than the time slots (i.e., 59 minutes for an hour slot, and 29 minutes for a half-hour slot). Special arrangements for other program lengths can be arranged at the discretion of the public access staff. Only one program per videotape or DVD allowed.

Programs must be delivered by 7:00 PM of the Wednesday before the week of cablecast. A complete 13-week program series may also be delivered.

**** POLICIES FOR CABLECAST ****

Any person, group, organization or other entity residing, working, or attending school full-time in or serving the SVCM service area and making proper application may submit for programs for cablecasting which concerns matters of interest to and/or is about SVCM's service area.

Only a person residing, working, or attending school full-time, or group, organization or other entity serving the SVCM service area may submit application for the cablecast of programming produced outside of the service area, also referred to as "sponsored programs." Programs produced within SVCM service area will be given preference over programs produced outside of SVCM service area. SVCM schedules sponsored programs at its discretion.

Application for use of the access channels shall be in writing and shall be in the form of the Cablecast Request Form, which must be submitted no later than 7:00PM on Wednesdays, one week in advance of the desired date and time of the proposed cablecast. At least 7 days in advance of the desired date and time of the cablecast, the Applicant must execute and file with SVCM an Access User Contract. SVCM may waive either or both of the 7-day periods.

**** 13 WEEK RULE ****

Access programming time is reserved on a first-come, first-served basis. A signed ACCESS USER CONTRACT must be on file for each program series. A CABLECAST REQUEST FORM must accompany each program submitted for cablecast. Access programming time is reserved only by the submission of a program for that time period. No more than 13 programs may be submitted at one time.

If another access user would like to schedule his/her program at the time that your program usually runs, and submits his/her written request during the first six weeks of the 13 week run, you must relinquish that spot after a 13 week run. If there are no access user programming requests for the time that your program usually runs during the first six weeks of the 13 week run, your existing time slot will be automatically renewed for the next 13 week period, unless you notify SVCM that you do not wish to continue with another 13 week time slot.

Each edition of a program can be re-cablecast to a maximum of four (4) times during the 13-week period. If additional programs are not produced, SVCM may assign your time slot to another access producer.

Programs must be picked up within 30 days after cablecast. SVCM assumes no responsibility for programs left longer than this, and also reserves the right to re-use these programs.

SVCM is not responsible for programs damaged during playback or lost or damaged during storage. For your safety and the safety of our equipment, please do not submit program masters, programs worn from multiple uses, or programs damaged by moisture, dirt or food.

ACCESS PROGRAM CONTENT

ACCESS PROGRAMS MAY NOT CONTAIN ANY AUDIO OR VISUAL MATERIAL THAT PROMOTES THE SALE OF COMMERCIAL PRODUCTS OR SERVICES (including advertising by or on behalf of, or in opposition to, candidates for public office). Nor may programs contain a solicitation for funding. Therefore, access programs **MAY NOT:**

- a) Promote a commercial enterprise or product;
- b) Suggest that a guest's company is better than others in the field; or
- c) Contain a "call to action" with regard to a commercial item.

The company or affiliation of a program guest may be identified two times per program (beginning and middle) in a "lower third" to provide the guest with a credential or identify him/her as an authority on the subject being discussed.

SVCM reserves the right to require a notarized translation of the program's dialogue to accompany any access program that is produced in a language other than English.

If your program contains **COPYRIGHTED MATERIAL**, please be certain that you have obtained all rights for the use of that material. SVCM may require you to furnish proof of that permission.

Access Applicants whose programs contain **POTENTIALLY OFFENSIVE MATERIAL** must place a warning immediately before the program indicating that the subject matter, programming material, language or other components of the program may be offensive to some viewers. SVCM reserves the right to cablecast such material at times other than those requested by the Access Applicant, and exercise thereof shall not be unreasonably withheld.

SVCM WILL NOT EDIT PROHIBITED MATERIAL FROM AN ACCESS PROGRAM.

ON-AIR CONDUCT INVOLVING COMMERCIAL PRODUCTS

SVCM is a not-for-profit public access corporation, and as such, both state and federal law prohibit us from allowing commercialization on the access channels. This is reflected in both the SVCM Access User Contract and these Policies and Procedures.

SVCM realizes that sometimes guests want to talk about their commercial activities. There are also situations when businesses or individuals provide products, services or even financial assistance to a program. For example, a grocery store or restaurant may provide food used on a cooking show. Another business might help pay for the air fare of an expert who travels to Connecticut to appear on a program. These enterprises may be credited for their sponsorship in the format detailed below.

This policy statement is divided into two parts. The first part deals with the on-the-air conduct for all parties appearing on a program. The second part deals with giving on-the-air credit to benefactors who have helped to make a program possible.

Part I:

Beware of situations where a guest wants to appear on a program primarily to talk about his or her particular business or commercial enterprise. These situations lead to serious legal

problems and embarrassment for the producer and SVCM will have to pull the program and not allow it to air.

In a situation where a guest is appearing on a program to discuss a particular subject because he or she is an authority by virtue of his or her business, the producer may mention that this person is in the business in order to establish credibility. For example, an attorney, doctor, accountant, or manufacturer may be speaking about issues in his or her profession or business. To control discussions so that they do not become commercial promotions of that person's business or commercial enterprise, the producer must advise the guest of the rules to be followed. In addition, producers should always follow a rule of reason.

The following practices constitute commercial advertising and are NOT acceptable:

- **No qualitative or comparative claims.** It is forbidden to claim that any particular business or enterprise provides high quality products or services. It is also forbidden to claim that any particular product or service is better than some other product or service. Such claims are advertising and in direct violation of the law and of SVCM rules.
- **No direct inducements or calls to action.** It is forbidden to try to get viewers to try a product or patronize a business. If you are asking viewers to do something that will benefit

the commercial enterprise of anyone, you are advertising and are violating the law and SVCM rules.

- **No overly promotional material.** Frequent and repeated mention of any name, address, or phone number, or mention of any other subject that reasonably can be interpreted by a viewer as primarily intended to benefit the regular business or commercial affairs of any person is commercial promotion or advertising. This violates the law and SVCM rules.

Comment: Generally speaking, if a guest is appearing as an authority on a particular subject and has attained his or her status as an authority by virtue of a commercial enterprise, it would be permissible to identify the guest and his or her relationship to this enterprise. This establishes the credibility of the guest with respect to the particular subject. At this point any benefit to the person's business is incidental and not primarily the subject of the discussion. Repeated references to the business, however, would go beyond establishing the person's credibility. This could then be interpreted as promotion of the business and would be prohibited.

Part II

Producers will be permitted to give credit on-the-air to thank their benefactors. What follows are policy guidelines that will keep producers from commercializing public access TV. The business or enterprise credited must have provided specific, in-kind or financial assistance

for the presentation of the programming. However, the producer must inform SVCM in advance of the circumstances of the donations, and the manner and form of the on-the-air credit must be approved by SVCM.

ACCESS PROGRAM CREDITS

Credits on access programs for funding or services must comply with the following:

- 1) On screen - Corporate or organization names may be printed in capital letters on a visible background to read:

"Funding or service provided by _____."

- 2) Voice over - An audio credit will 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) SVCM shall be informed of the identity or identities of any and all sponsoring companies or organizations at the time that the application is filed for the use of the access channel or facilities.

4) Funding Agent(s) must complete and sign an ACCESS PROGRAM FUNDING RELEASE to acknowledge that:

- a) The views presented by the Producer are not necessarily the view of SVCM;
- b) Any money provided by Funding Agent shall be for the sole benefit of the Producer and/or the access program;
- c) Financial contribution does not constitute advertising; and
- d) SVCM shall have no responsibility for the content or quality of the access program

5) When SVCM provides equipment or facilities for the production of a public access program, SVCM shall receive audio and visual credit for its contribution to the program.

[Access Program Funding Release form attached]

TECHNICAL SPECIFICATIONS FOR AIRING PROGRAMS: SEE APPENDIX 1

PROGRAM PROMOTION

SVCM MUST REVIEW AND APPROVE ALL ACCESS PROGRAM PUBLICITY OR PROMOTIONAL MATERIAL WHICH CONTAINS SVCM'S NAME. Please submit this material on a timely basis. Response will be provided within 3 business days.

DESIGNATED ACCESS EQUIPMENT*

- Portable color cameras, lights, cables, and microphones for single camera recording
- Master Control playback facilities
- Editing facilities
- A studio capable of 3-camera production

* SVCM makes no warranty as to the quality of any program or presentation produced using the equipment or facilities provided by SVCM.

**** BOOKING EQUIPMENT TIME ****

SVCM Public Access Studio, Editing and Field Production Equipment (FPE), are available ONLY to Qualified Access Users currently working on access programming ON FILE with the office, and ONLY to work on said programming.

The Program Producer must be present during any equipment or facility use.

Booked time is NON-TRANSFERABLE.

Cancellations require 24 HOUR NOTICE. Delayed arrivals require notification prior to the start time reserved.

**** FACILITY POLICIES ****

Access users may utilize the access facilities for the production of public, educational, or governmental access programs. While the access facilities are here and available for this purpose, no other SVCM facilities may be used without the express consent of SVCM, including but not limited to all office equipment and machinery, such as copy machines, telephones, fax equipment, staff computers, typewriters, and desk items (pens, pencils, staplers, tape, etc.).

It is expected that access users will treat the access facilities, equipment, personnel, 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.

Children 12 years of age and younger are not allowed on the premises unless they are appearing on a program. Children must be accompanied by an adult and under adult supervision at all times. Children are not allowed in the Control Room and Edit suites.

STUDIO FACILITIES

The PROGRAM PRODUCER books studio facilities only.

A maximum of 4 non-consecutive sessions (4 hours each) may be booked at any given time (6 non-consecutive sessions for "live" shows).

Prior to studio usage, the following must be filed with SVCM:

- a) An application for the facility use;
- b) Crew list for all 9 crew positions; and
- c) Lists of any props or additional materials to be brought into the studio.

[Studio Application attached]

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 SVCM staff). ALL studio participants (including crew, talent, guests, and visitors) must SIGN IN at the SVCM reception desk 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.

ONLY QUALIFIED ACCESS USERS SHALL OPERATE EQUIPMENT.

NO FOOD OR DRINK ALLOWED IN STUDIO, CONTROL ROOM, AND EDIT SUITES.

STUDIO RESPONSIBILITIES:

- 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.
- 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.

IF YOU ARE UNSURE ABOUT ANY PROCEDURE OR PIECE OF EQUIPMENT, PLEASE ASK THE STAFF.

DO NOT POWER DOWN EQUIPMENT AFTER SHOOT

Room temperature must be kept cool for optimal equipment functioning. Please dress appropriately and DO NOT ADJUST ROOM TEMPERATURE SETTINGS.

EDITING FACILITIES

Editing facilities are booked for work on Access Programs only.

A maximum of two 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 two (2) at any one time.

Time can be reserved for editing by calling the access staff, which will enter your reservation in the facilities calendar.

Editing rooms may be reserved for up to four (4) hours per day with a maximum of eight (8) hours per week.

Any producer/editor wishing to do a "voice-over" audio dub must make arrangements PRIOR TO BOOKING TIME so that needed equipment is provided.

All editing facility users must SIGN IN at the SVCM reception desk prior to commencing editing.

DO NOT RE-PATCH, RE-CONFIGURE, OR ALTER MODE SETTINGS ON EQUIPMENT. ASK SVCM TO ASSIST YOU. PLEASE REPORT IMMEDIATELY TO SVCM ANY EQUIPMENT PROBLEMS THAT YOU ARE EXPERIENCING.

PLEASE BE PROMPT IN YOUR ARRIVAL TO AND DEPARTURE FROM THE EDIT SUITE, AND ADHERE TO YOUR BOOKED TIME SLOT.

NO FOOD OR DRINK ALLOWED IN THE EDITING SUITES.

NO SMOKING ON PREMISES.

FIELD PRODUCTION EQUIPMENT (FPE)

Producers utilizing FPE equipment should familiarize themselves with the regulations and equipment liabilities as outlined in the SVCM PUBLIC ACCESS RULES AND USER CONTRACT.

SVCM has FPE equipment and each kit consists of a camcorder, tripod, and remote light kit. Equipment needed beyond what is currently available is the responsibility of the producer.

FPE equipment is booked/reserved as a complete kit. Producers booking a kit have the option to use all or part of that kit, but remaining equipment CANNOT BE MADE AVAILABLE to other producers, as the equipment kit must be maintained for the next user.

FPE equipment may be booked for a maximum of 2 non-consecutive 24 hour periods. FPE kits must be returned by 7:00PM on Tuesdays, Wednesdays, and Thursdays. FPE kits taken out on Thursdays must be returned by 10:00AM on Friday morning. FPE kits taken out

on Fridays and Saturdays (or before holidays) must be returned by 10:00AM on the following workday.

[Camera Check-out/in Form attached]

**** TRAINING COURSE ****

In order to use any of the SVCM Public Access facilities, one must first become a "QUALIFIED ACCESS USER" by successfully completing a basic TV production training course. For those without previous training or experience, SVCM provides training courses throughout the year.

Consisting of approximately 12 hours of lecture and hands-on experience in basic field production, (18-21 hours for studio production). A Training Course Application can be obtained by calling, writing to SVCM, or logging on to our web site.

[Public Access Training Course Application attached]

**** POLICY ENFORCEMENT ****

CANCELLATION POLICY

Access users canceling scheduled facility time must call 24 HOURS IN ADVANCE of the scheduled slot. Failure to comply with such consideration may result in suspension of facility privileges.

LATE POLICY

Access Users who will be late for scheduled reservations must call IN ADVANCE. SVCMM reserves the right to schedule other applications when access users are more than thirty (30 minutes late for scheduled reservations).

SVCM PEG RULES AND REGULATIONS

Access Users who violate the SVCMM PEG Rules and Regulations may be subject to SVCMM Public Access Privileges Suspension Guideline Schedule. (See attached)

SVCM ACCESS PROCEDURES

Access Users who violate the SVCM PEG Procedures may be subject to SVCM Public Access Privileges Suspension Schedule. (See attached)

Producers, providers, or users whose programming or use of SVCM facilities violates any law, policy, or rule may have their use of the facilities or the cablecasting of their programming suspended according to SVCM Public Access Privileges Suspension Guideline Schedule (See attached). Upon suspension, the responsible producer, provider, or user may be given notice to show cause why his or her access to the channels, equipment and facilities should not be permanent. Notice shall be sent via first-class mail, certified, return receipt requested, at the address given by the producer, provider, or user.

Failure to respond within seven (7) days, or failure to keep SVCM apprised of an address at which the producer, provider, or user can be reached, automatically causes revocation of access privileges. Upon receipt of an explanation, the SVCM President may take any of the following actions:

- Find cause to refuse further access
- Find cause to permit further access, with or without conditions or further assurance

- Find cause to petition the State of Connecticut Department of Public Utility Control (DPUC) for a Declaratory Ruling.

APPEALS PROCESS

Any producer, provider, or user who is aggrieved by the decision of the SVCM President may appeal his or her decision to the Grievance Committee of SVCM within 10 days of the mailing of the President's final decision.

The Grievance Committee is comprised of at least three members of SVCM Board of Directors. The Cable Advisory Council Area Two may elect to review an action of the Grievance Committee at their regular meeting and must report any decisions they make with regard to the appeal, in writing, to SVCM Grievance Committee.

All such appeals must be in writing, must state the basis of the appeal, and be accompanied by any supporting documentation and addressed to:

Grievance Committee
Sound View Community Media, Inc.
211 State Street, Suite 405
Bridgeport, CT 06604

ORAL APPEALS ARE NOT ACCEPTABLE.

The Grievance Committee will hold a hearing within 45 days of its receipt. The person filing the appeal has the right to supplement his or her written appeal with oral testimony at the Grievance Committee's meeting. The Grievance Committee will render a decision within 10 days following the close of the hearing and mail a written decision to the person filing the appeal. However, the Grievance Committee may extend the time for making its decision by 30 days if it determines additional information is needed. The decision of the Grievance Committee is final.

SVCM PUBLIC ACCESS PRIVILEGE SUSPENSION GUIDELINE SCHEDULE

SVCM 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 of facilitation of the fair and equitable use of public access, at the discretion of SVCM.

VIOLATION GUIDELINE

**Violation of Sound View Public,
Educational, Governmental Access Rules
Program Content:**

Commercial Material

Fundraising, including Political
Solicitation of Names

PENALTY GUIDELINE

1st 2nd 3rd

Program will be rejected.

Program will be rejected.

VIOLATION GUIDELINE

Failure to Provide Subject Matter
Disclaimer

Violation of Federal, State, or
Local Laws, Rules, or Regulations

Other Violations

**Violation of Sound View Public,
Educational, Governmental Access Rules**

Violation of Rules by Crew or Guests

Unqualified Use of Equipment

Unauthorized Use of Facilities

Damage to Equipment or Facilities

Violation of Federal, State, or
Local Laws, Rules, or Regulations

Other Violations (Civility, Personal Conduct)

**Failure to Adhere to
Operating Procedures**

Booking Time

Editing Facilities

Studio Facilities

FPE Equipment

PENALTY GUIDELINE

Program will be rejected.

Program will be rejected.

Program will be rejected.

	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
Violation of Rules by Crew or Guests	4 wks	12 wks	6 mos. or Loss of Privileges
Unqualified Use of Equipment	"	"	"
Unauthorized Use of Facilities	12 wks.	Loss of Privileges	
Damage to Equipment or Facilities	8 wks. & Reimbursement for Damages	Loss of Privileges & Reimbursement for Damages	
Violation of Federal, State, or Local Laws, Rules, or Regulations		Permanent Loss of Privileges	
Other Violations (Civility, Personal Conduct)	4 wks.	12 wks.	6 mos. or Loss of Privileges
Booking Time	2 wks.	4 wks.	6 wks.
Editing Facilities	4 wks.	12 wks.	6 mos. or
Studio Facilities	"	"	Loss of
FPE Equipment	"	"	Privileges

VIOLATION GUIDELINE

PENALTY GUIDELINE

Falsification of Records	4 wks.	12 wks.	6 mos. or Loss of Privileges
Smoking, Eating, Drinking in Undesignated Areas	2 wks.	4 wks.	6 wks.
Other Violations	4 wks.	12 wks.	6 mos. or Loss of Privileges

(The Penalty for the following may range from temporary to permanent loss of privileges, at the discretion of SVCM):

Theft	Permanent Loss of Privileges
Possession/Use of Drugs/Alcohol	Permanent Loss of Privileges
Possession of Weapons	Permanent Loss of Privileges
Verbal or Physical Abuse/Assault	Permanent Loss of Privileges

APPENDIX

SOUND VIEW COMMUNITY MEDIA, INC.

Technical Specifications

- a. All programming must be submitted on 1/2" SVHS, VHS, or 3/4" videocassettes, be recorded in U.S. NTSC video format and should be of good technical quality.
- b. Tapes should be dubbed down no further than 3rd generation.
- c. Audio levels should not exceed 0 decibels excluding momentary peaks. Low audio levels are unacceptable. Audio level must not be over-modulated (too high) or too low, and should range between -8 dB and 0 dB.
- d. Video must have a stable, unbroken control track throughout the entire program length, as well as at least one minute prior to the program start time.
- e. The 2 seconds of pre-roll just before the first video/audio must be studio black (7.5 IRE). Any tapes without black may be rejected.
- f. Tapes should be formatted with 30-60 seconds of at least 2 of the following: (1) color bars and tone, (2) countdown, and (3) black. This should be prior to the start of program.
- g. At least 60 seconds of black should follow at the end of the program—NO FALSE ENDINGS.
- h. 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 public service announcements added to the end of the show.
- i. DO NOT leave "holes" in the middle of the program. SVCM does not insert PSAs.
- j. Video level must not be too "hot" (over 100 units of video). Black levels must not be "crushed." Black levels must be 7.5 IRE or higher.
- k. Sub carrier level must be acceptable for transmission.

- l. Only one program per tape. Multiple programs on a single tape cassette are not acceptable.
- m. Videotape cassette and videotape jacket must be clearly labeled with title of the program, producer's name, cablecast date and time, and total run time.

ACCEPTABLE "DVD" PLAYBACK STANDARDS:

DVD-R/RW

DVD+R (with player)

VCD

SOUND VIEW COMMUNITY MEDIA, INC.

ACCESS USER CONTRACT

1. Applicant has read the Access Rules, Procedures and Policies of Sound View Community Media, Inc. (SVCMM) and agrees to abide by all the provisions contained therein. SVCMM's Access Rules, Procedures and Policies are hereby incorporated by reference and made part of this agreement.
2. Applicant warrants that it has obtained all necessary rights, including but not limited to music performance rights, and has obtained necessary clearances to transmit over SVCMM's facilities all of the Applicant's program material without any liability of any nature accruing to SVCMM.
3. Applicant warrants that the program will not contain any material that promotes or is designed to promote the sale of commercial products or services.
4. Applicant agrees that all program material submitted by Applicant for transmission over SVCMM and Cablevision's system shall comply with the technical specifications set forth in Appendix 1 of the Access Rules, as amended from time to time. 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.
5. Applicant agrees to submit its program (the script, if the program is to be cablecast live or the completed tape if produced elsewhere) to SVCMM. SVCMM may review the program to determine if: (1) it contains commercial or promotional programming; (2) it meets the technical standards and compatibility requirements set forth in the Access Rules; and (3) it contains any materials which require the Applicant to obtain necessary rights and clearances.
6. Applicant assumes all responsibility as producer and/or originator of any of Applicant's programming carried on SVCMM and Cablevision's system. Applicant agrees to indemnify SVCMM and/or any other cable television system over which Applicant's material is transmitted and disseminated, SVCMM's affiliates, partners, officers, directors, servants, agents and/or employees or those of any other cable television system, 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 the SVCMM cablecasting equipment or facilities and/or access channel(s), including but not limited to any claim that any material submitted by Applicant (1) violates or infringes upon the rights, trade rights, music synchronization and performing

rights or rights of privacy of any other owner, licensor, copyright holder or any writer, composer other person, corporation, partnership or entity, (2) constitutes libel or slander, or (3) violates any federal, state or local law, rule or regulation.

7. 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. SVCVM shall have the right to participate in such defense by its own counsel at Applicant's expense, and Applicant agrees that it will cause its own counsel to cooperate with SVCVM in such instances.

8. Applicant assumes all responsibility for the proper care of any equipment or facilities used by or on behalf of the Applicant, whether such use is in the facilities or on location. Applicant agrees to bear financial responsibility for the cost of repair or replacement of any equipment or facilities damaged during use by or on behalf of Applicant, or by any guest of Applicant.

9. Applicant, individually, and, if applicable, on behalf of all members of the organization of which Applicant is a member, hereby releases SVCVM, its successors and assigns, from any legal action, claims and demands whatsoever which the Applicant or its organization ever had, has and may have, which may arise against SVCVM as a result of Applicant's or, if applicable, Applicant's organization's cablecast presentation on the SVCVM and Cablevision's cable system or the production of any material for said presentation, including, without limiting the generality of the foregoing, any mistakes, omissions, interruptions, delays, errors or defects in SVCVM's or any other cable television system transmission of Applicant's program.

10. In the event the program is produced with the use of the SVCVM production facilities, the Applicant agrees that it will be cablecast over SVCVM's access channels and will not be exploited for profit in any fashion.

11. Applicant may not utilize the name of SVCVM in publicizing the program by any means whatsoever including, without limitation, radio, television, pamphlet, flyer, magazine or cable television without the prior written approval of SVCVM. Applicant further agrees to require any person or groups appearing on the program to agree to this provision specifically. The Applicant and/or other party appearing on the program shall first submit the proposed copy of any advertisement mentioning SVCVM to SVCVM for its review. SVCVM shall not unreasonably withhold any consent referred to herein.

12. Applicant agrees that all payments, where applicable, for equipment, facilities or staff (other than that designated for access use) that are requested by Access User shall be either in cash or certified check and that all payments for use of SVCVM staff, equipment, and facilities are due and payable upon receipt of an invoice from SVCVM. Applicant agrees to assume complete financial responsibility for its use of the SVCVM facilities and equipment.

APPLICANT:

Signature

Print

Address

City, State, Zip Code

Phone Number

Organization

Date

SOUND VIEW COMMUNITY MEDIA, INC.

By: _____

SOUND VIEW COMMUNITY MEDIA, INC.

CABLECAST REQUEST FORM

1. Date Submitted: _____
2. Title of Program: _____
3. Sponsor/Producer Name: _____
4. Address: _____
City/State/Zip Code: _____
5. Telephone: (daytime) _____ (evening) _____
6. Type of Program: Public _____ Educational _____ Governmental _____
7. Date: _____ Cablecast Day of Cablecast
Week: _____ Time: _____ AM/PM
8. Exact Length of Program: Minutes: _____ Seconds: _____
9. If compact disk (CD), enter cue time: _____
10. Does program contain potentially offensive material? Yes _____ No _____
11. Does program contain adult content? Yes _____ No _____
12. Does program contain copyrighted material? Yes _____ No _____
13. Has appropriate copyrighted permission been obtained for use in program?
Yes _____ No _____

I have read the Sound View Community Media, Inc. policies, procedures, rules, and the Access User Contract and agree to comply with said policies, procedures, rules, and contract and any regulations promulgated pursuant thereto. I understand that a completed Access User Contract must be on file with Sound View Community Media, Inc. prior to any use of its facilities, equipment, or cablecasting of any program.

(Sponsor/Producer/User Signature)

(Date)

(Effective 3/17/2000 this form replaces the "Access Channel Application Form". Revised 2/19/2004)

SOUND VIEW COMMUNITY MEDIA, INC.

LIVE CABLECAST REQUEST FORM

(Must be submitted by Wednesday, 7:00PM the week prior to cablecast)

1. Date Submitted: _____
2. Title of Program: _____
3. Producer Name: _____
4. Address: _____
City/State/Zip Code: _____
5. Telephone: (daytime) _____ (evening) _____
6. Type of Program: Public _____ Educational _____ Governmental _____
7. Date: _____ Cablecast _____ Day of _____ Cablecast _____
Week: _____ Time: _____ AM/PM
8. Exact Length of Program: 30 Minutes: _____ 60 Minutes: _____
9. Will program contain potentially offensive material? Yes _____ No _____
10. Will program contain adult content? Yes _____ No _____
11. Will program contain copyrighted material? Yes _____ No _____
12. Has appropriate copyrighted permission been obtained for use in program?
Yes _____ No _____

I have read the Sound View Community Media, Inc. policies, procedures, rules, and the Access User Contract and agree to comply with said policies, procedures, rules, and contract and any regulations promulgated pursuant thereto. I understand that a completed Access User Contract must be on file with Sound View Community Media, Inc. prior to any use of its facilities, equipment, or cablecasting of any program.

(Sponsor/Producer/User Signature)

(Date)

SOUND VIEW COMMUNITY MEDIA, INC.
STUDIO APPLICATION

INDIVIDUAL OR GROUP APPLYING _____

DATE(S) AND TIME REQUESTED: _____

DIRECTOR: _____

CAMERAOPERATORS: (1) _____

(2) _____

(3) _____

AUDIO TECHNICIAN: _____

VIDEOTAPE OPERATOR: _____

FLOOR MANAGER: _____

PRODUCTIONS ASSISTANTS (IF APPLICABLE):

ESTIMATED TIME OF CREW ARRIVAL: _____

ARE CREW MEMBERS TRAINED/ QUALIFIED ACCESS USERS? YES ___ NO ___

I have read the Sound View Access Rules and understand that this Application must be submitted at least thirty (30) 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 twenty (20) days prior to requested studio date.

DATE _____ APPLICANT'S SIGNATURE _____

APPROVALS: _____

SOUND VIEW COMMUNITY MEDIA, INC.

CAMERA CHECKOUT FORM

All fields must be filled in

Name _____

Production _____

Tel. # _____

Date/Time OUT _____

Date/Time IN _____

- CAMERA # _____
- TRIPOD # _____
- LIGHTS # _____
- EXTRA BATT# _____
- MIXER red green 0
- HH-MIC red green blue yellow 0
- LAV-MIC red green blue yellow 0
- CABLES red green blue yellow 0

OUTGOING NOTES

INCOMING NOTES

CHECKED OUT

Date/time/initials

CHECKED IN

Date/time/initials

Receipt Agreement

Undersigned Access Producer hereby acknowledges receipt from SVCM of aforementioned production equipment and accessories in proper working condition and will return it as it was received unless otherwise noted above.

Signature

Print Name

Sound View Time Slot Request Form

Producer/ Sponsor Name: _____

Address _____

City State ZIP

Phone # _____

Title of Program: _____

Producer/ Sponsor
Signature: _____

Program Length: [] 30 minute [] 60 minute

Type of Program: [] Public [] Education [] Government

How may weeks (1-13): _____

Preferred Time Slot

First Choice – Day of Week _____ Time _____ AM / PM

Second Choice – Day of Week _____ Time _____ AM / PM

Third Choice – Day of Week _____ Time _____ AM / PM

Do Not Write Below Line

Response

Time Slot Granted

Day _____

Time _____

First Cablecast Date _____

Last Cablecast Date _____

Renew Date _____

Sound View Community Media, Inc.

211 State St., Suite 405, Bridgeport, CT 06604

Phone: (203) 345-0100 Fax: (203) 345-0105

Web Site: <http://www.soundviewtv.org>

BASIC TRAINING COURSE APPLICATION

Thank you for your interest in enrolling in Sound View's basic TV production training course. Training is conducted one day a week, and also on Saturdays, and will run consecutively for several weeks. The training course is provide free of charge.

To be eligible for training, you must be at least 18 years of age and reside, work, or attend school full-time in Fairfield, Bridgeport, Stratford, Milford, Orange, or Woodbridge.

Please complete the bottom portion of this application and return to Sound View. 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 to top of the list to attend the next training course.

Please return or fax your completed application to Training Manager:

Detach Here

SOUND VIEW COMMUNITY MEDIA, INC.

PUBLIC ACCESS TV BASIC TRAINING APPLICATION

NAME _____

ADDRESS _____

DAYTIME PHONE _____

EVENING PHONE _____

ORGANIZATION _____

TRAINING COURSE INTEREST _____

(Field Production, Studio Production, Digital Editing)

Sound View Community Media, Inc.

211 State St., Suite 405, Bridgeport, CT 06604

Phone: (203) 345-0100 Fax: (203) 345-0105

Web Site: <http://www.soundviewtv.org>

E-Mail: calendar@soundviewtv.org

COMMUNITY BULLETIN BOARD ANNOUNCEMENT REQUEST FORM

NAME _____ DATE: ____ / ____ / ____

ORGANIZATION _____

NON-PROFIT STATUS NO _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

START DATE ____ / ____ / ____ END DATE ____ / ____ / ____

Sound View Community Media, Inc. POLICY:

The community bulletin board is available for not-for-profit organizations and non-commercial purposes. Announcements must not contain advertising, lottery information, or other commercial content or advertising or advocacy statements by or on behalf of candidates running for office. Announcements must be submitted the Monday prior to the week before the desired starting date and will be shown for no more than four (4) weeks per submitted form. Announcements may be faxed, e-mailed or delivered Monday through Friday, from 9AM to 5PM.

Instructions:

Please **print** your announcement as you would like it to appear on television. Sound View Community Media, Inc. ("SVCM") reserves the right to monitor the transmission of public service announcements and/or to shorten all announcements to fit available space. Use back of form or separate sheet of paper to create your message.

Statement of Release:

By signing below, I have agreed to abide by all SVCM's Policies and Procedures and I release SVCM and the franchise cable TV operator, its parents and affiliates from any and all liabilities which may arise from the cablecasting of this announcement including, but not limited to, any errors, omissions, or any failure to cablecast any announcements at any particular time or date.

Signed _____ Date ____ / ____ / ____

**SOUND VIEW COMMUNITY MEDIA, INC.
ACCESS PROGRAM FUNDING RELEASE**

_____ ("Funding Agent") hereby acknowledges that _____ ("Producer") is an access user on the Sound View Community Media, Inc. ("SVCM") cable television public access system and in connection therewith has produced a program which will be cablecast on the Public, Educational, or Government Access Channel. Funding Agent understands and acknowledges that: a) the views presented by the Producer are not necessarily the views of SVCM, b) any money provided by Funding Agent shall be for the sole benefit of the Producer and/or the access program, and c) SVCM shall have no responsibility for the content or quality of the access program.

Funding Agent further understands and acknowledges that its financial contribution to Producer, and its sponsorship credit on the access program, shall not constitute advertising. Video credits shall be restricted to the corporate or organization name printed in uniform capital letters, on a plain background, and shown, as follows: "Funding (or Service) provided by _____." Audio credits shall be restricted to the following: "This program was made possible by an underwriting grant from _____."

Funding Agent hereby releases SVCM, its successors, affiliates, subsidiaries and assigns, all of its past, present, and future partners, shareholders, directors, officers, employees, attorneys, agents, and representatives from any and all liability, claims, and demands in connection with its sponsorship of the access program.

By: _____
(FUNDING AGENT)