

# **HADLEY PUBLIC ACCESS TELEVISION**

*Providing public access television to the Town since 1990*

## **Operating Policies and Procedures**

(3rd Edition)

**Hadley Public Access Television  
Town Hall  
100 Middle Street  
Hadley, MA 01035  
Email: [hadleypegtv@outlook.com](mailto:hadleypegtv@outlook.com)**

## **INTRODUCTION**

Hadley Public Access Television (HPAT) is a department within the municipal government of the Town of Hadley, Massachusetts offering public access television to the citizens of the town. Charter Communications, the town's cable television provider, has, under the terms of Hadley's franchise agreement with them, provided two slots in their cable television line-up for HPAT. They are located at Ch. 191 and Ch. 192 on Charter's cable line-up and are available to all Hadley cable television subscribers.

HPAT's office is in Room 004 in the basement of the Hadley Senior Center, located at 46 Middle Street in Hadley. We provide equipment, training, and channel time to those who live, work, or go to school in the town of Hadley, Massachusetts. These resources are available for the production and presentation of programming by and for the Hadley community on a first-come, first-served, non-discriminatory basis.

HPAT's funding currently comes solely from grants from Charter Communications, the town's cable television provider.

## **MISSION STATEMENT**

HPAT is established to foster the democratic use of electronic media by providing the residents and organizations of Hadley, Massachusetts with access to cable television for the purpose of non-commercial communication within the community.

## **MEMBERSHIP**

HPAT membership is open to all persons residing, working, or going to school in the town of Hadley, Massachusetts. Hadley-based organizations, including local chapters of any state or national organization, and the campaign organizations of any candidates (federal, state, or local) appearing on an election ballot in Hadley, are also eligible for membership.

HPAT membership is free of charge. In order to become a member, one must either take a production workshop offered by HPAT or demonstrate television production skills via written test(s) and/or physical demonstration.

Members of HPAT are **not** employees of HPAT or of the Town of Hadley, and should not represent themselves as such, nor speak on behalf of HPAT without prior approval of HPAT's Station Manager.

**VIOLATION OF THIS POLICY WILL RESULT IN A PERMANENT REVOCATION OF HPAT MEMBERSHIP.**

## **PROGRAMMING**

### **General Policies:**

1. Any Hadley resident or representative of a Hadley-based organization may request channel time to cablecast a program free of charge by submitting a "Program Proposal Form" (see appendix) if they wish to produce the program themselves through HPAT or by submitting an "Request to Air Non-HPAT Produced Program or Series" (see appendix) if the program has been produced elsewhere.

2. Non-Hadley residents or organizations not based in Hadley who have programming that they would like shown on HPAT must have a resident submit a request for the programming to be shown. This is known as “sponsoring” a program.
3. The views expressed in all programming shown on HPAT, be it in-house produced or produced elsewhere, are the views of the producers of said programs and are not necessarily the views of the staff of HPAT or of the Hadley Selectboard. Also HPAT and the Town of Hadley, Massachusetts are not responsible for the content of said programs. As such, producers and/or sponsors should be thoroughly familiar with the content of their programs, including, but not limited to, issues of libel, slander, invasion of privacy, copyright infringement, commercial content, indecency, and obscenity.
4. If a program has an adult theme (i.e. adult language or situations, excessive violence, graphic medical procedures, or nudity), it is the producer’s or sponsor’s responsibility to inform HPAT that the program contains the aforementioned content in advance of scheduling. This will give HPAT the opportunity to schedule the program to air at a time when children are unlikely to see it.
5. Any program with an adult theme submitted to HPAT for airing, must include the following disclaimer at the beginning of the program: *“This program contains [description of material] which may be considered offensive by or inappropriate for some viewers. Viewer discretion is advised”*.
6. Producers and sponsors shall, by signing a Program Proposal form or an air time request form for non-HPAT produced programs indemnify and hold harmless, HPAT and the Town of Hadley, Massachusetts from any liability, loss, claim, cost, or damage of any nature whatsoever which may arise by reason of any claim that material produced, cablecast, or disseminated infringes or violates the rights of any person or organization.

**Technical Requirements:**

1. HPAT accepts DVDs and also has the capability of downloading programming from certain Internet web sites. HPAT also accepts VHS (1/2”) and SVHS videocassettes, but only if the producer cannot submit it on DVD.
2. The producer must be identified in either the opening or closing credits.
3. DVDs and tapes to be cablecast must meet the following minimum technical standards:
  - a. Video must track within acceptable limits (no rolling or jumping) and the audio must be understandable.
  - b. DVDs and tapes must be labeled with title and production date along with the program’s length and cue time (hr:min:sec). Inclusion of the producer’s name and telephone number is optional, but helpful.
5. HPAT producers are responsible for providing their own blank DVDs or videotapes. The DVDs and tapes must be good quality name-brand ones (i.e. Maxell, TDK, Sony, Fuji). **NO HOUSE BRAND DVDs OR TAPES (i.e. STOP & SHOP, STAPLES, CVS, ETC.) WILL BE ACCEPTED.** Blank DVD+Rs are available from HPAT at a cost of \$1 each. This price may be changed by HPAT without advanced notice to reflect increased costs.

## **Live Programming:**

HPAT is capable of broadcasting events live from Room 203 in the Hadley Town Hall, in the meeting area on the lower level of the Hadley Senior Center and from Room 113 in the Hadley Senior Center. HPAT also can broadcast events live from the Hopkins Academy music room, gymnasium and cafetorium. Prior approval from the Town Administrator is required, if you wish to air a live program from the Town Hall. If you wish to air a program live from Hopkins Academy, prior approval is required from the school's Principal. If you wish to air a program live from the Senior Center, prior approval is required from the Council on Aging's Senior Services Director.

## **Series Programming:**

1. A series consists of a minimum of three shows with a consistent theme or format appearing in a regular time slot.
2. A series may be weekly, biweekly, or monthly.
3. Series time slots may be forfeited if the producer fails to provide new original programming for more than two consecutive showings. New original programming is defined as programming never before shown on HPAT even if it is several years old (providing the material covered in the old program is not out-of-date).
4. A series will be guaranteed a time slot for its first twelve episodes only. After the 12th episode is shown, HPAT may move the series to a different time slot or cancel the series if another producer requests air time for a series. Canceled series will be placed on a waiting list. When a time slot opens up, the producer of the program on the top of the waiting list will be given the opportunity to resume the production of his/her series with a 12-episode guarantee.
5. A producer can have no more than two series airing on HPAT on a regular basis.
6. If a producer requests air time for a new series and none are available, the request will be placed on the waiting list stated above.
7. The maximum allowable length of a non-HPAT produced series is two hours.
8. Non-HPAT produced series are limited to one episode a week with one re-broadcast.

## **Scheduling:**

1. It is the responsibility of HPAT's Station Manager to make up the program schedules. As such, he/she has the FINAL SAY as to when a program will be aired.
2. Non-government meeting programming and the Community Calendar are aired almost exclusively on HPAT-1 (cable Ch. 191) and Government meetings and the Community Calendar air almost exclusively on HPAT-2.
3. When making up a schedule, the Station Manager will use the following order of priority:
  - a. Live local government meetings (HPAT reserves the right to pre-empt any other type of programming on either channel without notice to air live meetings).

- b. Taped local government meetings
  - c. Regularly scheduled HPAT produced series
  - d. HPAT and non-HPAT produced time-sensitive programming (i.e. school holiday concerts)
  - e. Regularly scheduled non-HPAT produced series
  - f. HPAT produced non-series type programs
  - g. Non-HPAT produced non-series type programs
  - h. Requests for re-airing a program.
3. Any programming with an adult theme (i.e. adult language or situations, excessive violence, graphic medical procedures, etc.) will only be aired between the hours of 10 p.m. and 5 a.m. so that young children will be unlikely view them.

### **Sponsorship:**

1. United States Federal Communications Commission (FCC) regulations prohibit the airing of commercials on public access cable television stations. As such, HPAT does not air programs with commercial sponsors.
2. HPAT volunteer producers may, however, seek financial support for out-of-pocket expenses (DVDs, videotape, set construction/decoration, props, etc.). Such support must be in the form of grants, donations of money, or donations of supplies. The producer's acknowledgment of these grants and/or donations can only be the form of a statement in the closing credits of the program. The statement shall read "This program was made possible by a grant/donation from [ . . . ]."

### **Political Programming**

1. HPAT encourages political candidates (especially those running for positions in Hadley's municipal government) and other citizens to use our station to communicate their political views. Candidates and other providers of political programs are subject to the same policies and procedures as any other user of HPAT with the following qualifications and exceptions:
  - a. No never before aired programs concerning or featuring individual candidates or ballot issues will be shown within 48 hours of the opening of the polls.
  - b. One page on the Community Calendar/Message Board will be made available to each candidate for his or her individual use. Such use will be limited to a period of 14 days prior to an election day. Once the candidate's message has been posted, no changes (except for fixing spelling errors) will be allowed.
  - c. Any candidate running in a contested race in a Hadley municipal election will be given the opportunity to record a ten-minute statement which will be aired several times on HPAT. The statement can be recorded anywhere the candidate wants (within reason, of course). HPAT's Station Manager or another staff member will provide up to one hour of his/her time to assist the candidate in the production of his/her statement.

## **Prohibitions**

Presentation of the following on HPAT is strictly prohibited:

1. Programming that contains advertising, or that promotes the sale of a commercial product, service, or trade.
2. Any material that constitutes libel, slander, or invasion of privacy or publicity rights.
3. Any material in violation of local, state, or federal statutes, including but not limited to copyright and obscenity laws.
4. Any material in violation of FCC regulations.

## **PRIVACY**

The addresses and phone numbers of HPAT and non-HPAT producers will not be given out to the public without the producer's permission.

If a viewer wishes to get in touch with a producer, HPAT will pass the viewer's name and phone number on to the producer.

HPAT will not fulfill any requests for copies of programming aired on HPAT without the producer's permission.

## **EQUIPMENT AND FACILITIES**

### **General Policies:**

1. HPAT equipment and facilities are available **only** for productions intended to be shown on HPAT.
2. Equipment is available **only** to members who have been trained by HPAT staff to use said equipment or have demonstrated that they already know how to use said equipment.
3. Members wishing to produce a program must reserve the equipment they need by filling out an "Equipment Reservation Request Form" (see appendix).
4. Members also must fill out and sign an "Equipment Check-out Form" (see appendix) at the time they check out the equipment.
5. HPAT equipment is available on a first-come, first served basis.
6. Members are responsible for the HPAT facilities and/or equipment signed out to them. This includes the responsibility for the actions of guests, assistants, and others for loss, damage, or theft.
7. All equipment checked out by HPAT members will be thoroughly inspected by HPAT's Station Manager or other staff member upon its being returned.

8. Should any HPAT owned equipment become damaged, destroyed, or stolen while checked out to a HPAT member, that member is responsible for the cost of the replacement or repair of that equipment.
9. HPAT members **will not** be held responsible for any damage to equipment checked out to them caused by ordinary wear-and-tear.
10. HPAT's Station Manager will determine if any damage to HPAT equipment checked out to members is the result of neglect or abuse by the responsible member or the result of ordinary wear-and-tear.
11. Decisions made by the Station Manager as to whether damage to HPAT's equipment is the result of wear-and-tear or abuse **are final**.
12. HPAT equipment is available for a maximum of 48 hours. Longer usage is possible depending upon demand.
13. Equipment reservations are limited to two per week per producer. Exceptions may be made depending upon demand.
14. No producer can check out more than one camcorder at a time. Again, exceptions may be made depending upon demand.
15. No HPAT equipment can be taken out-of-state.
16. Equipment **must** be picked up at HPAT's office in the Hadley Senior Center by the certified HPAT producer who reserved the equipment at the time specified on their equipment reservation request form.
17. When checking out equipment, the borrower should confirm with HPAT staff that said equipment is in proper working order.
18. Equipment must be returned at the time indicated on the equipment check-out form.
19. Borrowers should fill out an equipment problem report (see appendix) should they encounter any problems with the equipment while it is in their possession.
20. Cancellation of an equipment reservation must be made at least 24 hours in advance. Repeated cancellations or no-shows will result in loss of privileges.
21. If a producer is more than 30 minutes late for a reserved equipment pick-up or facilities use time, the reserved equipment or facilities may be signed out by any waiting eligible member -- known as a "Video Vulture". Once the "Video Vulture" has the equipment or facilities, he or she cannot be bumped by the original reservation holder.

#### **Post-Production (Editing) Facilities Policies:**

1. HPAT currently has two non-linear (computer-based editing systems) work stations. Both have iMAC computers with Final Cut Pro 7 and iMovie editing software installed on them. One also has Final Pro X editing software installed on it.
  - a. A member must either take an editing workshop offered by HPAT or demonstrate iMovie, Final Pro 7 or Final Cut Pro X editing skills via written test(s) and/or physical demonstration.

- b. Editing time should be reserved at least 24 hours in advance, but not more than two weeks in advance.
- c. Editors may reserve a maximum of three hours of time per day and no more than six hours per week. Exceptions to this limit may be made depending upon demand for facilities and HPAT staff availability.
- d. The responsibilities of the user as far as equipment care is concerned are the same as that of equipment used for field shoots. (outlined above, under EQUIPMENT AND FACILITIES, General Policies)

## **COMMUNITY CALENDAR/MESSAGE BOARD**

The HPAT Community Calendar/Message Board is a computerized listing of public service announcements, which airs on HPAT whenever live or prerecorded programming is not being aired. Included in it are listings of community events, community services, non-profit fundraising events, local government meetings, HPAT program schedules, as well as other non-commercial messages. The Community Calendar is maintained and managed by the staff of HPAT and is offered as a free public service.

The following entities and groups are eligible to submit messages for posting on HPAT’s community calendar:

- a. Local governments
- b. Local public and private educational institutions
- c. Local non-profit organizations
- d. Local social and recreational groups
- e. Local businesses and for-profit groups, if the sponsored event or activity benefits a local humanitarian or non-profit cause and the business does not profit from the event or activity

### **Message Preemption:**

While all messages are deemed important, regular community calendar messages will be preempted in the event of a major disaster or emergency affecting the town of Hadley. The regular community calendar is also preempted any day that an election is held in the town of Hadley.

### **Message Content Requirements and Restrictions:**

1. Messages must be submitted to HPAT in writing by mail, email (hadleypegtv@outlook.com, or via our web site (www.hadleyma.org/tv5.shtml).
2. Messages must be noncommercial in nature, serving the public interest.
3. Messages must be submitted at least two weeks in advance for scheduled events. However, HPAT’s staff will post messages not meeting this requirement, if time permits.
4. Due to space limitations, HPAT only posts messages for scheduled events being held in Hampshire County and southern Franklin County.
5. Messages should be brief. All messages submitted are subject to editing and condensation by HPAT staff.
6. Time sensitive messages will be displayed through the date of the event or specified deadline.
7. Messages with no specific event time or deadline will be displayed for as long as space permits, at the Station Manager’s discretion.

8. HPAT will **NOT** post the following types of messages:
  - a. Content considered obscene
  - b. Messages promoting illegal activities
  - c. Activities that attempt to defraud viewers
  - d. Commercial advertising

**Disclaimer I:**

The Community Calendar is being provided as a public service. Therefore, while HPAT shall endeavor to ensure that messages submitted by individuals/groups are transmitted accurately and in a timely manner, HPAT, the Town of Hadley, the Hadley Select Board and the HPAT Oversight Committee assume no liability in connection with the Community Calendar and make no warranties or representations that any message will, in fact, be transmitted accurately or at a particular time. HPAT, the Town of Hadley, the Hadley Select Board and the HPAT Oversight Committee will not take any responsibility for the factual accuracy of the information as submitted (i.e. times, dates, locations, name spellings and phone numbers). That responsibility rests with the originator (submitter) of the information.

**Disclaimer II:**

The views expressed in video productions cablecast on HPAT and the messages posted on HPAT's Community Calendar are those of the producer/submitter and are not necessarily those of HPAT, the Town of Hadley, the Hadley Select Board and the HPAT Oversight Committee.

## **POLICY VIOLATIONS**

### **A. General Policies**

1. In order for to keep operations running smoothly, it is imperative that the policies outlined above be accepted and followed.
2. The Station Manager is responsible for the enforcement of these policies.

### **A. Major Violations**

1. Major violations include:
  - a. Commercial use of equipment or facilities
  - b. Misrepresentation of affiliation with HPAT
  - c. Falsifying forms
  - d. Taking equipment without proper notification
  - e. Abuse of equipment, including attempted repair
  - f. Abuse of HPAT staff
  - g. Changing wiring without staff authorization
  - h. Tampering with records
  - i. Use of alcohol or illegal drugs while in the HPAT facility
2. A major violation will result in an immediate 90-day loss of privileges. A second violation will result in permanent suspension of privileges.

## **C. Minor Violations**

1. Minor violations include:
  - a. Late return of equipment
  - b. Failure to pick up reserved equipment.
  - c. Failure to show up for reserved editing workstation time.
  - d. Failure to clean up after using the facilities.
  
2. A minor violation will result in one of the following sanctions:
  - a. First violation: Verbal warning
  - b. Second violation: Written warning
  - c. Third violation: 30-day suspension of privileges.
  - d. Fourth violation: 90-day suspension of privileges
  - e. Fifth violation: permanent suspension of privileges at the discretion of the Station Manager

**APPENDIX: HPAT FORMS:**

**Hadley Public Access Television**  
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**EQUIPMENT CHECK-OUT FORM**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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

Check-out Time: Date \_\_\_\_\_ Time \_\_\_\_\_

Expected Return Time: Date \_\_\_\_\_ Time \_\_\_\_\_

Shoot Location(s) \_\_\_\_\_

**VIDEO EQUIPMENT:**

Camcorders: AG-456 (S-VHS) \_\_\_\_\_ MiniDV \_\_\_\_\_ Digital \_\_\_\_\_

Camcorder Batteries (number of, and which ones) \_\_\_\_\_

Tripods: Bogen1 \_\_\_\_\_ Bogen2 \_\_\_\_\_ Bogen3 \_\_\_\_\_

**AUDIO EQUIPMENT:**

Microphones: Radio Shack hand-held \_\_\_\_\_ Radio Shack lavalier \_\_\_\_\_

Radio Shack PZM \_\_\_\_\_ Other \_\_\_\_\_

Opitmus wireless audio link \_\_\_\_\_ Mixer \_\_\_\_\_

Sampson Wireless Mic System \_\_\_\_\_

Mic stands: desk top \_\_\_\_\_ floor \_\_\_\_\_

**CABLES:**

XLR to XLR \_\_\_\_\_ XLR to 1/4" \_\_\_\_\_ XLR to mini \_\_\_\_\_

1/4" male to 1/4" male \_\_\_\_\_ 1/4" male to 1/4" female \_\_\_\_\_ Other \_\_\_\_\_

**Adapters:**

XLR female to 1/4" male \_\_\_\_\_ XLR male to 1/4" female \_\_\_\_\_

XLR gender changers: male to female \_\_\_\_\_ female to male \_\_\_\_\_

1/4" male to two 1/4" females \_\_\_\_\_ 1/4" mono female to mini mono male \_\_\_\_\_

mini mono female to mini stereo male \_\_\_\_\_ Other \_\_\_\_\_

**Equipment bags:** gray one \_\_\_\_\_ black & tan one \_\_\_\_\_

**Extension cords:** orange \_\_\_\_\_ tan \_\_\_\_\_ brown \_\_\_\_\_

Power strips \_\_\_\_\_ Headphones \_\_\_\_\_

**OTHER ITEMS:** \_\_\_\_\_

\_\_\_\_\_

Filled in by staff only:

Checked out by \_\_\_\_\_ date \_\_\_\_\_ Checked in by \_\_\_\_\_ date \_\_\_\_\_

### **EQUIPMENT CHECK-OUT AGREEMENT:**

I, the undersigned, agree to take full responsibility for the equipment that I have checked of the facilities of Hadley Public Access Television, the public access cable television station serving the town of Hadley, Massachusetts.

I further understand that I am responsible for the costs involved in repairing or replacing any HPAT equipment that I have damaged and that the determination of whether said damage was caused by normal wear and tear or by neglect or abuse is solely that of HPAT's Station Manager or any other HPAT employee.

I also understand that I will be subject to disciplinary action if I do not return the equipment on time as stipulated in Hadley Public Access Television's policy manual.

\_\_\_\_\_  
Signature of person borrowing equipment

\_\_\_\_\_  
Signature of parent or guardian (if borrower is under 18 years of age)

\_\_\_\_\_  
Date

# **Hadley Public Access Television**

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## **REQUEST TO AIR NON-HPAT PRODUCED PROGRAM OR SERIES**

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

Length of Program \_\_\_\_\_

Format (circle): S-VHS    VHS    DVD    Internet Download

Is this program part of a series? Yes No If yes, how many episodes? \_\_\_\_\_

If this is an on-going series, how many new episodes are produced a month? \_\_\_\_\_

Brief description of the program/series \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Preferred Date & Time for Cablecast (no guarantees) \_\_\_\_\_

Does this program contain any of the following? (circle all that apply)

Obscene Language    Commercial Advertisements    Libelous or Slanderous Material

Graphic medical procedures    Lottery Information

Name of Producer \_\_\_\_\_

Producer's phone number \_\_\_\_\_

Producer's email address \_\_\_\_\_

Name of Sponsor (must be Hadley resident) \_\_\_\_\_

Sponsor's Address \_\_\_\_\_

Sponsor's Phone Number \_\_\_\_\_

### **PLEASE READ CAREFULLY AND SIGN:**

I understand that I am responsible for the presentation of this program. I agree to hold harmless the town Massachusetts, the Hadley Select Board, and the staff of HPAT from any liability, loss, claim, cost, or damage of any nature which may arise by reason of any claim that any material cablecast in this program or series infringes or violates any rights of any person or organization.

\_\_\_\_\_  
Signature of Sponsor date

# ***Hadley Public Access Television***

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## **EQUIPMENT PROBLEM NOTIFICATION FORM**

Date \_\_\_\_\_

Type of equipment with problem (i.e. camcorder, audio cable) \_\_\_\_\_

Brand Name \_\_\_\_\_

Model name and/or number \_\_\_\_\_

Describe the problem in as much detail as possible \_\_\_\_\_

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How where you using the equipment when the problem first arose? \_\_\_\_\_

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Your Name (please print) \_\_\_\_\_

Your Phone Number \_\_\_\_\_

# ***Hadley Public Access Television***

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## PROGRAM PROPOSAL

Producer's Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Organization (if any) \_\_\_\_\_

Have you been trained by us to use our equipment? Yes No

Will anyone be assisting you? Yes No Have they been trained by us? Yes No

Working title \_\_\_\_\_

Estimated length \_\_\_\_\_ Projected Completion date \_\_\_\_\_

Is this a series? Yes No If yes, how many episodes in it? \_\_\_\_\_

Type of program \_\_\_\_\_ Intended audience \_\_\_\_\_

Optional program rating system (please circle any that apply):

Violence Adult language Sex

Is this program funded? Yes No

If yes, what is the source? (cash, barter, grant, etc.) \_\_\_\_\_

Briefly describe the program \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Production locations and dates \_\_\_\_\_

Are you using any source material (audio or video) that has not been generated through HPAT? Yes No

If yes, do you have the copyright holder's permission to use it? Yes No

Will this be shown on other access channels? Yes No

Would you like it to be shown on other access channels? Yes No

(over)

Do you expect to make a profit from this production? Yes No

Will you require the assistance of HPAT staff? Yes No

If yes, What sort of assistance do you expect to need? \_\_\_\_\_

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What HPAT equipment do you expect to need? \_\_\_\_\_

**PLEASE READ CAREFULLY AND SIGN:**

I understand that I am responsible for the production and presentation of my program(s). I agree to hold Hadley Public Access Television, its employees, the Town of Hadley, Massachusetts, the Hadley Select Board and the Hadley Public Access Television Oversight Committee harmless from any liability, loss, claim, cost, or damage of any nature, which may arise by reason of any claim that any material produced, cablecast, or disseminated by me infringes or violates any rights of any person or organization. My program(s) are in keeping with the rules and regulations of HPAT and will not be used for commercial or moneymaking purposes.

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Signature of Producer

date

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Signature of parent or guardian (if producer is under 18 years of age)

date

# HADLEY PUBLIC ACCESS TELEVISION MEDIA TALENT RELEASE

I, \_\_\_\_\_ hereby consent, and by this release agree, request and grant my  
[PRINT NAME OF PERSON APPEARING IN VIDEO]  
permission for HPAT and \_\_\_\_\_ to record and/or tape my image and  
[PRINT NAME OF HPAT PRODUCER]  
voice by means of the videotape and audio recording made of me on \_\_\_\_\_  
[PRINT NAME OF PROGRAM]  
on \_\_\_\_\_ at \_\_\_\_\_  
[PRINT DATE OF AUDIO/ VIDEO RECORDING] [PRINT LOCATION OF AUDIO/ VIDEO RECORDING]

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I understand that the HPAT Producer named above may use said recording for non-commercial exhibition on HPAT cable television channels or for similar exhibition on any non-commercial PEG (Public-Educational-Governmental) Access TV Station. The video may also be shown on Hadley Public Access Television's website and the producer's website after it has been cablecast on Hadley Public Access Television's cable channels. By my signature below, or if I am a minor, by the signature of my parent or guardian, I relinquish all rights (if any) to any remuneration for this or subsequent uses of the above recordings. It is understood that these recordings may be edited by the Producer named above or his or her agents for the purpose of such non-commercial replays described above, at the sole discretion of the Producer. I further agree to release, indemnify and hold harmless the Producer, Hadley Public Access Television, Charter Communications, the Town and their employees and officers or designees from any and all claims or liabilities, as well as fees, costs and expenses incurred in responding thereto, relating to my appearance on this recording and any non-commercial exhibition thereof. I understand that by this Release, the copyright for these recordings belongs to Hadley Public Access Television, and/or its Member/Producer, and to no one else.

I understand that I am receiving the benefit of the HPAT Producer's time, efforts and talents, as well as the resources and equipment of Hadley Public Access Television, and that the promises made herein are in consideration of these benefits.

**\*\*\*THIS IS A LEGAL DOCUMENT\*\*\***

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**\*\*\*CONSULT YOUR PRIVATE ATTORNEY IF YOU HAVE ANY QUESTIONS\*\*\***

\_\_\_\_\_  
Signature of PERSON GRANTED RELEASE DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL (optional) \_\_\_\_\_

\_\_\_\_\_  
Signature of PARENT/ GUARDIAN if under the age of 18