Foundation Meeting of
October 9, 2012

Honorable Chairman and Directors
of the Torrance Public Access Foundation
City Hall
Torrance, California

Members of the Foundation:

SUBJECT: Modification of TCtv Operating Policies and Procedures.

Expenditure: $0.00

RECOMMENDATION

Recommendation from the Cable Television Advisory Board and the Cable and Community Relations Manager that the Torrance Public Access Foundation approve modifications to Torrance Community Television Operating Policies and Procedures: Various cursory changes such as hours, branding, non-profit organization uses, and terminology.

BACKGROUND

The Public Access Foundation approved the Torrance Community Television Operating Policies and Procedures on April 23, 1991. They were amended on July 29, 1997 and November 12, 2002. The rules allow the public to be trained and use television equipment and channels for the purposes of exercising free speech.

Following a recommendation from staff and the Operating Policies Committee, on February 9, 2011, the Cable Television Advisory Board discussed and approved recommended modifications to the rules.

ANALYSIS

The Operating Policies and Procedures Committee were convened to consider modifications to the rules. There are two primary changes:

- Shifting operating hour's one-hour earlier for TCtv. The hour modifications were recommended due to the low foot traffic between 10:00 p.m. and 11:00 p.m. over the years. Staff recommended and the Commission agreed to open one hour earlier at 2:00 p.m., and close at 10:00 p.m. to provide a more accessible facility.
- Clarifying the use of the facilities and channel by persons representing non-profit organizations. The intent of the rule was to allow representatives of Torrance based non-profit organizations to produce content about and for their organization. However, most of the individuals began producing programs that have nothing to do with the organization. In fact, they essentially have been acting as independent producers with no oversight by the organization that authorized their use. Clarifying the language will ensure that if a non-profit organization authorizes individuals to use the facility on their behalf, the content will be representative of that organization. The use of the facilities has always been intended for Torrance residents and Torrance based non-profit organizations.

Other changes include the inclusion of the change in cable television franchise laws in the State. In 2006, the State of California became the sole authority to franchise cable television service, stripping local governments of that authority. The Digital Infrastructure and Video Competition Act (DIVCA) of 2006 became effective in 2008. Language has been changed to reflect that new law.

The other minor changes include:

- Deleting old terminology such as "tape" to "media",
- Clarifying when a program is deemed complete, and
- Various brand, format, and title changes.

Respectfully Submitted,

James Ozenne
Chair, Cable Television Advisory Board

Michael D. Smith
Cable and Community Relations Manager

CONCUR:

for LeRoy J. Jackson
Executive Director

ATTACHMENTS

A) CTAB Minutes 02/09/11
B) Operating Policies and Procedures

LONDON: Just 1.2 million pay-TV consumers canceled their subscriptions in favor of over-the-top video alternatives in 2010, according to a new report from Informa Telecoms Media, reflecting just 0.18 percent of the global pay-TV market. The number of cord-cutters globally is forecast to rise from last year's 1.2 million to 16.1 million by 2015, the report says.

Dish Network will raise prices on most of its programming packages, starting in February, and then put a hold on subscriber increases for two years.

Beginning next month, the No. 2 DBS provider will add $3 to $5 per month to most of its programming packages, before enacting a two-year price freeze through January 2013. Dish said it is the only major satellite or cable company in U.S. to announce two-year price stabilization.

Gov. Jerry Brown on Tuesday named a leading consumer advocate to serve on the California Public Utilities Commission, one of the state's most powerful regulatory bodies. Michael Florio, an attorney for the Utility Reform Network and Catherine Sandoval, a Santa Clara University law professor, telecommunications expert and former Rhodes scholar.

AT&T reported 1.93 million satellite TV connections as of the end of 2010, down 11.2% from 2.17 million a year earlier. The company does not break out how many of those are DirecTV versus Dish customers.

AT&T -- which once argued that telco competition would keep a lid on cable rates -- will increase monthly pricing for U-verse TV packages by up to 10% in early 2011, its second consecutive year of hikes.
Brief discussion followed.

MOTION: ***Commissioner Sunshine moved to accept the Legislative and Cable Related Report for January 2011. This motion seconded by Commissioner Nishinaga, motion carried with aye vote.***

E) Old Business

1) A recommendation from Operating Policies and Procedures Committee that the Commission approve the recommended changes and which includes changing the hours of TCtv to 2:00 p.m. to 10:00 p.m. Tuesday through Friday and forward the recommendation to the Torrance Public Access Foundation.

Staff provided an overview of the modifications stating that the majority of changes were terminology, equipment changes, and some minor clarifications of the rules where the intent wasn't clear. The major portion is a modification to the hours of operation on Tuesday through Friday, from 1:00 p.m. to 11:00 p.m. to 2:00 p.m. to 10:00 p.m.

Brief discussion followed.

AMENDED 02/09/11

MOTION: Commissioner Ozenne moved to approve the modifications to the Operating Policies and Procedures. This motion seconded by Commissioner Sunshine, motion carried with aye vote.

2) **A recommendation from the Cable & Community Relations Manager that the Commission review the previously suggested expanded commission role that was provided to the City Council Ad Hoc Committee Concerning Commission Review, discuss the options, and determine what items they would like to pursue.**

Brief discussion followed.

MOTION: Commissioner Sunshine moved to consider the remaining items at the March 9, 2011 meeting. This motion seconded by Commissioner Nishinaga, motion carried with aye vote.

F) **New Business**

1) **A recommendation from the Cable & Community Relations Manager that the Chairperson appoint two new members to the Operating Policies and Procedure Committee.**

Following brief discussion, the Commission determined it was best to continue the matter until the March meeting so that Chairwoman Haussmann could appoint members to the committee.

MOTION: Commissioner Barnard moved to consider the appointments at the March 9, 2011 meeting. This motion seconded by Commissioner Brennan, motion carried with aye vote.

2) **A recommendation from the Cable & Community Relations Manager that the Chairperson appoint two new members to the Producer Incentive Committee.**

Following brief discussion, the Commission determined it was best to continue the matter until the March meeting so that Chairwoman Haussmann could appoint members to the committee.

MOTION: Commissioner Barnard moved to consider the appointments at the March 9, 2011 meeting. This motion seconded by Commissioner Brennan, motion carried with aye vote.

14. ADDENDUM MATTERS - NONE

15. ORAL COMMUNICATIONS:

A) Bob Diaz, 2409 West 230th Street submitted written comments concerning the awards ceremony thanking everyone for the work and effort. He also drew attention to the rule change from last year, but was somehow overlooked this year. "Users/Producers are limited to enter a single program per category". Attached

B) Bob Diaz welcomed the newly appointed Commissioners to the Board (Mr. Diaz is a former Commissioner and Chairman).

Attachment B

TORRANCE PUBLIC ACCESS FOUNDATION

TORRANCE COMMUNITY TELEVISION

OPERATING POLICIES AND PROCEDURES

TCtv
TORRANCE COMMUNITY TELEVISION

Adopted April 23, 1991
Amended
July 29, 1997
November 12, 2002
October 9, 2012

It is the philosophy of Torrance Community Television to enable the people of Torrance to become more actively involved in the community's growth and prosperity.

Through the powerful, limitless communication qualities of television, we desire to examine ourselves as a community: our joys, our fears, our needs, our conflicts, our successes, our failures, our history, our expectations, and our hopes for the future.

We envision TCtv as a spawning ground for new and exciting ideas that will help enhance life in the community and help shape the future of the City of Torrance.

TABLE OF CONTENTS PAGE #

I. Introduction 6
- A. Torrance, California
- B. Public Access
- C. Torrance Cable Television Franchise Agreement
- D. Torrance Community Television (TCtv)
- E. Outreach 7
  - 1. Requirements
- F. Tours
- G. Field Trips
  - 1. Scheduling
  - 2. Supervision
  - 3. Limitations

II. User Requirements 8
- A. Statement of Compliance
- B. Eligibility
  - 1. Resident
  - 2. Non-resident
    - a) Non-Profit Representative
    - b) Non-Profit Credit
  - 3. Minors
    - a) Permission 9
    - b) Use
    - c) Limitations

III. Training Program
- A. Orientation
- B. Workshops
  - 1. Pre-Production Planning
  - 2. Field & Post Production
  - 3. Studio 10
  - 4. Advance
- C. Cost
- D. Certification
  - 1. Training Requirement Waiver
  - 2. Program Completion
  - 3. Certification Renewal
- E. Indemnification

IV. Programming Content 11
- A. First Amendment Rights
- B. Authorizations
- C. Ownership
- D. Prohibitions
  - 1. Obscene
  - 2. Lottery
  - 3. Advertisement
  - 4. Unprotected Speech
- E. Political Speech
  - 1. Endorsement
  - 2. Awareness
  - 3. Open-Mic Night

V. Refusal of Service 12

VI. Equipment & Facilities
A. Programs
1. Media Provisions
2. Archives
3. Program Duplication
B. Field Equipment
1. Availability
2. Reservations 13
3. Check-Out
4. Check-Out Times
5. Return
6. Limitations
a) Per Certified User
b) Facilities Availability
7. Cancellations
C. Studio Procedures
1. Availability
2. Reservations
3. Crew 14
4. Limitations
5. Maximum Occupancy
6. Animals
7. Cancellations 15
D. Post-production Procedures
1. Availability Reservations
2. Cancellations
3. Limitations
(a) Per Certified User
(b) Facilities Availability
E. Equipment Repair/Replacement
F. Open Flames

VII. Cablecast 16
A. Reservation of Rights
1. Technical Quality
2. Children
B. Format Requirements
C. Length of Programs
1. Per Day
2. 58 Minute Limit
3. 28 Minute Limit
D. Logistics
E. Scheduling
1. Series
2. Promotions
3. Credits 17
4. Limitations
F. Return of Media
G. Alphanumeric Announcements
1. Procedure

VIII. Violation of Rules
A. Equipment Damage or Loss

B. Program Content
C. Return of Equipment
IX. Disciplinary Action

X. Appeals 18
A. Filing Fee
B. User Dissatisfaction
C. Administrative Decision
D. CTAB Decision

XI. Public Records
A. Request for Use
B. User List

XII. Exhibits
A. Statement of Compliance Form 19
B. Non-Resident Authorization Form 20
C. Parental Consent Form 21
D. Volunteer Crew List Application Form 22
E. Media Technical Standards 23
F. Field Equipment Check-Out Form 24
G. Program Proposal Form 25
H. Studio Equipment Check-Out Form 26
I. Volunteer Crew List Form 27
J. Request for Tour Form 28
K. Request for Channel Time Form 29
L. Deposit and Fee Structure 30
M. Alphanumeric Information Display Form 31
N. User History Form 32
O. User Programming History Form 33
P. Non-Profit Organizational Member Form 34
XIII. Amendments 35

SECTION I

I. INTRODUCTION

A. TORRANCE, CALIFORNIA

The arts are alive and well in the City of Torrance, where as a Community Television Producer you can be the star of your own TV show, and where there is a variety of cultural centers that feature not only home-grown talent but a diverse array of theatre, music and other media arts.

Where else can you find a warm, small town atmosphere that rivals even Andy Griffith's Mayberry, and then turn around and shop in one of the world's largest enclosed shopping centers?

From the Torrance airport, to the thriving business centers; from the hills of Palos Verdes to the shores of Torrance Beach, the City of Torrance is indeed that unique creature, a Balanced City.

B. PUBLIC ACCESS

Public access television is essentially a citizen's First Amendment, free speech forum on cable television. As an interactive communication medium, public access television provides for the diversity of viewpoints as outlined in the 1984 Federal Cable Act.

C. TORRANCE CABLE TELEVISION FRANCHISE AGREEMENT

In accordance with Ordinance Number 3034, the Torrance City Council granted a 15 year cable television franchise. The franchise agreement set forth provisions for public, educational, and governmental access (PEG) channels, resources, and services.

On March 4, 2009, the Council adopted Ordinance 3707 implementing Regulation of State Video Franchises and City Video Franchises in the City of Torrance. This Ordinance preserves the existence of PEG channels and resources in Torrance.

D. TORRANCE COMMUNITY TELEVISION (TCtv)

TCtv is governed by the Torrance Public Access Foundation with policy recommendations from the Cable Television Advisory Board on cable related matters. The day-to-day management of operations and services are handled by its TCtv staff.

The Foundation endeavors to satisfy community needs by maintaining and operating fixed and field production facilities, conducting workshops, providing production assistance, planning programs, processing requests for equipment, facilities, and staff, and providing information. The rules set forth below are necessary in order that the staff may be able to handle these activities effectively.

The rules in this document are intended to enhance the success of public access, and are subject to changes as may be necessary.

1. For the purposes of this document, the term, TCtv (Torrance Community Television) will include any of the following unless otherwise indicated: EQUIPMENT, FACILITIES AND CABLE CHANNEL.

2. The rules governing TCtv are designed to ensure the creation and presentation of non-commercial programming for cablecast on TCtv through the cable system serving Torrance; that a maximum number of Users can be accommodated; and that editorial control be exercised by the User except for specific legal concerns.

3. TCtv exists for the purpose of promoting diversity of viewpoints and expression using the cable television medium in Torrance. TCtv shall not be used for any financial gain or

commercial purpose. Programs produced using TCtv must be initially cablecast on TCtv.

4. The studio is the hub of TCtv. Requests for use of TCtv, training and support are handled in the Center. Because of the press of business, requests for channel time, equipment, facilities, training, and support should be conducted by telephone.

5. All services can be obtained at 3350 Civic Center Drive, in the Stanley E. Remelmeyer Telecommunications Center (SERTC), a 15,000 square foot building shared with the government access operation. For security purposes, all Users must enter TCtv facilities through the main Telecommunications Center lobby. TCtv shall be available for the purposes of original community programming on a first-come, first-served basis to any qualified Torrance resident; non-profit group, institution or organization.

E. OUTREACH

The Foundation is committed to educating Torrance residents and Torrance based non-profit institutions and/or organizations concerning the availability and use of TCtv.

1. REQUIREMENTS

TCtv will conduct presentations to institutions and/or organizations upon written request. Request for presentations must be submitted at least three (3) weeks in advance.

F. TOURS

1. Tours of TCtv facilities may be requested by institutions or organizations. Requests for tours should be made a minimum of two (2) weeks in advance. Tours will not be conducted without prior notification.

2. Tours will be conducted during the hours of 9:00 a.m. to 3:00 p.m. on weekdays and will be approximately 45 minutes in duration. Special arrangements for weekday evening tours may be requested by contacting TCtv by telephone or in writing (Exhibit J).

3. For safety reasons, tours will be limited to twenty (20) persons. One adult is required for every 10 children. Adult members of the tour group will be responsible to supervise minors.

4. TCtv may temporarily discontinue the scheduling of tours as necessary depending on the level of use of the studio for program production.

G. FIELD TRIPS

Field trips are designed to educate students between the ages of 7 and 18 in the principles of television production. These are conducted Monday's 11:00 a.m. to 5:00 p.m. Tuesday through Friday during the hours of 11:00 a.m. to 3:00 p.m. It is suggested that teachers schedule between one and three hours of time. Field trips are flexible in design and can change according to the students educational needs. Teachers should telephone or write to arrange for a field trip (Exhibit J).

1. SCHEDULING

Field trips must be scheduled at least four (4) weeks in advance.

2. SUPERVISION

At least one (1) adult must supervise every ten (10) students.

3. LIMITATIONS

A maximum of thirty (30) people is allowed in a tour group.

The Foundation may temporarily discontinue field trips as necessary depending on use.

SECTION II

II. USER REQUIREMENTS

Users are expected to produce programming, which will initially appear on TCtv. In the course of such productions, a User of TCtv shall not represent to any other party that he/she, or any other person involved, represents TCtv in any manner. Violation of this rule will render the User liable to immediate forfeiture of all privileges.

A. STATEMENT OF COMPLIANCE
Before certification, scheduling of channel time or operation of any equipment, all persons will be required to attend the Orientation session and sign a Statement of Compliance (Statement of Compliance Form, Exhibit A). Failure to sign and adhere to the terms of the Statement of Compliance will result in the forfeiture of privileges to use TCtv.

B. ELIGIBILITY

1. RESIDENT
Any person using TCtv must provide proof of residence in the City of Torrance. Such proof of residence may be, but not limited to the presentation of a current California Drivers License or California Identification Card and a recent utility bill which clearly shows the name and address of the person requesting use of TCtv.

TCtv is available for the production and exhibition of community programming on the cable system in Torrance. However, if Users have access to television facilities and/or equipment through their own related institutions or organizations, they are strongly encouraged to use such facilities to provide programming for TCtv.

2. NON-RESIDENT - NON-PROFIT ORGANIZATIONS
Persons who are authorized representatives of a non-profit institution or organization may use TCtv for the purpose of cablecasting announcements or programming. In all cases where non-resident representatives request use of TCtv, a "Statement of Compliance", and a "Non-Resident Authorization" form signed by the identified member of the institution or organization must be provided. Each Non-Profit organization must provide proof of Non-Profit status, along with identification of the individual representing the organization. Verification of all information will be conducted by TCtv. In all cases, Torrance based non-profit organizations will receive priority over non-Torrance based non-profit organizations (Non-Resident Authorization Form, Exhibit B).

(a) NON-PROFIT REPRESENTATIVE
Persons authorized to represent the non-profit organization are limited to using TCtv channel and facilities for programs that specifically pertain to the non-profit.

(b) NON-PROFIT CREDIT
The non-profit organization is deemed to be the Producer of all programs produced and all credits must reflect this status.

3. MINORS
Persons under the age of 18 years.

a) PERMISSION
Minors using TCtv must have on file a signed Parental Consent form. The parent or guardian, who signs the form, assumes responsibility for any liability arising from the minor's use of TCtv (Parental Consent Form, Exhibit C).

b) USE
Certified minors may work in the studio but portable equipment may only be checked out with the expressed written permission of a parent or guardian. (Parental Consent Form, Exhibit C).

c) LIMITATIONS
Although there is no minimum age restriction, the Foundation may refuse to permit a minor to use TCtv at its discretion, based on failure to demonstrate knowledge to safely and properly handle equipment.

SECTION III

III. TRAINING PROGRAM

A. ORIENTATION
All Users of TCtv must attend the New Users Orientation Session conducted by TCtv staff. These sessions consist of an overview and introduction to TCtv with special emphasis on policy and rules regarding its use.

Orientation Session attendance is a prerequisite to training workshops.

Workshops are specifically designed for people who intend to produce programming for TCtv. Workshops are not offered for general interest or for those not involved in producing programming for TCtv.

Training workshops are held periodically, on a first-come, first-served basis. Call TCtv for reservations.

B. WORKSHOPS
In order to assure safe use and proper handling of TCtv, any person requesting to use TCtv shall be required to demonstrate that he/she is properly trained. TCtv offers training workshops in the use of such equipment; upon successful completion of training, or other demonstration as approved by the Foundation.

There is limited enrollment in each TCtv workshop. Actual enrollment size will be determined by staff based on curriculum and facilities. Workshops will include explanation, a demonstration as well as hands-on training on the use of equipment. Basic elements taught in the training workshops include program development, basic script writing, promotions, titling, on-screen performance and directing.

1. PRE-PRODUCTION PLANNING WORKSHOP
Workshop objective: To learn basic principals in the development of a television program including an objective, treatment, script, and format. Requisite course for all other workshops.

2. FIELD & POST-PRODUCTION WORKSHOP
Workshop objective: To learn proper techniques of camera operation, lighting, audio and shot composition for television productions. In addition, learn post-production techniques and styles using non-linear post-production.

3. STUDIO WORKSHOP
Workshop objective: To learn how to properly operate studio equipment and receive training in various studio production crew positions.

4. ADVANCED WORKSHOP
Advanced workshops will be offered in various areas as needed. Certified Producers in such workshops will be charged a fee. Check with TCtv staff for details (Advanced Workshop Fee Structure, Exhibit L).

C. COST
Persons enrolling in Workshops will be required to submit a financial deposit (Exhibit L) with TCtv. The full deposited amount will be refunded when the newly Certified User produces and submits his/her first completed program within the twelve (12) month certification period.

D. CERTIFICATION
A person who has successfully completed a TCtv workshop and can demonstrate that he/she is capable of operating the equipment safely and properly will be certified for that training. Certifications are non-transferable, and are valid for twelve (12) months, after which they may be renewed for an additional twelve (12) month period, provided rules are properly observed.

1. TRAINING REQUIREMENT WAIVER
Persons experienced in operating video equipment may be issued Certification by passing a performance test without attending a workshop. Those persons will be required to pass a written and/or oral and/or hands-on proficiency exam issued by staff. Persons who provide proof of experience including a minimum of one (1) professional reference will be considered for this waiver.

2. PROGRAM COMPLETION
A program is deemed complete upon 1) submission of the completed program; 2) submission of a completed Request for Channel Time Form (Exhibit K). For certification purposes, cablecast request date must be prior to the 12-month certification period.

3. CERTIFICATION RENEWAL
To become eligible for recertification, a Certified Producer must: 1) complete at least one (1) program every twelve (12) months; or 2) volunteer as a crew member in different positions, on six (6) different (TCtv staff or Certified User) productions (at least two (2) hours in duration each), within that twelve (12) month period. Proof (photocopy of Production Crew Lists) must be submitted at the time of request for recertification.

E. INDEMNIFICATION
Users must agree to defend, indemnify and hold harmless the Foundation and the City of Torrance and its employees and agents, and the cable operator franchised by the State of California and its employees and agents against any claims arising out of any use of the program material that is being cablecast or any breach of the Operating Policies and Procedures, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws and unauthorized use of copyrighted material. The User must understand that he/she may be criminally or civilly liable for performing or producing such material, which is cablecast. The User must agree that he/she shall not represent themselves or any other person involved in TCtv cablecasting or production as an employee, representative or agent of the Foundation, the City of Torrance or the cable operator franchised by the State of California.

SECTION IV

IV. PROGRAMMING CONTENT

The Foundation's concern with program content is limited to ensuring that program material does not violate Federal, State, or local law; that all appropriate rights have been obtained; and TCtv rules are not violated.

A. FIRST AMENDMENT RIGHTS

Public access television is essentially a citizen's First Amendment, free speech forum on cable television. As an interactive communications medium, public access cable television provides for the diversity of viewpoints as outlined in the Cable Communications Policy Act of 1984.

B. AUTHORIZATIONS

All Users are responsible for the content of their program and for obtaining all rights necessary to cablecast any program material on the system. All Users are responsible for providing proof that they have obtained in writing all necessary approvals, clearances, licenses, etc. for the use of any program material which the User cablecast, including but not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers' representatives, all persons appearing in or referred to in program material, and any other approvals that may be necessary to transmit program material over the cable television system.

C. OWNERSHIP

When a Certified Producer produces a program using TCtv, ownership of the creative rights of the program belongs to that Certified Producer; however if physical media is supplied by TCtv, the media remains subject to the rules governing media (Sections VI.A.1. & 2.).

D. PROHIBITIONS

Presentation of the following material on TCtv is strictly prohibited:

1. Obscene (California Penal Code, Sec. 311) or indecent material (FCC vs. Pacifica Foundation, 438 U.S. 726);

2. Any lottery, or any advertisement or information concerning any lottery;

3. Any commercial advertising or promotional material concerning products or services presented for the purpose of any solicitation of money or other things of value, unless specifically exempted under the terms of this agreement;

4. Any material which constitutes libel, slander, invasion of privacy, or publicity rights, unfair competition, violation of trademark or copyright, which violate any local, state, or federal law.

E. POLITICAL SPEECH

1. Political endorsements of candidates or issues are permitted.

2. The Foundation will engage in an effort to provide awareness of Public Access in Torrance.

3. The Commission may sponsor an “Open-Mic Night” Recording and Cablecast prior to each election with direct impact to Torrance residents.

SECTION V

V. REFUSAL OF SERVICE

The Foundation reserves the right to suspend or revoke the privilege of any User of TCtv who appears to be under the influence of alcohol or drugs; who interferes with the orderly conduct of business; who refuses to cooperate with or in any way mistreats or abuses TCtv employees, interns or volunteers; who has misused equipment or failed to return it on time; who has violated any rules found in this document; or who has in any other way abused the privilege of using TCtv.

SECTION VI

VI EQUIPMENT & FACILITIES

Use of all TCtv equipment and facilities requires applicable forms are submitted in advance or at the completion of requested services. Including but not limited to Program Proposal, Studio Reservation, Volunteer Crew Lists, Volunteer Crew Application, Statement of Compliance (crew members),

A. PROGRAMS

There are two categories of programs that may be cablecast on TCtv. "TCtv Original Productions" are those programs produced by a Certified Producer. "Bicycled" Productions are those programs not produced utilizing TCtv facilities for more than 50% of the program.

TCtv may provide media for loan to Certified Users as technology allows. The physical media will remain the property of TCtv unless purchased by the Certified User.

1. MEDIA PROVISIONS

Users may provide their own media as long as it meets TCtv technical standards (Media Technical Standards, Exhibit E). Compliance with these standards allows for the smooth operation of TCtv and the cable television system.

2. ARCHIVES

a) TCtv will retain the edited masters on TCtv media as part of its library. These programs will be cablecast on TCtv at its discretion.

3. PROGRAM DUPLICATION

a) Users who want to obtain copies of their program(s) must contact the Coordinator; a nominal fee is charged for the cost of the media and service.

b) Producers may make one copy of cablecast program upon appropriate scheduling. Media must be provided by Producer.

B. FIELD EQUIPMENT

TCtv will make available field production equipment, each consisting of a camcorder and microphone for loan to Certified Producers. Field equipment will enable the Certified Producer to record events in the community which could not be realistically reproduced in the studio environment. TCtv staff will make every effort to insure that the equipment is in operational condition when issued.

1. AVAILABILITY

The TCtv field production equipment is available to reserve on a first-come, first-served basis for use Tuesday through Friday (excluding holidays) between the hours of 2:00 p.m. to 4:45 p.m. and 6:00 p.m. to 9:45 p.m., Saturday 10:00 a.m. to 5:45 p.m.

2. RESERVATIONS

Certified Users may reserve field production equipment by phone or by submitting a written request at least fourteen (14) calendar days, but not more than thirty (30) calendar days in advance. (Field Equipment Check-Out, Exhibit F & Program Proposal Form, Exhibit G).

Certified Producer may request the use of field production equipment for up to twenty-four (24) hours on any weekday or ninety-six (96) hours on any weekend.

3. CHECK-OUT PROCEDURES

To pick-up field production equipment, the Certified Producer must present proper photo identification upon request (such as a valid California driver's license, school or state approved identification card) when checking-out equipment.

4. CHECK-OUT TIMES

Field production equipment may be picked up Tuesday through Friday (excluding holidays) between 2:00 p.m. to 4:15 p.m. or 6:00 p.m. to 8:30 p.m. at the Equipment Storage room. Saturday 10:00 a.m. to 5:00 p.m.

5. RETURN

On all occasions, the Certified Producer must return field production equipment to TCtv Tuesday through Friday (excluding holidays) not earlier than 2:00 p.m. but no later than 8:00 p.m. of the next business day following the equipment check-out. Saturday 10:00 a.m. to 4:30 p.m.

6. LIMITATIONS

a) In the interest of facilitating equipment usage by the maximum number of Certified Producers, the sign out of field production equipment must be limited to one time per week per Certified Producer or one weekend per month per Certified Producer (VI.B.2.).

b) Field production equipment will not be available for check-out while field workshops are in session or during the maintenance or repair of such equipment. Notification of such times will be posted in TCtv. Certified Producer will be notified when equipment becomes available.

7. CANCELLATIONS

Any Certified Producer who cancels without reasonable notice or fails to keep his/her appointment or to pick up equipment requested on three (3) or more occasions (within the twelve (12) month certification period) will be subject to discipline, up to forfeiting the privilege of using TCtv.

C. STUDIO PROCEDURES

The Foundation has provided a multi-camera studio for use by Certified Producer for the production of community television programming to be cablecast on TCtv.

1. AVAILABILITY

TCtv studio is available Tuesday through Friday (excluding holidays) between the hours of 2:00 p.m. to 4:45 p.m. and 6:00 p.m. to 9:45 p.m., Saturday 10:00 a.m. to 5:45 p.m.

2. RESERVATIONS

Certified Producers may reserve the studio production facility on a first-come, first-served basis in person at least seven (7) calendar days, but not more than thirty (30) calendar days in advance. Productions are scheduled for periods up to four (4) hours

on any given day, or a cumulative total of four (4) hours for each program to be cablecast on TCtv; this time includes setting up, program production, and breaking down. (Studio Equipment Check-Out Form, Exhibit H).

3. CREW

Certified Producers are responsible for providing a qualified crew to operate studio equipment during his/her production. TCtv will attempt to assist Certified Producers who require additional crew members by providing names and phone numbers of volunteers and/or interns.

A list of volunteers is available at the front counter. Certified Producers may request volunteer crew assistance by phone or by submitting a written request at least fourteen (14) calendar days, but not more than thirty (30) calendar days in advance.

Certified Producers are responsible for submitting a completed Volunteer Crew List (Exhibit I) to TCtv prior to access of the Studio. The Certified Producer must sign the Crew List at the completion of the production. All Volunteer Crew members listed must complete a Statement of Compliance and submit their California Drivers License or Identification Card for photocopy. The Certified Producer shall provide the Volunteer with a Volunteer Crew List at the completion of the production including their signature indicating their participation in the production (Volunteer Crew List Form, Exhibit I).

4. LIMITATIONS

a) In the interest of facilitating usage by the maximum number of Certified Producers, use of the studio facilities (based on demand) may be limited to: 1) one (1) studio use (4 hours) per weekday per Certified Producer and/or program; 2) or one (1) Saturday use (4 hours) per Certified Producer and/or program per month.

b) The studio facilities will not be available for production use unless otherwise stated. The Foundation, when necessary, may terminate or reschedule productions in the TCtv studio for a period of time to perform maintenance or to fill requests for workshops.

5. MAXIMUM OCCUPANCY

No more than thirty (30) people, including production crew, performers, and spectators, may be present in the studio at any time. This includes, but is not limited to the set-up, production and/or breaking down of a production (This figure is in accordance with specifications set by the Torrance Fire Marshal).

6. ANIMALS

Animals are not permitted in the Center unless they are part of a program to be recorded in the studio. All animal(s) must be harnessed or caged; an adult who is not part of the production crew or talent must accompany the animal(s) at all times; the animal(s) may only enter the Telecommunications Center through the TCtv rear entrance; the animal(s) is only permitted in the Center during actual time of recording.

TCtv reserves the right to have the animal(s) removed if it is deemed unsafe and/or a nuisance. If the animal(s) are deemed non-domesticated, unsafe and/or a nuisance by TCtv staff, the Certified Producer will be required to remove the animal(s) from the Center at once.

7. CANCELLATIONS
Any Certified Producer who cancels without reasonable notice or is more than a half hour late for appointed studio time or fails to keep his/her appointment on three (3) or more occasions (within the twelve (12) month certification period) will be subject to discipline, up to forfeiting the privilege of using TCtv.

D. POST-PRODUCTION PROCEDURES
The Foundation provides post-production and viewing facilities for the purposes of post-production programming for cablecasting on TCtv.

1. AVAILABILITY
The TCtv post-production facilities are available Tuesday through Friday (excluding holidays) between the hours of 2:00 p.m. to 4:45 p.m. and 6:00 p.m. to 9:45 p.m., Saturday 10:00 a.m. to 5:45 p.m.

2. RESERVATIONS
Certified Producer may request post-production time on a first-come, first-served basis by phone, email, or in person at least seven (7) calendar days, but not more than thirty (30) calendar days in advance.

3. CANCELLATIONS
Any Certified Producer who cancels without reasonable notice or is more than a half hour late for appointed post-production time or fails to keep his/her appointment on three (3) or more occasions (within the twelve (12) month certification period) will be subject to discipline, up to forfeiting the privilege of using TCtv.

3. LIMITATIONS

a) In the interest of facilitating equipment usage by the maximum number of Certified Producers, the reservation of post-production facilities must be limited to three (3) weekday sessions; and two (2) weekend sessions per month per Certified Producer.

b) Post-production facilities may not be available for reservation when field workshops are in session or during the maintenance or repair of such equipment. Notification of such times will be posted in TCtv. Certified Producers will be notified when equipment becomes available.

E. EQUIPMENT REPAIR/REPLACEMENT
Certified Producers agree to pay all costs of any repair or replacement of equipment or materials resulting from damage, misuse, neglect or theft while such equipment or material are checked-out to them.

F. OPEN FLAMES
To ensure the safety of all persons entering The Telecommunications Center, uncontrollable open flames will not be allowed at anytime.

SECTION VII

VII. CABLECAST

Programs are normally scheduled to begin on the hour or half-hour and will be replayed for maximum viewer exposure. All programs will be previewed and scheduled by TCtv staff for technical considerations.

A. RESERVATION OF RIGHTS

1. TECHNICAL QUALITY
The Foundation reserves the right to reject media which in its discretion does not meet technical standards (Media Technical Standards, Exhibit E). In the case of media rejected for technical reasons, TCtv will immediately clear the program schedule time slot(s) reserved for that program in order to make the time available for other Users.

2. CHILDREN
TCtv reserves the right to schedule or reschedule programs in consideration of children in the viewing audience, and may require viewer discretion graphics at the beginning and end of the program.

B. FORMAT REQUIREMENTS
All media submitted to TCtv for cablecast must be supplied consistent with Media Technical Standards (Exhibit E) and meet broadcast standards.

C. LENGTH OF PROGRAMS

1. Programs exceeding 58 minutes are limited to one playback per day.

2. Programs scheduled at the hour time slot must not exceed 58 minutes.

3. Programs scheduled at the half hour time slot must not exceed 28 minutes.

D. LOGISTICS
All media used for TCtv cablecast must be clearly labeled with title, date of production, name of User and address and/or phone number; both the media and the container must be labeled. Locations of all false starts and retakes should be indicated (Media Technical Standards, Exhibit E).

E. SCHEDULING
Available time slots on TCtv are scheduled on a first-come, first-served basis. Advance scheduling is possible up to thirty (30) calendar days ahead of the cablecast date. Programs must be completed and delivered to TCtv by 8:00 p.m. consistent with the published schedule including appropriate forms and/or letters (Request for Channel Time, Exhibit K).

1. SERIES
Scheduling of regular time slots in a series up to twelve (12) weeks duration is permitted, if time is available, provided that:

a) The User demonstrates a commitment to his/her series by supplying the initial three (3) programs prior to the scheduling of series time.

b) The User shall forfeit the balance of his/her series of regular time slots if programs are not provided as scheduled.

2. PROMOTIONS
Users should become actively involved in promotion of their own programs by submitting press releases, brochures, advertisements, articles, creating social media sites, etc., to the appropriate local media.

The Foundation will arrange for program information (title and cablecast time) to be displayed daily on TCtv.

NOTE: Use of the TCtv logo type or any implication of TCtv sponsorship is strictly prohibited.

3. CREDITS
All programs produced using TCtv must include: "Facilities provided by the Torrance Public Access Foundation."

4. LIMITATIONS
All Bicycled programs will be limited to 26 replays per five (5) year period. Only those produced by a government agency for the purposes of public information will be exempt from this rule.

F. RETURN OF MEDIA
All Users must pick up their own media. Media will be kept for a three (3) month period after the date submitted. After that time, the media(s) will be disposed of or recycled.

G. ALPHANUMERIC ANNOUNCEMENTS
Certified Users may submit announcements for the purposes of promotion of activities, programs and services. Alphanumeric displays are graphics that randomly display during and between scheduled programming.

1. PROCEDURE
Announcements must be submitted on a fully completed Alphanumeric Information Display Form (Exhibit M). TCtv will accept these forms by mail, email, hand delivery, or facsimile not less than two weeks prior to the desired cablecast date.

SECTION VIII

VIII. VIOLATION OF RULES

Violation of any rules found herein will be subject to disciplinary action as outlined in this section.

A. EQUIPMENT DAMAGE OR LOSS
The Certified Producer's privileges will be suspended or revoked if, in the opinion of staff, equipment has been damaged through abuse or negligence.

B. PROGRAM CONTENT
Violations of Section IV will subject the User to immediate forfeiture of the privilege of using TCtv.

C. RETURN OF EQUIPMENT
The Certified Producer's privileges will be suspended or revoked if notice of cancellation of an equipment reservation is not received by TCtv at least twenty-four (24) hours in advance, or if equipment is repeatedly returned late.

SECTION IX

IX. DISCIPLINARY ACTION

If Users have been found in violation of any of the rules found in this document, they will be subject to restrictions of TCtv.

SECTION X

X. APPEALS

A. FILING FEE
A filing fee of $50.00 is required with any decision appeal. The fee must be submitted to the Office of Cable and Community Relations at the time of filing. Checks must be made payable to the City of Torrance. The full amount is non-refundable.

B. USER DISSATISFACTION
If at any time a User is dissatisfied with the quality of service received from staff, the User should make a reasonable attempt to resolve the concern with that staff member. If that User is not able to reach an equitable resolution in accordance with Operating Policy and Procedures, the User should appeal to that staff person's supervisor and then to the Manager. If not satisfied at the administrative level, the User may appeal to the Cable Television Advisory Board.

C. ADMINISTRATIVE DECISION
Users may appeal administrative decisions to the Board by submitting the appeal in writing within thirty (30) calendar days (of the decision) to the Office of Cable and Community Relations.

D. CTAB DECISION
Users may also appeal Board decisions to the Public Access Foundation by submitting the appeal in writing within thirty (30) calendar days (of the last decision) to the Office of the City Clerk.

SECTION XI

XI. PUBLIC RECORDS

Request for use and the User list files will be available for public inspection during normal business hours and will be maintained for a period of five (5) years from the date submitted.

A. REQUEST FOR USE
TCtv will keep a public file at its facility of the requests it receives for the use of TCtv including the names, addresses and phone numbers of those making such request.

B. USER LIST
TCtv will keep a public file of all Users at its facility. That list will only include the USER names and their certification status.

###

TCtv
Torrance Community Television

EXHIBIT A

STATEMENT OF COMPLIANCE - FORM

Date/Time Stamp

A. I have received, read, and am thoroughly familiar with the contents of the Torrance Community Television (TCtv) Operating Policies and Procedures. I understand that the Foundation reserves the right to suspend or revoke the privilege of any User to utilize TCtv if that User is in violation of any of these rules.

B. I will thoroughly familiarize myself with the content of any program material to be taped and/or cablecast and agree that it will not contain:
   1. Obscene (California Penal Code, Sec. 311) or indecent material (FCC vs. Pacifica Foundation, 438 U.S. 726)
   2. Any lottery, or any advertisement or information concerning any lottery;
   3. Any commercial advertising or promotional material concerning products or services presented for the purpose of any solicitation of money or other things of value, unless specifically exempted under the terms of this agreement;
   4. Any material which constitutes libel, slander, invasion of privacy, or publicity rights, unfair competition, violation of trademark or copyright or which violate any local, state, or federal law.

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

D. I have obtained, or will obtain before cablecasting, all approvals, clearances, licenses, etc., for the use of any program which I request for cablecast, including but not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers representatives and any other approvals that may be necessary to transmit program material over the cable system. I understand that I may be required to submit proof of said documents.

E. I agree to defend, indemnify and hold harmless the Foundation, the City of Torrance and its employees and agents, and State Franchised Operators and its employees and agents against any claims arising out of any use of the program material that is being cablecast or any breach of this Statement of Compliance, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws and unauthorized use of copyrighted material. I understand that I may be criminally or civilly liable for performing or producing such material, which is cablecast.

F. I agree to assume all liability for my activities at the Torrance Community Television Center facilities, including but not limited to, use of equipment, injury to self and/or other persons.

G. I agree that I shall not represent myself or any other person involved in TCtv cablecasting or production as an employee, representative or agent of the Foundation, the City or State Franchised Operators.

H. I agree to pay the costs of any repair or replacement of equipment or materials resulting from damage, misuse, or theft while such equipment or materials are in my possession or control. I understand the penalties that apply if I do not return equipment or materials on time, or if I allow someone not authorized by TCtv to use the equipment or materials.

I. I agree that I shall not use TCtv for any personal gain or other commercial purpose. I understand that programming produced with TCtv equipment or facilities must appear on TCtv.

J. I hereby grant my permission to TCtv to play without restriction any and all videotapes that I submit for cablecasting. I may revoke this authorization only by giving written notice thereof to the Foundation via the Office of Cable and Community Relations.

K. I understand that false or misleading statements made in this statement are grounds for forfeiture of the right to use the TCtv.

I am ___ am not ___ a resident of the City of Torrance.

Name: _____ email: _____

Address _____ City _____ Zip Code _____

Home Telephone _____ Work Telephone _____

California Drivers License Number _____ Social Security Number _____

Signature of User: _____ Date _____

NON-PROFIT INSTITUTION / ORGANIZATION

Name of Institution or Organization _____

Address _____ City _____ Zip Code _____ Telephone _____

Official Agent (Executive Director, President, Dept. Head) _____ Title _____

Signature of Agent: _____ Date _____

TCtv
Torrance Community Television

EXHIBIT B

NON-RESIDENT AUTHORIZATION - FORM

Date/Time Stamp

Institution or Organization

Name _____ Telephone _____

Address _____ www._____

City _____ State _____ Zip Code _____

Representative

User _____ email _____

Home Telephone _____ Work Telephone _____

Address _____

City _____ State _____ Zip Code _____

Authorized Agent of Institution or Organization

The individual Non-resident named above as User has been authorized to produce and/or to request cablecasting for the following program(s) on TCtv:

1_____ 2_____

3_____ 4_____

Name _____ Title _____ Work Phone _____

Signature of Agent _____ ___/___/___ Date

Signature of User _____ ___/___/___ Date

TCtv
Torrance Community Television

EXHIBIT C

PARENTAL CONSENT - FORM

Date/Time Stamp

I hereby affirm that I am a resident of the City Torrance and the parent and/or legal guardian of _____, who is under 18 years of age and who resides at _____.

I hereby assume all liability for his/her activities at the Torrance Community Television Center (TCtv) facilities, including but not limited to his/her use of TCtv equipment, the content of any programming produced or submitted for cablecast, injury to self and/or other persons.

I have read and understand the TCtv operating rules, and I agree and understand that my son, daughter, or ward will be operating various kinds of television production equipment and will be expected to conform to all requirements that are in effect for adult Certified Producers of the TCtv equipment and facilities.

I agree to defend, indemnify and hold harmless the Foundation and the City of Torrance and its employees and agents, and the cable operator franchised by the State of California and its employees and agents against any claims arising out of any use of the program material that is being cablecast or any breach of this Parental Consent form, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws and unauthorized use of copyrighted material. I understand that I may be criminally or civilly liable for performing or producing such material, which is cablecast. I agree that I shall not represent myself or any other person involved in TCtv cablecasting or production as an employee, representative or agent of the Foundation, the City of Torrance or the cable operator franchised by the State of California.

I understand that this consent and the representations made herein may only be revoked by my written notice to TCtv.

_____
Name of Parent/Guardian

_____
Address

_____
City State Zip Code

_____ ___/___/___
Signature of Parent/Guardian Date

TCtv
Torrance Community Television

EXHIBIT D

VOLUNTEER CREW LIST APPLICATION FORM

Date/Time Stamp

I hereby give permission to TCtv to provide the below information to other Users for the purpose of voluntary services on community television productions.

User _____ email _____

Home Telephone _____ Work Telephone _____

I am willing to assist others in the following areas:

PRE PRODUCTION/PERFORMANCE

❑ Producing ❑ Scripting ❑ Talent ❑ Narration

FIELD & POST PRODUCTION

❑ Camera ❑ Audio ❑ Lighting ❑ Editing
❑ Production Assistant

STUDIO PRODUCTION

❑ Camera ❑ Lighting ❑ Switcher ❑ Set Construction
❑ Audio ❑ Character Generator ❑ Set Design ❑ Floor Manager
❑ Director ❑ Technical Director
Other _____

DATE AND TIME AVAILABLE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

I've taken workshops because:

❑ I have video equipment and want to know how to use it better
❑ I have an idea for a video project
❑ I'd like to produce a video project
❑ I'd like to help others on video projects
❑ I'd like a job in the television industry
❑ General interests
❑ Other_____

TCtv
Torrance Community Television

EXHIBIT E

MEDIA TECHNICAL STANDARDS

A. Active video should be between 7.5 and 100 IRE.

B. Chrominance must not exceed 80%.

C. Sync and blanking portions of the video should be R.S. 170 standard.

D. Playback leader requirements must be as follows:

1. Twenty (20) seconds black;
2. Slate: title of program, length, User, date edited;
3. Ten (10) seconds of black;
4. Program material;
5. Sixty (60) seconds black following end of program.
6. All audio must be provided in stereo.

E. Media must be of good quality, with no damage or excessive dropouts (no more than 5 per minute).

F. Media must be properly labeled:

1. Program title;
2. Program length - 00:00 (minutes and seconds);
3. Name of User, owner, institution or organization;
4. Production date.

G. Media not meeting the above standards will be rejected.

TCtv

EXHIBIT F

Torrance Community Television

FIELD EQUIPMENT CHECK-OUT FORM

Date/Time Stamp

P L E A S E P R I N T

Producer: _____

Program: _____

Address: _____

Home Phone: _____

OFFICE USE ONLY

Checked-out by: _____ ___/___/___ ____:____ A.M./P.M.

Checked-in by: _____ ___/___/___ ____:____ A.M./P.M.

TIME OUT: _____ TIME IN: _____

Pick-up: ___/___/___ ____:____ A.M. /P.M.

Return: ___/___/___ ____:____ A.M./P.M.

	QTY.	EQUIPMENT	ACCESSORIES	UNIT NUMBER	PRODUCER INITIALS	CHECK IN INITIALS
VIDEO		DVX 100 Camera 1	Batteries Qty. 2			
		DVX 100 Camera 2	Batteries Qty. 2			
		DVX 100 Camera 3	Batteries Qty. 2			
		DVX 100 Camera 4	Batteries Qty. 2			
		Charger		1 2 3 4		
		Libec Tripod	Plate Handle	1 2 3 4		
AUDIO		Shure SM-58	Bag	1 2 3 4		
		Shotgun Mic	Case Windscreen Battery	1 2		
		Lavalier Mic	Case Windscreen Battery	1 2		
		Headphone				
		XLR to XLR	Adapter Cable S M L			
		XLR to Phono	Adapter Cable S M L			
		Boom Pole	Windscreen Mic Saddle			
MISC.		Field Monitor	AC Cord			
		Light Kit	3 Stands 3 AC Cords 1 Gel Frames Umbrella	1 2 3 4		
		Equipment Sack				
		Cables	BNC to BNC	Feet:		
			BNC to RCA	Feet:		
		Connectors	BNC to BNC			
			RCA to BNC			
		Magna Cart		1 2 3 4		

NOTES

I agree to pay any and all repair or replacement costs for equipment or materials that are damaged, misused, lost, or stolen while such equipment or materials are in my possession or control. I also understand that these penalties will apply if I do not return equipment or materials by said due date, or if I allow someone not authorized by TCtv to use said equipment or materials.

_____ ___/___/___ _____

Signature of Certified Producer Date California Drivers License No.

TCtv
Torrance Community Television

EXHIBIT G

PROGRAM PROPOSAL - FORM

(Program proposal form must be submitted prior to equipment/facility reservation)

Date/Time Stamp

Organization (if applicable): _____ Date: ____/____/____

TCtv Producer: _____ email: _____

TCtv Co-Producer: _____ email: _____

_____
Producer Address City State Zip Code

(_____) _____ (_____) _____ (_____) _____
Home Telephone Work Telephone Organization Telephone

Equipment:

Field:	❑ Public Access Foundation	❑ Personal
Post Equipment:	❑ Public Access Foundation	❑ Personal
Studio:	❑ Public Access Foundation	

Program Title: _____

Description of Program: _____

_____

_____

Intended Audience/Purpose of program: _____

_____

Location of Recording: _____

Start Date: ___/___/___ Completion Date: ___/___/___

_____ ___/___/___
Signature of Producer Date

OFFICE USE ONLY
Comments: _____

_____

Reviewed by: _____

EXHIBIT H

TCtv

Torrance Community Television

STUDIO EQUIPMENT CHECK-OUT FORM

Date/Time Stamp

P L E A S E P R I N T

Producer: _____

Phone Number: _____

E-Mail Address: _____

Program Name: _____

OFFICE USE ONLY

Checked-out by: _____ ___/___/___ _____:_____ A.M./P.M.

Checked-in by: _____ ___/___/___ _____:_____ A.M./P.M.

Shoot: ___/___/___

Reservation: _____:_____ A.M./P.M.

	EQUIPMENT		AMOUNT AVAILABLE	AMOUNT REQUESTED	PRODUCER INITIALS	CHECK-IN INITIALS
AUDIO	Lavaliere Microphone		5			
	Shotgun Mic (Available only if not in use)		2			
	Shure SM-58 (Available only if not in use)		5			
	EV 635A		2			
	EV 647		2			
	Microphone Stand		4			
	Mic Cable	50 foot	2			
	Mic Cable	20 foot	8			
	Direct Boxes		2			
	Teac M216	16 channel mixer	1			
	Shure M267	Portable mixer	1			
MISC.	Jib		1			
	Green Screen	w/stand	1			
	Sand Bags	(blue)	8			
	Sand Bags	(orange)	4			
	Vacuum Cleaner		1			
	Teleprompter		Yes ____ No ____			
	TOOLS					
	Power Drill		1			
	Hammer		1			
NOTES						

I agree to pay any and all repair or replacement costs for equipment or materials that are damaged, misused, lost, or stolen while such equipment or materials are in my possession or control. I also understand that these penalties will apply if I allow someone not authorized by TCtv to use said equipment or materials.

_____ ___/___/___ _____

Signature of Certified Producer | Date | California Drivers License No.

TCtv
Torrance Community Television

EXHIBIT I

VOLUNTEER CREW LIST - FORM

Date/Time Stamp

To be completed by the Producer at the time of production and submitted to TCtv.

TCtv Producer: _____ email: _____

_____
Address City State Zip Code

_____
Name of Organization (if applicable)

_____ _____
Home Telephone Work Telephone

_____ ____/____/____ ____:____
Program Title Shoot Date* Time

PRINT THE NAMES OF ALL PERSONS ASSISTING YOU IN YOUR CERTIFIED TCtv PRODUCTION

	VOLUNTEER	ROLE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

_____ ____/____/____
TCtv Producer Signature Date

TCtv
Torrance Community Television

EXHIBIT J

REQUEST FOR TOUR - FORM

TORRANCE COMMUNITY TELEVISION

Date/Time Stamp

Tours of TCtv facilities may be requested by clubs, institutions or organizations. Requests for tours should be made a minimum of two (2) weeks in advance. Tours will not be conducted without prior notification.

Tours will be conducted during the hours of 9:00 a.m. to 3:00 p.m. on weekdays and will be approximately 45 minutes in duration. Special arrangements for weekday evening tours may be requested by contacting TCtv by telephone or in writing.

For safety reasons, tours will be limited to thirty (30) persons. One adult is required for every 10 children. Adult members of the tour group will be responsible to supervise minors.

TCtv may temporarily discontinue the scheduling of tours as necessary depending on the level of use of the studio for program production.

Person Requesting: _____ email: _____

Organization: _____

Address: _____

Phone: (____)_____ Fax: (____)_____

Person Attending: _____ email: _____

Phone: (____)_____ Website: www._____

No. Minors: _____ No. Adults: _____ Special Needs: _____

_____

Date/Time Requested

1st Choice: ____/____/____ ____:____ am/pm

2nd Choice: ____/____/____ ____:____ am/pm

3rd Choice: ____/____/____ ____:____ am/pm

EMAIL THIS FORM TO TCtv@TorranceCA.Gov

OFFICE USE ONLY

Coordinator:_____ Date: ____/____/____

Manager: _____ Date: ____/____/____

TCtv
Torrance Community Television

EXHIBIT K

REQUEST FOR CHANNEL TIME - FORM

Date/Time Stamp

User Name: _____ Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

email: _____ Home Phone: ( ) _____ - _____

As a TCtv User, I assume full responsibility for the content of all program material cablecast and I will ensure that such program material will not violate any right of any third party. I understand that any program that I submit not produced in this facility (a "bicycled" program) will have my full name and Torrance address, as it is listed above, on the beginning and the end of the program, indicating that I have requested for this show to be aired. I understand that if anyone from the public inquires regarding the content of the program, they will be instructed to contact me directly.

I understand that as a User, I may be asked to provide proof of Torrance residency. I also understand that the User, not Torrance Community Television, is responsible for the content of this program and that any clearances or licenses required to cablecast the program stated above will be obtained by the individual making the request. I will certify that this program does not contain:

1 Obscene (California Penal Code, Sec. 311) or indecent material (FCC vs. Pacifica Foundation, 438 U.S. 726);
2. Any lottery, or any advertisement or information concerning any lottery;
3. Any commercial advertising or promotional material concerning products or services presented for the purpose of any solicitation of money or other things of value, unless specifically exempted under the terms of this agreement;
4. Any material which constitutes libel, slander, invasion of privacy, or publicity rights, unfair competition, violation of trademark or copyright or which violates any local, state, or federal law.

I am requesting that the following program be cablecast on the Torrance Community Television (TCtv) for the following two week period at the time requested:

This show is a (Circle One): TCtv Production Bicycled Production

Show Title: _____ Program Length: _____

Requested Playback Date: ____/____/____ Requested Playback Time: ____:____ AM - PM

PROGRAM INFORMATION

Single Program Or Series (Circle One) | If A Series, Shows' Episode Number: _____ | Audio Tracks Used: Ch1 Ch 2 Both

Show Contains Dated Material, Do Not Air After: ____/____/____ | Has Program Aired Previously On TCtv? _____

Program Description (May Be Used In Promotional Materials): _____

I have obtained, or will obtain before cablecasting, all approvals, clearances, licenses, etc., for the use of any program which I request for cablecast, including but not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers representatives and any other approvals that may be necessary to transmit program material over the cable system. I understand that I may be required to submit proof of said documents.

I agree to defend, indemnify and hold harmless the Foundation and the City of Torrance and its employees and agents, and Franchised Operators, and its employees and agents against any claims arising out of any use of the program material that is being cablecast or any breach of this Channel Time Request form, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws and unauthorized use of copyrighted material. I understand that I may be criminally or civilly liable for performing or producing such material which is cablecast. I agree that I shall not represent myself or any other person involved in TCtv cablecasting or production as an employee, representative or agent of the Foundation, the City of Torrance, or Franchised Operators.

I hereby grant my permission to TCtv to play without restriction any and all recordings that I submit for cablecasting. I may revoke this authorization only by giving written notice thereof to the Foundation or City of Torrance - Office of Cable and Community Relations.

Signature: _____ Date: ____/____/____

Torrance Community Television

DEPOSIT AND FEE STRUCTURE

TORRANCE COMMUNITY TELEVISION

WORKSHOPS

Deposits are consistent with Basic Workshop Schedules

Workshop	Deposit
Pre-Production Planning*	$0
Field and Post Production	$35
Studio Production	$50

**Must be enrolled in either of the deposit required workshops*

ADVANCED WORKSHOPS

Fees are based on duration of total hours for workshop per Certified User

	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2017-18	2019-20	2021-22
Fee										
8 hours	$ 125.00	$ 130.00	$ 135.00	$ 140.00	$ 145.00	$ 150.00	$ 155.00	$ 160.00	$ 165.00	$ 170.00
7 Hours	$ 109.38	$ 113.75	$ 118.13	$ 122.50	$ 126.88	$ 131.25	$ 135.63	$ 140.00	$ 144.38	$ 148.75
6 Hours	$ 93.75	$ 97.50	$ 101.25	$ 105.00	$ 108.75	$ 112.50	$ 116.25	$ 120.00	$ 123.75	$ 127.50
5 Hours	$ 78.13	$ 81.25	$ 84.38	$ 87.50	$ 90.63	$ 93.75	$ 96.88	$ 100.00	$ 103.13	$ 106.25
4 Hours	$ 62.50	$ 65.00	$ 67.50	$ 70.00	$ 72.50	$ 75.00	$ 77.50	$ 80.00	$ 82.50	$ 85.00
3 Hours	$ 46.88	$ 48.75	$ 50.63	$ 52.50	$ 54.38	$ 56.25	$ 58.13	$ 60.00	$ 61.88	$ 63.75
2 Hours	$ 31.25	$ 32.50	$ 33.75	$ 35.00	$ 36.25	$ 37.50	$ 38.75	$ 40.00	$ 41.25	$ 42.50
1 Hours	$ 15.63	$ 16.25	$ 16.88	$ 17.50	$ 18.13	$ 18.75	$ 19.38	$ 20.00	$ 20.63	$ 21.25

	2011-12	2012-13	2013-14	2014-15	2015-16	2017-18	2019-20	2021-22	2022-23	2023-24
8 hours	$ 135.00	$ 140.00	$ 145.00	$ 150.00	$ 155.00	$ 160.00	$ 165.00	$ 170.00	$ 175.00	$ 180.00
7 Hours	$ 118.13	$ 122.50	$ 126.88	$ 131.25	$ 135.63	$ 140.00	$ 144.38	$ 148.75	$ 153.13	$ 157.50
6 Hours	$ 101.25	$ 105.00	$ 108.75	$ 112.50	$ 116.25	$ 120.00	$ 123.75	$ 127.50	$ 131.25	$ 135.00
5 Hours	$ 84.38	$ 87.50	$ 90.63	$ 93.75	$ 96.88	$ 100.00	$ 103.13	$ 106.25	$ 109.38	$ 112.50
4 Hours	$ 67.50	$ 70.00	$ 72.50	$ 75.00	$ 77.50	$ 80.00	$ 82.50	$ 85.00	$ 87.50	$ 90.00
3 Hours	$ 50.63	$ 52.50	$ 54.38	$ 56.25	$ 58.13	$ 60.00	$ 61.88	$ 63.75	$ 65.63	$ 67.50
2 Hours	$ 33.75	$ 35.00	$ 36.25	$ 37.50	$ 38.75	$ 40.00	$ 41.25	$ 42.50	$ 43.75	$ 45.00
1 Hours	$ 16.88	$ 17.50	$ 18.13	$ 18.75	$ 19.38	$ 20.00	$ 20.63	$ 21.25	$ 21.88	$ 22.50

TCtv
Torrance Community Television

EXHIBIT M

ALPHANUMERIC INFORMATION DISPLAY - FORM

Date/Time Stamp

Only persons who have attended the "Orientation Session" or have reviewed "It's Your TV brochure" and completed a "Statement of Compliance" form may submit this form.

PLEASE PRINT

_____ Date: ___/___/___
Name of Organization

TCtv User: _____ email: _____

_____
Address City State Zip Code

_____ _____
Home Telephone Work Telephone

TCtv is available for information messages on the activities and services of non-profit organizations and institutions.

Alphanumeric displays are graphics that randomly display during and between scheduled programming seven days-a-week, 24 hours a day.

Send completed forms to: Torrance Community Television
3350 Civic Center Drive, Suite 100
Torrance CA 90503
Attn.: Community Television Coordinator

or FAX to (310) 781-7132

or TCtv@TorranceCA.Gov

Request must be received at least two weeks in advance of event.

_____/_____/_____ _____/_____/_____
Message Start Date Message End Date

MESSAGE: _____

_____

_____

_____ _____/_____/_____
Signature Date

OFFICE USE ONLY

Orientation Date: _____/_____/_____ Verified By: _____

TCtv
TORRANCE COMMUNITY TELEVISION

EXHIBIT N

USER HISTORY - FORM

_____
User Name

	Subject		
1.	Orientation		
2.	It's Your TV Brochure Mailed		
3.	It's Your TV Brochure Certified		
4.	California Drivers License		
5.	Utility Bill		
6.	Proof of Non-Profit Status		
7.	Statement of Compliance Signed		
8.	Non Resident Authorization		
9.	Parental Consent		
10.	Pre-Production Planning Certification		
11.	Field & Post-Production Certification		
12.	Studio Production Certification		
13.	Refund Field & Post-Production		
14.	Refund Studio		
15.	Advanced Workshop: Writing		
16.	Advanced Workshop: Lighting		
17.	Advanced Workshop: Graphics		
18.	Advanced Workshop: Post-Production		
19.			
20.			
21.			
22.			
23.			
24.			
25.			

TCtv
TORRANCE COMMUNITY TELEVISION

EXHIBIT O

USER PROGRAMMING HISTORY – FORM

_____
User Name

	Bicycled Program Title	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

	Produced Program Title	Date Started	Date Completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

TCtv
TORRANCE COMMUNITY TELEVISION

EXHIBIT P

NON-PROFIT ORGANIZATION MEMBER - FORM

_____
Non-Profit Organization Name

	Individual Name			
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				

TORRANCE PUBLIC ACCESS FOUNDATION

TORRANCE COMMUNITY TELEVISION

OPERATING POLICIES AND PROCEDURES

TCtv
TORRANCE COMMUNITY TELEVISION

Formatted: Font: Not Bold
Formatted
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Left
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold

Adopted April 23, 1991
Amended
July 29, 1997
November 12, 2002~~November 12, 2002xxx, xx, 2009~~
October 9, 2012

Formatted: Font: Not Bold
Formatted: Font: Not Bold

It is the philosophy of Torrance Community Television to enable the people of Torrance to become more actively involved in the community's growth and prosperity.

Formatted: Font: Not Bold

Through the powerful, limitless communication qualities of television, we desire to examine ourselves as a community: our joys, our fears, our needs, our conflicts, our successes, our failures, our history, our expectations, and our hopes for the future.

We envision ~~TCTV~~ TCtv as a spawning ground for new and exciting ideas that will help enhance life in the community and help shape the future of the City of Torrance.

TABLE OF CONTENTS PAGE #

I. Introduction 6
A. Torrance, California
B. Public Access
C. Torrance Cable Television Franchise Agreement
D. Torrance Community Television (~~TCTV~~TCtv)
E. Outreach 7
1. Requirements
F. Tours
G. Field Trips
~~1.1.~~ ~~Scheduling~~
1.
~~2.2.~~ ~~Supervision~~
2.
3. Limitations

II. User Requirements 8
A. Statement of Compliance
B. Eligibility
1. Resident
2. Non-resident
a) Non-Profit Representative
b) Non-Profit Credit
3. Minors
~~II. User Requirements~~ 98
~~A. Statement of Compliance~~
~~B. Eligibility~~
~~1. Resident~~
~~2. Non-resident~~
~~3. Minors~~
a) Permission
b) Use
c) Limitations

III. Training Program
A. Orientation
B. Workshops
1. Pre-Production Planning
2. Field & Post Production
~~III. Training Program~~ 910
~~A. Orientation~~
~~B. Workshops~~
~~1. Field~~
~~2. Studio~~
~~3. Advance~~
3. ~~C.~~ Studio
4. Advance
C. Cost
D. Certification
1. Training Requirement Waiver
2. Program Completion
3. Certification Renewal
E. Indemnification

Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.5"
Formatted: Outline numbered + Level: 4 + Numbering Style: a, b, c, … + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Tab after: 0" + Indent at: 2"
Formatted: Indent: Left: 1"
Formatted: Font: Not Bold
Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.5"
Formatted: Font: Not Bold
Formatted: Indent: Left: 0", First line: 0"
Formatted: Font: Not Bold

~~D. Certification~~ ~~10~~
~~E.Training Requirement Waiver~~
~~F.~~
~~G.Certification Renewal~~
~~V.Indemnification~~

~~IV. Programming Content~~
~~1.First Amendment Rights~~
~~A.Authorizations~~
IV. Programming Content 11
A. First Amendment Rights
B. Authorizations
~~2.~~C. Ownership
~~3.~~D. Prohibitions
~~4.~~1. Obscene
~~5.~~2. Lottery
~~6.~~3. Advertisement
~~7.~~4. Unprotected Speech
~~8.~~E. Political Speech
~~9.~~1. Endorsement
~~10.~~2. Awareness
~~11.~~Open-Mic Night

~~A.Refusal of Service~~

~~VI.Equipment & Facilities~~
~~A.VideotapePrograms~~
~~1.~~3. ~~Media Provisions~~
V. Refusal of Service 12

VI. Equipment & Facilities
A. Programs
1. Media Provisions
~~c)~~2. Archives
~~5.~~3. Program Duplication
B. Field Equipment
~~1.~~Availability
~~2.Reservations~~
~~3.Check-out~~
~~4.Check-out Times~~
~~5.~~1. ~~Return~~
2. Reservations 13
3. Check-Out
4. Check-Out Times
5. Return
~~1.~~6. Limitations
a) Per Certified User
b) Facilities Availability
~~2.~~7. Cancellations
~~B.~~C. Studio Procedures
1. Availability
~~2.~~Reservations
~~3.~~2. ~~Crew~~
3. Crew 14
4. Limitations

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 1.5" + Indent at: 1.5", Tab stops: Not at 1.5"

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, … + Start at: 5 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1", Tab stops: Not at 1"

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Font: Not Bold

Formatted: Outline numbered + Level: 2 + Numbering Style: A, B, C, … + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 0" + Indent at: 1", Tab stops: Not at 0"

Formatted: Bullets and Numbering

Formatted: Outline numbered + Level: 2 + Numbering Style: A, B, C, … + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 0" + Indent at: 1"

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 0" + Indent at: 1.5"

Formatted: Outline numbered + Level: 2 + Numbering Style: A, B, C, … + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 0" + Indent at: 1"

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 0" + Indent at: 1.5"

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 0" + Indent at: 1.5"

Formatted: No bullets or numbering

Formatted: Font: Not Bold

Formatted: No bullets or numbering

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 0" + Indent at: 1.5"

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 0" + Indent at: 1.5"

Formatted ... [1]

Formatted ... [2]

Formatted: No bullets or numbering

Formatted ... [3]

Formatted ... [4]

Formatted ... [5]

Formatted ... [6]

Formatted ... [7]

Formatted ... [8]

Formatted ... [9]

5. Maximum Occupancy
~~6.~~Animals
~~7.Cancellations~~
~~C.Post-production Procedures~~
~~1.~~6. ~~Availability~~
7. Cancellations
D. Post-production Procedures
~~2.~~1. Availability Reservations
2. Cancellations
3. Limitations
~~1.~~(a) Per Certified User
~~(a)~~(b) Facilities Availability
~~B.~~E. Equipment Repair/Replacement
~~C.~~F. Open Flames

~~XI.Cablecast~~
~~A.Reservation of Rights~~
~~1.Technical Quality~~
~~2.Children~~
~~B.Format Requirements~~
VII. Cablecast
A. Reservation of Rights
1. Technical Quality
2. Children
B. Format Requirements
C. Length of Programs
1. Per Day
2. 58 Minute Limit
3. 28 Minute Limit
D. Logistics
E. Scheduling
1. Series
~~2.~~Promotions
~~3.Credits~~
~~4.~~2. ~~Limitations~~
3. Credits
4. Limitations
F. Return of Media
G. Alphanumeric Announcements
1. Procedure

~~XII.~~VIII. Violation of Rules
A. Equipment Damage or Loss
B. Program Content
C. Return of Equipment
~~D.~~
IX. Disciplinary Action

15

16

17

Formatted: No bullets or numbering

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 0" + Indent at: 1.5"

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 0" + Indent at: 1.5"

Formatted: Outline numbered + Level: 2 + Numbering Style: A, B, C, … + Start at: 3 + Alignment: Left + Aligned at: 0.5" + Tab after: 0" + Indent at: 1"

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 0" + Indent at: 1.5"

Formatted: Indent: Left: 1.49", Outline numbered + Level: 6 + Numbering Style: a, b, c, … + Start at: 1 + Alignment: Left + Aligned at: 2.5" + Tab after: 0" + Indent at: 3"

Formatted: Outline numbered + Level: 2 + Numbering Style: A, B, C, … + Start at: 3 + Alignment: Left + Aligned at: 0.5" + Tab after: 0" + Indent at: 1"

Formatted: Font: Not Bold

Formatted: Indent: Left: 1"

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Outline numbered + Level: 2 + Numbering Style: A, B, C, … + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 0" + Indent at: 1"

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 0" + Indent at: 1.5"

Formatted: Outline numbered + Level: 2 + Numbering Style: A, B, C, … + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 0" + Indent at: 1"

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 0" + Indent at: 1.5"

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 0" + Indent at: 1.5"

Formatted: Outline numbered + Level: 2 + Numbering Style: A, B, C, … + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 0" + Indent at: 1"

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 0" + Indent at: 1.5"

Formatted: Font: Not Bold

Formatted ... [10]

Formatted ... [11]

Formatted: No bullets or numbering

~~IX. Disciplinary Action~~ 18

X. ~~X.~~ Appeals
~~E.~~A. Filing Fee
B. User Dissatisfaction
C. Administrative Decision
D. CTAB Decision

XI. ~~XI.~~ Public Records
A. Request for Use
~~F.~~B. User List

~~a)~~XII. ~~XII.~~ Exhibits
~~2.~~A. Statement of Compliance Form 19
~~3.~~B. Non-Resident Authorization Form 20
~~4.~~C. Parental Consent Form 21
~~5.~~D. Volunteer Crew List Application Form 22
~~6.~~E. ~~Videotape~~Media Technical Standards 23
~~7.~~F. Field Equipment Check-Out Form 24
~~8.~~G. Program Proposal Form 25
~~9.~~H. Studio Equipment Check-Out Form 26
~~10.~~I. Volunteer Crew List Form 27
~~11.~~J. Request for Tour Form 28
~~12.~~K. Request for Channel Time Form 29
~~13.~~L. Deposit and Fee Structure 30
~~14.~~M. Alphanumeric Information Display Form 31
~~15.~~N. User History Form 32
~~16.~~O. User Programming History Form 33
~~17.~~P. Non-Profit Organizational Member Form 34
~~b)~~ XIII. Amendments 35

Formatted: Outline numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 7 + Alignment: Left + Aligned at: 0" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Font: Not Bold

Formatted: Outline numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 7 + Alignment: Left + Aligned at: 0" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1", Tab stops: Not at 1"

Formatted: Font: Not Bold

Formatted: Outline numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 7 + Alignment: Left + Aligned at: 0" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1", Tab stops: Not at 1"

Formatted: Font: Not Bold

Formatted: Heading 1, Outline numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 7 + Alignment: Left + Aligned at: 0" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Indent: Left: 0.49", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25", Tab stops: Not at 0.25"

Formatted: Indent: Left: 0.49", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25", Tab stops: Not at 0.25"

Formatted: Indent: Left: 0.49", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25", Tab stops: Not at 0.25"

Formatted ... [12]

Formatted ... [13]

Formatted ... [14]

Formatted ... [15]

Formatted ... [16]

Formatted ... [17]

Formatted ... [18]

Formatted ... [19]

Formatted ... [20]

Formatted ... [21]

Formatted ... [22]

Formatted ... [23]

Formatted ... [24]

Formatted: Font: Not Bold

Formatted: Heading 1

SECTION I

Formatted: Font: Bold

I. INTRODUCTION

Formatted: Font: Bold

A. TORRANCE, CALIFIFORNIA

The arts are alive and well in the City of Torrance, where as a Community Television Producer you can be the star of your own TV show, and where there ~~are~~ is a variety of cultural centers that feature not only home-grown talent but a diverse array of theatre, music and other media arts.

Where else can you find a warm, small town atmosphere that rivals even Andy Griffith's Mayberry, and then turn around and shop in one of the world's largest enclosed shopping centers?

From the Torrance airport, to the thriving business centers; from the hills of Palos Verdes to the shores of Torrance Beach, the City of Torrance is indeed that unique creature, a Balanced City.

B. PUBLIC ACCESS

Public access television is essentially a citizen's First Amendment, free speech forum on cable television. As an interactive communication medium, public access television provides for the diversity of viewpoints as outlined in the 1984 Federal Cable Act.

C. TORRANCE CABLE TELEVISION FRANCHISE AGREEMENT

In accordance with Ordinance Number 3034, the Torrance City Council granted a 15 year cable television franchise. The franchise agreement set forth provisions for public, educational, and governmental access (PEG) channels, resources, and services.

On March 4, 2009, the Council adopted Ordinance 3707 implementing Regulation of State Video Franchises and City Video Franchises in the City of Torrance. This Ordinance preserves the existence of PEG channels and resources in Torrance.

D. TORRANCE COMMUNITY TELEVISION (~~TCTV~~TCtv)

~~TCTV~~TCtv is governed by the Torrance Public Access Foundation with policy recommendations from the Cable Television Advisory Board on cable related matters. The day-to-day management of operations and services are handled by its ~~TCTV~~TCtv staff.

The Foundation endeavors to satisfy community needs by maintaining and operating fixed and ~~portable~~ field production facilities, conducting workshops, providing production assistance, planning programs, processing requests for equipment, facilities, and staff, and providing information. The rules set forth below are necessary in order that the staff may be able to handle these activities effectively.

The rules in this document are intended to enhance the success of public access, and are subject to changes as may be necessary.

1. For the purposes of this document, the term, ~~TCTV~~TCtv (Torrance Community Television) will include any of the following unless otherwise indicated: EQUIPMENT, FACILITIES AND CABLE CHANNEL.

2. The rules governing ~~TCTV~~TCtv are designed to ensure the creation and presentation of non-commercial programming for cablecast on ~~TCTV~~TCtv through the cable system serving Torrance; that a maximum number of Users can be accommodated; and that editorial control be exercised by the User except for specific legal concerns.

3. ~~TCTV~~TCtv exists for the purpose of promoting diversity of viewpoints and expression using the cable television medium in Torrance. ~~TCTV~~TCtv shall not be used for any financial gain or commercial purpose. Programs produced using ~~TCTV~~TCtv must be initially cablecast on ~~TCTV~~TCtv.

4. The studio is the hub of ~~TCTV~~TCtv. Requests for use of ~~TCTV~~TCtv, training and support are handled in the Center. Because of the press of business, requests for channel time, equipment, facilities, training, and support should be conducted by telephone.

5. All services can be obtained at 3350 Civic Center Drive, in the Stanley E. Remelmeyer Telecommunications Center (SERTC), a 15,000 square foot building shared with the government access operation. For security purposes, all Users must enter ~~TCTV~~TCtv facilities through the main Telecommunications Center lobby. ~~TCTV~~TCtv shall be available for the purposes of original community programming on a first-come, first-served basis to any qualified Torrance resident; non-profit group, institution or organization.

E. OUTREACH

The Foundation is committed to educating Torrance residents and Torrance based non-profit institutions and/or organizations concerning the availability and use of ~~TCTV~~TCtv.

1. REQUIREMENTS

~~TCTV~~TCtv will conduct presentations to institutions and/or organizations upon written request. Request for presentations must be submitted at least three (3) weeks in advance.

~~F.~~ F. TOURS

Formatted: Outline numbered + Level: 2 + Numbering Style: A, B, C, … + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 0" + Indent at: 1"

Formatted: Indent: Left: 0.5", First line: 0"

1. Tours of ~~TCTV~~TCtv facilities may be requested by institutions or organizations. Requests for tours should be made a minimum of two (2) weeks in advance. Tours will not be conducted without prior notification.

2. Tours will be conducted during the hours of 9:00 a.m. to 3:00 p.m. on weekdays and will be approximately 45 minutes in duration. Special arrangements for weekday evening tours may be requested by contacting ~~TCTV~~TCtv by telephone or in writing (Exhibit J).

3. For safety reasons, tours will be limited to twenty (20) persons. One adult is required for every 10 children. Adult members of the tour group will be responsible to supervise minors.

4. ~~TCTV~~TCtv may temporarily discontinue the scheduling of tours as necessary depending on the level of use of the studio for program production.

G. FIELD TRIPS

Field trips are designed to educate students between the ages of 7 and 18 in the principles of television production. These are conducted Monday's 11:00 a.m. to 5:00 p.m. ~~–~~Tuesday through Friday during the hours of 11:00 a.m. to 43:00 p.m. It is suggested that teachers schedule between one and three hours of ~~studio~~ time. Field trips are flexible in design and can change according to the students' educational needs. Teachers should telephone or write to arrange for a field trip~~.~~ (Exhibit ~~X~~J).

1. SCHEDULING

Field trips must be scheduled at least four (4) weeks in advance.;

2. SUPERVISION
At least one (1) adult must supervise every ten (10) students.

3. LIMITATIONS
A maximum of thirty (30) ~~students~~ people is allowed in a tour group.

The Foundation may temporarily discontinue field trips as necessary depending on use.

SECTION II

Formatted: Font: Bold

II. USER REQUIREMENTS

Users are expected to produce programming, which will initially appear on ~~TCTV~~TCtv. In the course of such productions, a User of ~~TCTV~~TCtv shall not represent to any other party that he/she, or any other person involved, represents ~~TCTV~~TCtv in any manner. Violation of this rule will render the User liable to immediate forfeiture of all privileges.

A. STATEMENT OF COMPLIANCE
Before certification, ~~the~~ scheduling of channel time or operation of any equipment, all persons will be required to attend the Orientation session and sign a Statement of Compliance. (Statement of Compliance Form, Exhibit A). Failure to sign and adhere to the terms of the Statement of Compliance will result in the forfeiture of privileges to use ~~TCTV~~TCtv.

B. ~~ELIGIBILITY~~
1. RESIDENT
Any person using ~~TCTV~~TCtv must provide proof of residence ~~in the~~in the City of Torrance. Such proof of residence may be, but not limited to the presentation of a current California Drivers License or California Identification Card and a recent utility bill which clearly shows the name and address of the person requesting use of ~~TCTV~~TCtv.

~~TCTV~~TCtv is available for the production and exhibition of community programming on ~~the cable~~the cable system in Torrance. However, if Users have access to television facilities and/or equipment through their own related institutions or organizations, they are strongly encouraged to use such facilities to provide programming for ~~TCTV~~TCtv.

2. NON-RESIDENT - NON-PROFIT ORGANIZATIONS
Persons who are authorized representatives of a non-profit institution or organization may use ~~TCTV~~TCtv for the purpose of cablecasting announcements or programming. In all cases where non-resident representatives request use of ~~TCTV~~TCtv, a "Statement ~~O~~of Compliance", and a "Non-Resident Authorization" form signed by the identified member of the institution or organization must be provided. ~~E~~ach Non-Profit organization must provide proof of Non-Profit status, along with identification of the individual representing the organization. Verification of all information will be conducted by ~~TCTV~~TCtv. In all cases, Torrance based non-profit organizations will receive priority over non-Torrance based non-profit organizations. (Non-Resident Authorization Form, ~~Exhibit~~ B).

(a) NON-PROFIT REPRESENTATIVE
Persons authorized to represent the non-profit organization are limited to using TCtv channel and facilities for programs that specifically pertain to the non-profit.

Formatted: Indent: Left: 1.5", Hanging: 0.5", Outline numbered + Level: 5 + Numbering Style: a, b, c, … + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

(b) NON-PROFIT CREDIT
The non-profit organization is deemed to be the Producer of all programs produced and all credits must reflect this status.

Formatted: Indent: Left: 2", First line: 0"

Formatted: Indent: Left: 2", First line: 0"

3. MINORS
Persons under the age of 18 years.

a) PERMISSION
Minors using ~~TCTV~~TCtv must have on file a signed Parental Consent form. The parent or ~~guardian~~guardian, who signs the form, assumes responsibility for any liability arising from the minor's use of ~~TCTV~~TCtv (TCtv (Parental Consent Form, ~~Exhibit~~ C).

b) USE
~~Certified~~ minors may work in the studio but portable equipment may only be checked out with the expressed written permission of a parent or guardian. (Parental Consent Form, Exhibit C).

c) LIMITATIONS
Although there is no minimum age restriction, the Foundation may refuse to permit a minor to use ~~TCTV~~TCtv at its discretion, based on failure ~~of how~~ to demonstrate knowledge to safely and properly handle equipment.

SECTION III

III. TRAINING PROGRAM

A. ORIENTATION
All Users of ~~TCTV~~TCtv must attend the New Users Orientation Session conducted by ~~TCTV~~TCtv staff. These sessions consist of an overview and introduction to ~~TCTV~~TCtv with special emphasis on policy and rules regarding its use.

Orientation Session attendance is a prerequisite to training workshops.

Workshops are specifically designed for people who intend to produce programming for ~~TCTV~~TCtv. Workshops are not offered for general interest or for those not involved in producing programming for ~~TCTV~~TCtv.

Training workshops are held periodically, on a first-come, first-served basis. Call ~~TCTV~~TCtv for reservations.

B. WORKSHOPS
In order to assure safe use and proper handling of ~~TCTV~~TCtv, any person requesting to use ~~TCTV~~TCtv shall be required to demonstrate that he/she is properly trained.

~~TCTV~~TCtv offers training workshops in the use of such equipment; upon successful completion of training, or other demonstration as approved by the Foundation.

There is limited enrollment in each ~~TCTV~~TCtv workshop. Actual enrollment size will be determined by staff based on curriculum and facilities. Workshops will include explanation, a demonstration as well as hands-on training on the use of equipment. Basic elements taught in the training workshops include program development, basic script writing, promotions, titling, on-screen performance and directing.

1. ~~1.~~ PRE-PRODUCTION PLANNING WORKSHOP
Workshop objective: To learn basic principals in the development of a television program including an objective, treatment, script, and format. Requisite course for all other workshops.

2. FIELD & POST-PRODUCTION WORKSHOP

Formatted: Font: Not Bold

Formatted: Font: Bold

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 1", Hanging: 0.5", Outline numbered + Level: 7 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 1.75"

Formatted: Indent: First line: 0"

Formatted: Indent: Left: 1", Hanging: 0.5", Outline numbered + Level: 7 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 1.75"

Workshop objective: To learn proper techniques of camera operation, lighting, audio and shot composition for television productions. In addition, learn post-production techniques and styles using non-linear~~assembly and insert editing~~post-production.

3. ~~2.~~ STUDIO WORKSHOP

Workshop objective: To learn how to properly operate studio equipment and receive training in various studio production crew positions.

4. ADVANCED WORKSHOP

~~3. ADVANCED WORKSHOP~~

Advanced workshops will be offered in various areas as needed. Certified ~~Users~~ Producers in such workshops will be charged a fee. Check with ~~TCTV~~TCtv staff for details~~.~~ (Advanced Workshop ~~F~~ee Structure, ~~E~~xhibit L).

C. COST

Persons enrolling in Workshops will be required to submit a financial deposit (~~consistent with~~ Exhibit L) with ~~TCTV~~TCtv. The full deposited amount will be refunded when the newly Certified User produces and submits his/her first completed program within the twelve (12) month certification period.

D. CERTIFICATION

A person who has successfully completed a ~~TCTV~~TCtv workshop and can demonstrate that he/she is capable of operating the equipment safely and properly will be ~~Certified~~certified for that training~~.~~. Certifications are non-transferable, and are valid for twelve (12) months, after which they may be renewed for an additional twelve (12) month period, provided rules are properly observed.

1. TRAINING REQUIREMENT WAIVER

Persons experienced in operating video equipment may be issued Certification by passing a performance test without attending a workshop. Those persons will be required to pass a written and/or oral and/or hands-on proficiency exam issued by staff. Persons who provide proof of experience including a minimum of one (1) professional reference will be considered for this waiver.

~~2.~~ 2. PROGRAM COMPLETION

A program is deemed complete upon 1) submission of the completed program; 2) submission of a completed Request for Channel Time Form (Exhibit K). For certification purposes, cablecast request date must be prior to the 12-month certification period.

3. CERTIFICATION RENEWAL

To become eligible for recertification, a Certified Producer ~~User~~ must: 1) complete at least one (1) program every twelve (12) months; or 2) volunteer as a crew member in different positions, on six (6) different (~~TCTV~~TCtv staff or Certified User) productions (at least two (2) hours in duration each), within that twelve (12) month period. Proof (photocopy of Production Crew Lists) must be submitted at the time of request for recertification.

E. INDEMNIFICATION

Users must agree to defend, indemnify and hold harmless the Foundation and the City of Torrance and its employees and agents, and the cable operator ~~franchised by the City of Torrance~~franchised by the State of California and its employees and agents against any claims

Formatted: Indent: Left: 1"

Formatted: Indent: Left: 0", First line: 0"

Formatted: Indent: Left: 1", Hanging: 0.5", Outline numbered + Level: 7 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 1.75"

Formatted: Indent: Hanging: 0.5"

Formatted: Indent: Left: 1", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 3 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

arising out of any use of the program material that is being cablecast or any breach of the Operating Policies and Procedures, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws and unauthorized use of copyrighted material. The User must understand that he/she may be criminally or civilly liable for performing or producing such material, which is cablecast. The User must agree that he/she shall not represent themselves or any other person involved in ~~TCTV~~TCtv cablecasting or production as an employee, representative or agent of the Foundation, the City of Torrance or the cable operator franchised by the ~~City of Torrance~~State of California.

Formatted: Font: Not Bold

SECTION IV

Formatted: Font: Bold

IV. PROGRAMMING CONTENT

The Foundation's concern with program content is limited to ensuring that program material does not violate Federal, State, or local law; that all appropriate rights have been obtained; and ~~TCTV~~TCtv rules are not violated.

A. FIRST AMENDMENT RIGHTS

Public access television is essentially a citizen's First Amendment, free speech forum on cable television. As an interactive communications medium, public access cable television provides for the diversity of viewpoints as outlined in the Cable Communications Policy Act of 1984.

B. AUTHORIZATIONS

All Users are responsible for the content of their program and for obtaining all rights necessary to cablecast any program material on the system. All Users are responsible for providing proof that they have obtained in writing all necessary approvals, clearances, licenses, etc. for the use of any program material which the User cablecast, including but not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers' representatives, all persons appearing in or referred to in program material, and any other approvals that may be necessary to transmit program material over the cable television system.

Formatted: Indent: Left: 0.5", First line: 0"

C. OWNERSHIP

When a Certified Producer ~~User~~ produces a program using ~~TCTV~~TCtv, ownership of the creative rights of the program belongs to that Certified Producer~~User~~; however if ~~the~~ physical ~~videotape~~ media is ~~is~~ supplied by ~~TCTV~~TCtv, the ~~tape~~ media remains subject to the rules governing ~~videotape~~media. ~~-~~ (Sections VI.A.1. & 2.).

D. PROHIBITIONS

Presentation of the following material on ~~TCTV~~TCtv is strictly prohibited:

1. Obscene (California Penal Code, Sec. 311) or indecent material (FCC vs. Pacifica Foundation, 438 U.S. 726);

2. Any lottery, or any advertisement or information concerning any lottery;

3. Any commercial advertising or promotional material concerning products or services presented for the purpose of any solicitation of money or other things of value, unless specifically exempted under the terms of this agreement;

4. Any material which constitutes libel, slander, invasion of privacy, or publicity rights, unfair competition, violation of trademark or copyright, which violate any local, state, or federal law.

~~G.~~E. POLITICAL SPEECH

~~H.~~

~~5.~~1. Political endorsements of candidates or issues are permitted.

~~6.~~2. The Foundation will engage in an effort to provide awareness of Public Access in Torrance.

~~7.~~3. The Commission ~~will~~ may sponsor an "Open-Mic Night" ~~Taping~~Recording and Cablecast prior to each ~~City of Torrance~~ election with direct impact to Torrance residents. ~~-~~

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Indent: Left: 1", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25", Tab stops: Not at 0.25"

Formatted: Indent: Left: 1", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25", Tab stops: Not at 0.25"

Formatted: Indent: Left: 1", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25", Tab stops: Not at 0.25"

Formatted: Font: Not Bold

SECTION V

V. REFUSAL OF SERVICE

The Foundation reserves the right to suspend or revoke the privilege of any User of ~~TCTV~~TCtv who appears to be under the influence of alcohol or drugs; who interferes with the orderly conduct of business; who refuses to cooperate with or in any way mistreats or abuses ~~TCTV~~TCtv employees, interns or volunteers; who has misused equipment or failed to return it on time; who has violated any rules found in this document; or who has in any other way abused the privilege of using ~~TCTV~~TCtv.

SECTION VI

~~VII.~~VI EQUIPMENT & FACILITIES

Use of all TCtv equipment and facilities requires applicable forms beare submitted in advance or at the completion of requested services. Including but not limited to Program Proposal, Studio Reservation, Volunteer Crew Lists, Volunteer Crew Application, Statement of Compliance (crew members).

A. ~~VIDEOTAPES~~PROGRAMS

There are two categories of programs that may be cablecast on ~~TCTV~~TCtv. "~~TCTV~~TCtv Original Productions" are those programs produced by a Certified Producer~~User~~. "Bicycled" Productions are those programs not produced ~~by a~~utilizing ~~TCTV~~TCtv facilities for more than 50% of the program~~Certified User~~.

~~TCTV~~TCtv ~~will~~ may provide media~~stock videotape cassettes~~ for loan to Certified Users as technology allows. The physical ~~tapes~~ media will remain the property of ~~TCTV~~TCtv unless purchased by the Certified User.

1. ~~VIDEOTAPE~~ MEDIA PROVISIONS

Users may provide their own ~~video tapes~~ media as long as ~~they~~ it meets ~~TCTV~~TCtv technical standards~~.~~ (~~Videotape~~ Media Technical Standards, Exhibit E). Compliance with these standards allows for the smooth operation of ~~TCTV~~TCtv and the cable television system. ~~For the convenience of Users, TCTV will sell a limited number of both new and recycled videotapes.~~

~~2. VIDEOTAPE LOAN~~

~~a) TCTV will loan Certified Users one (1) sixty minute tape or the equivalent per program. If editing is required, an additional sixty minute tape may be requested.~~

~~b) If a Certified User does not returned a loaned tape within six (6) weeks of original taping, he/she will be charged. His/her use of TCTV will be suspended.~~

~~c) All tapes loaned by TCTV for master footage will be erased six (6) weeks from the date of the original taping so that they maybe recycled. A Certified User who wishes to preserve the master footage must purchase the videotape or replace it with a new videotape of equal value.~~

~~3. LOSS, THEFT OR DAMAGE OF VIDEOTAPE~~

~~a) Tapes loaned by TCTV which are lost, stolen, or damaged must be replaced with blank tapes of equal value that meet TCTV specifications. The Foundation reserves the right to specify brands of tapes which are acceptable.~~

Formatted: Font: Bold
Formatted: Font: Not Bold
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Bullets and Numbering
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Indent: Left: 0.5"
Formatted: Font: Not Bold

b) ~~Users shall agree to hold the Foundation harmless for damage or erasure of videotapes and any loss of program material resulting from playback or recording on TCTV equipment.~~

42. ARCHIVES

a) ~~TCTV~~TCtv will retain the edited masters on ~~TCTV~~TCtv ~~videotape~~ media as part of its library. These programs will be cablecast on ~~TCTV~~TCtv at its discretion.

3. ~~5. VIDEOTAPE~~ PROGRAM DUPLICATION

a) Users who want to ~~obtain~~ obtain~~videotape~~ copies of their program(s) must contact the ~~Operations Assistant/Community Television~~ Coordinator; a nominal fee is charged for the cost of the ~~tape~~ media and service.

b) Producer~~Users~~s may make one copy of cablecast program upon appropriate scheduling. Media must be provided by ~~User~~Producer.

Formatted: Indent: Left: 1", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 3 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

B. FIELD EQUIPMENT

~~TCTV~~TCtv will make available ~~color portable outfits~~field production equipment, each consisting of a cameracorder and~~,~~ microphone~~, and video cassette recorder,~~ for loan to Certified ~~Users~~Producers. ~~Portable~~ Field equipment will enable the Certified ~~User~~ Producer to record ~~videotape~~ events in the community which could not be realistically reproduced in the studio environment. ~~TCTV~~TCtv staff will make every effort to insure that the equipment is in operational condition when issued.

1. AVAILABILITY

The ~~TCTV~~TCtv field production equipment ~~portable equipment~~ is available to reserve on a first-come, first-served basis for use Tuesday through Friday (excluding holidays) between the hours of ~~3~~2:00 p.m. to 4:45 p.m. and~~to 5~~4:00 p.m. and ~~6~~56:00 p.m. to ~~10~~9:00 ~~4~~5 p.m., Saturday 10:00 a.m. to ~~6~~5:00 ~~4~~5 p.m.

2. RESERVATIONS
Certified Users may reserve field production equipment ~~portable equipment~~ by phone or by submitting a written request at least fourteen (14) calendar days, but not more than thirty (30) calendar days in advance. (Field Equipment Check-~~out~~Out, Exhibit F & Program Proposal Form, Exhibit G).

~~Certified Users~~ Producer may request the use of field production equipment ~~portable equipment~~ for up to twenty-four (24) hours on any weekday or ninety-six (96) hours on any weekend.

3. CHECK-OUT PROCEDURES
To pick-up field production equipment~~portable equipment~~, the Certified ~~User~~ Producer must present proper photo identification upon request (such as a valid California driver's license, school or state approved identification card) when checking-out equipment.

4. CHECK-OUT TIMES
Field production equipment ~~Portable equipment~~ may be picked up Tuesday through Friday (excluding holidays) between ~~3~~2:00 p.m. to ~~3~~4:~~30~~ 15 p.m. or ~~5~~6:00 p.m. to ~~9~~8:30~~00~~ p.m. ~~on weekdays~~ at the Equipment Storage room. Saturday 10:00 a.m. to 5:00~~15~~ p.m.
~~Arrangements for early equipment check-out must be made at the time the request is submitted. Contact the Operations Assistant/Community Television Coordinator to schedule a time.~~

Formatted: Indent: First line: 0"

Formatted: Indent: Left: 0", First line: 0"

5. RETURN
On all occasions, the Certified ~~User~~ Producer must return field production equipment ~~portable equipment~~ to ~~TCTV~~TCtv Tuesday through Friday (excluding holidays) not earlier ~~than Tuesday through Friday (excluding holidays) than~~ ~~3~~ 2:00 p.m. but no later than ~~9~~8:00 p.m. of the next business day following the equipment check-out. Saturday 10:00 a.m. to 4:30~~5:15~~ p.m.

6. LIMITATIONS

a) In the interest of facilitating equipment usage by the maximum number of Certified ~~Users~~Producers, the sign out of field production equipment ~~portable equipment~~ must be limited to one time per week per Certified ~~User or~~Producer or one weekend per month per Certified Producer~~User.~~ (VI.B.2.).

b) Field production equipment ~~Portable equipment~~ will not be available for check-out while field workshops are in session or during the maintenance or repair of such equipment. Notification of such times will be posted in ~~TCTV~~TCtv. Certified ~~Users will~~Producer will be notified when equipment becomes available.

7. CANCELLATIONS
Any Certified ~~User who~~Producer who cancels without reasonable notice or fails to keep his/her appointment or to pick up equipment requested on three (3) or more occasions (within the twelve (12) month certification period) will be subject to discipline, up to ~~is liable to~~ forfeiting the privilege of using ~~TCTV~~TCtv.

C. STUDIO PROCEDURES
The Foundation has provided a ~~three~~ multi-~~camera~~camera studio for use by ~~C~~certified ~~Users for~~Producer for the production of community television programming to be cablecast on ~~TCTV~~TCtv.

1. AVAILABILITY

~~TCTV~~TCtv studio is available ~~Wednesday~~ Tuesday through~~and~~ Friday (excluding holidays) between the hours of ~~3~~2:00 p.m. to ~~4~~5:~~45~~00 p.m. and ~~6~~56:00 p.m. to ~~9~~11:~~45~~00 p.m., Saturday 10:00 a.m. to ~~6~~5:~~45~~00 p.m.

2. RESERVATIONS

Certified ~~Users may~~Producers may reserve the studio production facility ~~reservations~~ on a first-come, first-served basis in person at least seven (7) calendar days, but not more than thirty (30) calendar days in advance. ~~.~~ Productions are scheduled for periods up to four (4) hours on any given day, or a cumulative total of four (4) hours for each program to be cablecast on ~~TCTV~~TCtv; ~~this~~; this time includes setting up, program production, and breaking down. (Studio ~~Time Request~~Equipment Check-Out Form, Exhibit H).

3. CREW

Certified ~~Users are~~Producers are responsible for providing a qualified crew to operate studio equipment during his/her production. ~~TCTV~~TCtv will attempt to assist Certified ~~Users who~~Producers who require additional crew members by providing names and phone numbers of volunteers and/or interns.

A list of volunteers is available at the front counter. Certified ~~Users may~~Producers may request volunteer crew assistance by phone or by submitting a written request at least fourteen (14) calendar days, but not more than thirty (30) calendar days in advance. ~~(Volunteer Crew List Application, Exhibit I)~~

Certified ~~Users~~Producers are responsible for submitting a completed Volunteer Crew List (Exhibit I) to TCtv prior to access of the Studio. The Certified Producer ~~User~~ must sign the Crew List at the completion of the production. All Volunteer Crew members listed must complete a Statement of Compliance and submit ~~provide~~ their California Drivers License or Identification Card for photocopy. The Certified Producer ~~User~~ shall provide the Volunteer with a Volunteer Crew List~~Application~~ at the completion of the production including their signature indicating their participation in the production. (Volunteer Crew ~~Application~~List Form, Exhibit I~~XX~~).

4. LIMITATIONS

a) In the interest of facilitating usage by the maximum number of Certified Producers~~Users~~, use of the studio facilities (based on demand) may be limited to: 1) one (1) studio use (4 hours) per weekday per Certified ~~User and~~Producer and/or program; 2) or one (1) Saturday use (4 hours) per Certified Producer ~~User~~ and/or program per month.

b) The studio facilities will not be available for production use unless otherwise stated. The Foundation, when necessary, may terminate or reschedule productions in the ~~TCTV~~TCtv studio for a period of time to perform maintenance or to fill requests for workshops.

5. MAXIMUM OCCUPANCY

No more than thirty (30) people, including production crew, performers, and spectators, may be present in the studio at any time. This includes, but is not limited to the set-up, production and/or breaking down of a production. ~~-~~ (This figure is in accordance with specifications set by the Torrance Fire Marshal~~.~~).

6. ANIMALS

Animals are not permitted in ~~TCTV~~the Center unless they are part of a program to be ~~taped~~recorded in the studio. All animal(s) must be harnessed or caged; an adult who is not part of the production crew or talent must accompany the animal(s) at all times; the

animal(s) may only enter the Telecommunications Center through the ~~TCTV~~TCtv rear entrance; the animal(s) is only permitted in ~~TCTV~~the Center during actual time of ~~taping~~recording.

~~TCTV~~TCtv reserves the right to have the animal(s) removed if it is deemed unsafe and/or a nuisance. If the animal(s) are deemed non-domesticated, unsafe and/or a nuisance by ~~TCTV~~TCtv staff, the Certified ~~User will~~Producer will be required to remove the animal(s) from ~~TCTV~~the Center at once.

7. CANCELLATIONS

Any Certified ~~User who~~Producer who cancels without reasonable notice or is more than a half hour late for appointed studio time or fails to keep his/her appointment on three (3) or more occasions (within the twelve (12) month certification period) will be subject to discipline, up to forfeiting the privilege of using TCtv.~~is liable to forfeit the privilege of using TCTV.~~

D. POST-PRODUCTION PROCEDURES

The Foundation provides post-production and viewing facilities for the purposes of ~~editing~~post-production programming for cablecasting on ~~TCTV~~TCtv.

1. AVAILABILITY

The ~~TCTV~~TCtv ~~editing~~post-production facilities are available Tuesday through Friday (excluding holidays) between the hours of 2:00 p.m. to 4:45 p.m. and ~~5~~6:00 p.m. to 9:45 p.m., Saturday 10:00 a.m. to 5:45 p.m.~~are available Tuesday through Friday (excluding holidays) between the hours of 3:00 p.m. to 5:00 p.m. and 6:00 p.m. to 11:00 p.m., Saturday 10:00 a.m. to 6:00 p.m.~~

2. RESERVATIONS

Formatted: No bullets or numbering

Formatted: Indent: First line: 0"

2. ~~RESERVATIONS~~

~~Certified~~ Producer ~~Users~~ may request ~~editing~~post-production time on a first-come, first-served basis by phone, email, ~~or~~ or in person ~~by submitting a written application~~ at least seven (7) calendar days, but not more than thirty (30) calendar days in advance. ~~(Request for Editing Time, Exhibit J).~~

3. CANCELLATIONS

Any Certified ~~User~~ Producer who cancels without reasonable notice or is more than a half hour late for appointed ~~editing~~post-production time or fails to keep his/her appointment on three (3) or more occasions (within the twelve (12) month certification period) will be subject to discipline, up to forfeiting the privilege of using TCtv. ~~is liable to forfeit the privilege of using TCTV.~~

3. ~~4.~~ ~~LIMITATIONS~~

a) In the interest of facilitating equipment usage by the maximum number of Certified Producers~~Users~~, the reservation of post-production facilities must be limited to three (3) weekday sessions; and two (2) weekend sessions per month per Certified Producer~~User~~.

b) Post-production facilities ~~will~~ may not be available for reservation when field workshops are in session or during the maintenance or repair of such equipment. Notification of such times will be posted ~~on the TCTV~~TCtv ~~classroom bulletin board~~. Certified Producers ~~Users~~ will be notified when equipment becomes available.

E. EQUIPMENT REPAIR/REPLACEMENT

Certified Producers ~~Users of field production equipment portable equipment~~ agree to pay all costs of any repair or replacement of equipment or materials resulting from damage, misuse, neglect or theft while such equipment or material are checked-out to them.

F. OPEN FLAMES

To ensure the safety of all persons entering The Telecommunications Center, uncontrollable open flames will not be allowed at anytime.

SECTION VII

VII. ~~PLAYBACK~~CABLECAST

Programs are normally scheduled to begin on the hour or half-hour and will be replayed for maximum viewer exposure. All programs will be previewed and scheduled by ~~TCTV~~TCtv staff for technical considerations.

A. RESERVATION OF RIGHTS

1. TECHNICAL QUALITY

The Foundation reserves the right to reject ~~videotapes~~media which in its discretion does not meet technical standards. ~~(Videotape~~ Media Technical Standards, Exhibit E). In the case of ~~videotapes~~media rejected for technical reasons, ~~TCTV~~TCtv will immediately clear the program schedule ~~of~~ time slot(s)~~s~~ reserved for that program in order to make the time available for other Users.

2. CHILDREN

Formatted: No underline, Font color: Auto

Formatted: Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left + Aligned at: 1" + Tab after: 1.5" + Indent at: 1.5"

Formatted: Indent: Left: 1", First line: 0"

Formatted: Font color: Auto

Formatted: Font: Not Bold

Formatted: Font: Bold

Formatted: Font: Bold

~~TCTV~~TCtv reserves the right to schedule or reschedule programs in consideration of children in the viewing audience, and may require viewer discretion ~~tags~~ graphics at the beginning and end of the program.

Formatted: Indent: Left: 0"

B. FORMAT REQUIREMENTS

~~All videotapes~~media submitted to ~~TCTV~~TCtv for ~~programming~~ cablecast must be supplied ~~on videotape~~ consistent with ~~Videotape~~Media Technical Standards~~,~~ (Exhibit ~~E~~) and meet broadcast ~~videotape~~ standards~~.; no other format will be accepted.~~

~~1.~~C. LENGTH OF PROGRAMS

1. ~~a)~~ Programs exceeding 58 minutes are limited to one playback per day.

2. ~~b)~~ Programs scheduled at the ~~in~~-hour time slot must not exceed 58 minutes.

3. ~~c)~~ Programs scheduled at the ~~in~~-half hour time slot must not exceed 28 minutes.

D. ~~C.~~ LOGISTICS

All ~~tapes~~ media used for ~~TCTV~~TCtv cablecast must be clearly labeled with title, date of production, name of User and address and/or phone number; both the ~~tape~~ media and the container must be labeled. Locations of all false starts and retakes should be indicated~~. Tapes used from TCTV stock must have a TCTV tape number; Users are responsible for making note of the number of times the tape is used for recording and playback.~~ (~~Videotape~~Media Technical Standards, Exhibit E).

E. ~~D.~~ SCHEDULING

Available time slots on ~~TCTV~~TCtv are scheduled on a first-come, first-served basis. Advance scheduling is possible up to thirty (30) calendar days ahead of the cablecast date. Programs must be completed and delivered to ~~TCTV~~TCtv by ~~9~~ 8:00 p.m. consistent with the ~~annually~~ published ~~CitiGUIDE~~ schedule including appropriate forms and/or letters (Request for Channel Time, Exhibit K).

1. ~~SERIES~~

Scheduling of regular time slots in a series up to twelve (12) weeks duration is permitted, if time is available, provided that:

a) The User demonstrates a commitment to his/her series by supplying the initial three (3) programs ~~on videotape~~ prior to the scheduling of series time.

b) The User shall forfeit the balance of his/her series of regular time slots if programs are not provided as scheduled.

2. PROMOTIONS

Users should become actively involved in promotion of their own programs by submitting press releases, brochures, advertisements, articles, creating social media sites, etc., to the appropriate local media.

The Foundation will arrange for program information (title and cablecast time) to be displayed daily on ~~TCTV~~TCtv.

NOTE: Use of the ~~TCTV~~TCtv logo type or any implication of ~~TCTV~~TCtv sponsorship is strictly prohibited.

3. CREDITS

All programs produced using ~~TCTV~~TCtv must include: "Facilities provided by the Torrance Public Access Foundation."

4. LIMITATIONS

Formatted: Indent: Left: 1.5", First line: 0"

Formatted

Formatted: Bullets and Numbering

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 0" + Indent at: 1.5"

Formatted: Indent: Left: 1"

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 0" + Indent at: 1.5"

Formatted: Indent: Left: 1"

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 0" + Indent at: 1.5"

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 4 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1"

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 4 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1"

All Bicycled programs will be limited to 26 replays per five (5) year period. Only those produced by a government agency for the purposes of public information will be exempt from this rule.

F. ~~E.~~ RETURN OF ~~TAPE~~MEDIA
All Users must pick up their own ~~videotapes~~media. ~~VideotapeMedia~~s will be kept for a three (3) month period after the date submitted. After that time, the ~~videotape~~media(s) will be disposed of or recycled.

G. ~~F.~~ ALPHANUMERIC ANNOUNCEMENTS
~~CTorrance based non-profit organizations and individuals~~certified Users may submit announcements for the purposes of promotion of activities, programs and services. Alphanumeric displays are ~~electronic graphicsbulletin boards~~ that randomly display during and between scheduled ~~videotape~~ programming.

1. PROCEDURE
Announcements must be submitted on a fully completed Alphanumeric ~~Request~~ Information Display Form (Exhibit M). ~~TCTV~~TCtv will accept these forms by mail, email, hand delivery, or facsimile not less than ~~one~~ two weeks prior to the desired cablecast date.

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 4 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1"

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 4 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1"

Formatted: Font: Not Bold

Formatted: Font: Bold

Formatted: Font: Bold

SECTION VIII

VIII. VIOLATION OF RULES

Violation of any rules found herein will be subject to disciplinary action as outlined in this section.

A. EQUIPMENT DAMAGE OR LOSS
The Certified ~~User's~~ Producer's privileges will be suspended or revoked if, in the opinion of staff, equipment has been damaged through abuse or negligence.

B. PROGRAM CONTENT
Violations of Section IV will subject the User to immediate forfeiture of the privilege of using ~~TCTV~~TCtv.

C. RETURN OF EQUIPMENT
The Certified Producer's ~~User's~~ privileges will be suspended or revoked if notice of cancellation of an equipment reservation is not received by ~~TCTV~~TCtv at least twenty-four (24) hours in advance, or if equipment is repeatedly returned late.

Formatted: Font: Not Bold

Formatted: Font: Bold

SECTION IX

Formatted: Font: Bold

IX. DISCIPLINARY ACTION

If Users have been found in violation of any of the rules found in this document, they will be subject to restrictions of ~~TCTV~~TCtv.

Formatted: Font: Not Bold

SECTION X

Formatted: Font: Bold

X. APPEALS

Formatted: Font: Bold

A. FILING FEE
A filing fee of $50.00 is required with any decision appeal. The fee must be submitted to the Office of Cable ~~Communications~~ and Community Relations at the time of filing. Checks must be made payable to the City of Torrance. The full amount is non-refundable.

B. USER DISSATISFACTION
If at any time a User is dissatisfied with the quality of service received from staff, the User should make a reasonable attempt to resolve the concern with that staff member. If that User is not able to reach an equitable resolution in accordance with Operating Policy and Procedures, the User should appeal to that staff person's supervisor and then to the ~~Administrator~~Manager. If not satisfied at the administrative level, the User may appeal to the Cable Television Advisory Board.

C. ADMINISTRATIVE DECISION
Users may appeal administrative decisions to the Board by submitting the appeal in writing within thirty (30) calendar days (of the decision) to the Office of Cable and Community Relations~~Communications~~.

D. CTAB DECISION
Users may also appeal Board decisions to the Public Access Foundation by submitting the appeal in writing within thirty (30) calendar days (of the last decision) to the Office of the City Clerk.

Formatted: Font: Not Bold

SECTION XI

Formatted: Font: Bold

XI. PUBLIC RECORDS

Request for use and the User list files will be available for public inspection during normal business hours and will be maintained for a period of five (5) years from the date submitted.

A. REQUEST FOR USE
~~TCTV~~TCtv will keep a public file at its facility of the requests it receives for the use of ~~TCTV~~TCtv including the names, addresses and phone numbers of those making such request.

B. USER LIST
~~TCTV~~TCtv will keep a public file of all Users at its facility. That list will only include the USER names and their certification status.

###

~~TCTVTCtv~~ EXHIBIT A

Torrance Community Television

STATEMENT OF COMPLIANCE - FORM

Date/Time Stamp

A. I have received, read, and am thoroughly familiar with the contents of the Torrance Community Television (TCtv) Operating Policies and Procedures. I understand that the Foundation reserves the right to suspend or revoke the privilege of any User to utilize TCtv if that User is in violation of any of these rules.

B. I will thoroughly familiarize myself with the content of any program material to be taped and/or cablecast and agree that it will not contain:
1. Obscene (California Penal Code, Sec. 311) or indecent material (FCC vs. Pacifica Foundation, 438 U.S. 726)
2. Any lottery, or any advertisement or information concerning any lottery;
3. Any commercial advertising or promotional material concerning products or services presented for the purpose of any solicitation of money or other things of value, unless specifically exempted under the terms of this agreement;
4. Any material which constitutes libel, slander, invasion of privacy, or publicity rights, unfair competition, violation of trademark or copyright, or which violate any local, state, or federal law.

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

D. I have obtained, or will obtain before cablecasting, all approvals, clearances, licenses, etc., for the use of any program which I request for cablecast, including but not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers representatives and any other approvals that may be necessary to transmit program material over the cable system. I understand that I may be required to submit proof of said documents.

E. I agree to defend, indemnify and hold harmless the Foundation, the City of Torrance and its employees and agents, and State Franchised Operators and its employees and agents against any claims arising out of any use of the program material that is being cablecast or any breach of this Statement of Compliance, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws and unauthorized use of copyrighted material. I understand that I may be criminally or civilly liable for performing or producing such material, which is cablecast.

F. I agree to assume all liability for my activities at the Torrance Community Television Center facilities, including but not limited to, use of equipment, injury to self and/or other persons.

G. I agree that I shall not represent myself or any other person involved in TCtv cablecasting or production as an employee, representative or agent of the Foundation, the City or State Franchised Operators.

H. I agree to pay the costs of any repair or replacement of equipment or materials resulting from damage, misuse, or theft while such equipment or materials are in my possession or control. I understand the penalties that apply if I do not return equipment or materials on time, or if I allow someone not authorized by TCtv to use the equipment or materials.

I. I agree that I shall not use TCtv for any personal gain or other commercial purpose. I understand that programming produced with TCtv equipment or facilities must appear on TCtv.

J. I hereby grant my permission to TCtv to play without restriction any and all videotapes that I submit for cablecasting. I may revoke this authorization only by giving written notice thereof to the Foundation via the Office of Cable and Community Relations.

K. I understand that false or misleading statements made in this statement are grounds for forfeiture of the right to use the TCtv.

I am ____ am not ____ a resident of the City of Torrance.

Name: Emailemail

Address City Zip Code

Home Telephone Work Telephone

California Drivers License Number Social Security Number

Signature of User: Date

NON-PROFIT INSTITUTION / ORGANIZATION

Name of Institution or Organization

Address City Zip Code Telephone

Official Agent (Executive Director, President, Dept. Head) Title

Signature of Agent: Date

Formatted ... [25]
Formatted: Font: 13 pt
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Indent: Left: 0", Outline numbered + Level: 2 + Numbering Style: A, B, C, … + Start at: 1 + Alignment: Left + Aligned at: 0.2" + Indent at: 0.4"
Formatted: Font: Not Bold
Formatted ... [26]
Formatted ... [27]
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted ... [28]
Formatted: Font: Not Bold
Formatted ... [29]
Formatted: Font: Not Bold
Formatted ... [30]
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted ... [31]
Formatted: Font: Not Bold
Formatted ... [32]
Formatted: Font: Not Bold
Formatted ... [33]
Formatted: Font: Not Bold
Formatted ... [34]
Formatted: Font: Not Bold
Formatted ... [35]
Formatted: Font: Not Bold
Formatted ... [36]
Formatted: Font: Not Bold
Formatted: Font: 7 pt
Formatted ... [37]
Formatted: Font: 9 pt
Formatted: Font: 7 pt
Formatted ... [38]
Formatted ... [39]
Formatted ... [40]
Formatted: Font: 7 pt, Not Bold
Formatted: Font: 7 pt
Formatted: Font: 9 pt
Formatted: Font: 7 pt
Formatted ... [41]
Formatted: Font: 9 pt
Formatted: Font: 7 pt
Formatted ... [42]

(a) STATEMENT OF COMPLIANCE

A. I have received, read, and I am thoroughly familiar with the contents of the Torrance Community Television (TCTV) Operating Policies and Procedures. I understand that the Foundation reserves the right to suspend or revoke the privilege of any User to utilize TCTV if that User is in violation of any of these rules.

B. I will thoroughly familiarize myself with the content of any program material to be taped and/or cablecast and agree that it will not contain:
1. Obscene (California Penal Code, Sec. 311)or indecent material (FCC vs. Pacifica Foundation, 438 U.S. 726)
2. Any lottery, or any advertisement or information concerning any lottery;
3. Any commercial advertising or promotional material concerning products or services presented for the purpose of any solicitation of money or other things of value, unless specifically exempted under the terms of this agreement,
4. Political endorsements of candidates or issues during electoral campaigns;
5. Any material which constitutes libel, slander, invasion of privacy, or publicity rights, unfair competition, violation of trademark or copyright or which violate any local, state, or federal law.

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

D. I have obtained, or will obtain before cablecasting, all approvals, clearances, licenses, etc., for the use of any program which I request for cablecast, including but not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers representatives and any other approvals that may be necessary to transmit program material over the cable system. I understand that I may be required to submit proof of said documents.

E. I agree to defend, indemnify and hold harmless the Foundation, the City of Torrance and its employees and agents, and Torrance Time Warner Communications, Inc. and its employees and agents against any claims arising out of any use of the program material that is being cablecast or any breach of this Statement of Compliance, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non compliance with applicable laws and unauthorized use of copyrighted material. I understand that I may be criminally or civilly liable for performing or producing such material which is cablecast.

F. I agree to assume all liability for my activities at the Torrance Community Television Center facilities, including but not limited to, use of equipment, injury to self and/or other persons.

G. I agree that I shall not represent myself or any other person involved in TCTV cablecasting or production as an employee, representative or agent of the Foundation, the City or Time Warner Communications.

H. I agree to pay the costs of any repair or replacement of equipment or materials resulting from damage, misuse, or theft while such equipment or materials are in my possession or control. I understand the penalties that apply if I do not return equipment or materials on time, or if I allow someone not authorized by TCTV to use the equipment or materials.

I. I agree that I shall not use TCTV for any personal gain or other commercial purpose. I understand that programming produced with TCTV equipment or facilities must appear on TCTV.

J. I hereby grant my permission to TCTV to play without restriction any and all videotapes that I submit for cablecasting. I may revoke this authorization only by giving written notice thereof to the Foundation via the Office of Cable Communications.

K. I understand that false or misleading statements made in this statement are grounds for forfeiture of the right to use the TCTV.

PLEASE PRINT CLEARLY PLEASE PRINT CLEARLY

I am ___ am not ___ a resident of the City of Torrance.

Name: _____ Email: _____

Address _____ City _____ Zip Code _____

Home Telephone _____ Work Telephone _____

California Drivers License Number _____ Social Security Number _____

Signature of User: _____ Date ____/____/____

NON-PROFIT INSTITUTION / ORGANIZATION

Name of Institution or Organization _____

Address _____ City _____ Zip Code _____

Official Agent (Executive Director, President, Dept. Head) _____ Title _____

Telephone _____

Signature of Agent: _____ Date ____/____/____

Formatted: Bullets and Numbering
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold

C:\MSOFFICE\WINWORD\TCTV\SOC 101797

WHITE- USER FILE BLUE- STATEMENT FILE YELLOW- USER

~~TCTV~~TCtv

Torrance Community Television

NON-RESIDENT AUTHORIZATION - ~~FORM~~

~~FORM~~

TORRANCE COMMUNITY TELEVISION

EXHIBIT B

Date/Time Stamp

Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Left
Formatted: Font: 13 pt
Formatted: Heading 1, Line spacing: single
Formatted: Font: Not Bold

Institution or Organization

Formatted: Font: Not Bold

Name _____ Telephone _____

Address _____ www.~~Web~~ _____

Formatted: No underline

City _____ State _____ Zip Code _____

Representative

Formatted: Font: Not Bold

User _____ ~~Email~~email _____

Home Telephone _____ Work Telephone _____

Address _____

City _____ State _____ Zip Code _____

Authorized Agent of Institution or Organization

Formatted: Font: Not Bold

The individual Non-resident named above as User has been authorized to produce and/or to request cablecasting for the following program(s) on ~~TCTV~~TCtv:

1_____ 2_____

3_____ 4_____

Name _____ Title _____ Work Phone _____

_____ ___/___/___

Signature of Agent	Date

_____ ___/___/___

Signature of User Date

WHITE- USER FILE BLUE- STATEMENT FILE YELLOW- USER

Formatted: Tab stops: 7.5", Right + Not at 7.69"

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Tab stops: 7.5", Right

Formatted: Tab stops: 7.5", Right + Not at 7.69"

~~TCTVTCtv~~

Torrance Community Television

PARENTAL CONSENT - FORM

EXHIBIT C

Date/Time Stamp

~~Torrance Community Television~~
~~PARENTAL CONSENT FORM~~

I hereby affirm that I am a resident of the City Torrance and the parent and/or legal guardian of _____, who is under 18 years of age and who resides at _____.

I hereby assume all liability for his/her activities at the Torrance Community Television Center (~~TCTVTCtv~~) facilities, including but not limited to his/her use of ~~TCTVTCtv~~ equipment, the content of any programming produced or submitted for cablecast, injury to self and/or other persons.

I have read and understand the ~~TCTVTCtv~~ operating rules, and I agree and understand that my son, daughter, or ward will be operating various kinds of television production equipment and will be expected to conform to all requirements that are in effect for adult Certified ~~Users~~ Producers of the ~~TCTVTCtv~~ equipment and facilities.

I agree to defend, indemnify and hold harmless the Foundation and the City of Torrance and its employees and agents, and the cable operator franchised by the ~~City of Torrance~~State of California and its employees and agents against any claims arising out of any use of the program material that is being cablecast or any breach of this Parental Consent form, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws and unauthorized use of copyrighted material. I understand that I may be criminally or civilly liable for performing or producing such material, which is cablecast. I agree that I shall not represent myself or any other person involved in ~~TCTVTCtv~~ cablecasting or production as an employee, representative or agent of the Foundation, the City of Torrance or the cable operator ~~franchised by the City of Torrance~~franchised by the State of California.

I understand that this consent and the representations made herein may only be revoked by my written notice to ~~TCTVTCtv~~.

_____
Name of Parent/Guardian

_____
Address

Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: 13 pt
Formatted: Heading 1, Right: 0.03", Line spacing: single
Formatted: Font: Not Bold
Formatted: Indent: Left: 0.5"
Formatted: Font: 10 pt
Formatted: Font: 10 pt
Formatted: Font: 10 pt
Formatted: Font: 11 pt
Formatted: Font: 10 pt

City State Zip Code

Signature of Parent/Guardian Date

WHITE - USER FILE BLUE - STATEMENT FILE YELLOW - USER

Formatted: Font: 11 pt

Formatted: Font: 10 pt

Formatted: Tab stops: 7.5", Right + Not at 6"

Formatted: Font: 10 pt

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

TCTV EXHIBIT D

Torrance Community Television
VOLUNTEER CREW LIST APPLICATION

I hereby give permission to TCTV to provide the below information to other Users for the purpose of voluntary services on community television productions.

User Email

B.Home Telephone Work Telephone

I am willing to assist others in the following areas:

a) PRE PRODUCTION/PERFORMANCE

0 Producing 0 Scripting 0 Talent 0 Narration

2. FIELD PRODUCTION

0 Camera 0 Audio/VCR 0 Lighting 0 Editing
0 Production Assistant

3. STUDIO PRODUCTION

0 Camera 0 Lighting 0 Switch 0 Set Construction
0 VCR 0 Audio 0 Character Generator 0 Set Design
0 Floor Manager 0 Director 0 Technical Director
a. Other

DATE AND TIME AVAILABLE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

I've taken workshops because:
18. I have video equipment and want to know how to use it better
19. I have an idea for a video project
20. I'd like to produce a video project
21. I'd like to help others on video projects
22. I'd like a job in the television industry
23. General interests
24. Other

Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Font: Wingdings 2
Formatted: Bullets and Numbering
Formatted: Font: Not Bold
Formatted: Bullets and Numbering
Formatted: Tab stops: 7.44", Right

TCtv EXHIBIT DC

Torrance Community Television

VOLUNTEER CREW LIST APPLICATION FORM

TCtv
TORRANCE COMMUNITY TELEVISION

Date/Time Stamp

I hereby give permission to TCtv to provide the below information to other Users for the purpose of voluntary services on community television productions.

User ~~Email~~email

Home Telephone Work Telephone

I am willing to assist others in the following areas:

PRE PRODUCTION/PERFORMANCE

❑ Producing ❑ Scripting ❑ Talent ❑ Narration

FIELD & POST PRODUCTION

❑ Camera ❑ Audio ❑ Lighting ❑ Editing
❑ Production Assistant

STUDIO PRODUCTION

❑ Camera ❑ Lighting ❑ Switcher ❑ Set Construction
❑ Audio ❑ Character Generator ❑ Set Design ❑ Floor Manager
❑ Director ❑ Technical Director
Other

DATE AND TIME AVAILABLE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

I've taken workshops because:
❑ I have video equipment and want to know how to use it better
❑ I have an idea for a video project
❑ I'd like to produce a video project
❑ I'd like to help others on video projects
❑ I'd like a job in the television industry
❑ General interests
❑ Other

Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Bold
Formatted: Border: Top: (No border), Bottom: (No border), Left: (No border), Right: (No border)
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: 11 pt
Formatted: Centered
Formatted: Font: 11 pt
Formatted: Font: 11 pt, Not Bold
Formatted: Font: 11 pt
Formatted: Font: 11 pt, Not Bold
Formatted: Font: 11 pt
Formatted: Font: 11 pt
Formatted: Font: 11 pt, Not Bold
Formatted: Font: 11 pt
Formatted: Font: 11 pt, Not Bold
Formatted: Font: 11 pt
Formatted: Font: 11 pt, Not Bold
Formatted: Font: 10 pt, Not Bold
Formatted Table
Formatted: Font: 11 pt, Not Bold

~~TCTVTCtv~~ EXHIBIT E

Torrance Community Television

MEDIA TECHNICAL STANDARDS

TORRANCE COMMUNITY TELEVISION

~~Torrance Community Television~~

~~**Media Technical Standards**~~

A. Active video should be between 7.5 and 100 IRE.

B. Chrominance must not exceed 80%.

C. Sync and blanking portions of the video should be R.S. 170 standard.

D. Playback leader requirements must be as follows:

1. Twenty (20) seconds black;
2. Slate: title of program, length, User, date edited;
3. Ten (10) seconds of black;
4. Program material;
5. Sixty (60) seconds black following end of program.
6. All audio must be provided in stereo.

E. Media must be of good quality, with no damage or excessive dropouts (no more than 5 per minute).

F. Media must be properly labeled:

1. Program title;
2. Program length - 00:00 (minutes and seconds);
3. Name of User, owner, institution or organization;
4. Production date.

G. Media not meeting the above standards will be rejected.

Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: 13 pt
Formatted: Left
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Centered
Formatted: Left, Indent: Left: 0", Hanging: 0.5", Line spacing: At least 12 pt, Outline numbered + Level: 1 + Numbering Style: A, B, C, … + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0"
Formatted: Left
Formatted: Left, Indent: Left: 0", Hanging: 0.5", Line spacing: At least 12 pt, Outline numbered + Level: 1 + Numbering Style: A, B, C, … + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0"
Formatted: Left
Formatted … [43]
Formatted: Left
Formatted … [44]
Formatted: Left
Formatted … [45]
Formatted: Left, Indent: Left: 0.5"
Formatted … [46]
Formatted: Left, Indent: Left: 0.5"
Formatted … [47]
Formatted: Left, Indent: Left: 0.5"
Formatted … [48]
Formatted: Left, Indent: Left: 0.5"
Formatted … [49]
Formatted: Left, Indent: Left: 0.5"
Formatted … [50]
Formatted: Left
Formatted … [51]
Formatted: Left
Formatted … [52]
Formatted: Left
Formatted … [53]
Formatted: Left, Indent: Left: 0.5"
Formatted … [54]
Formatted: Left, Indent: Left: 0.5"
Formatted … [55]
Formatted: Left, Indent: Left: 0.5"
Formatted … [56]
Formatted: Left
Formatted … [57]
Formatted: Indent: Left: 0.5"
Formatted … [58]

~~Torrance Community Television~~
~~C.VIDEOTAPE TECHNICAL STANDARDS~~

~~A. All tapes must be 3/4" U-Matic cassettes.~~

~~B. Active video should be between 7.5 and 100 IRE.~~

~~C. Chrominance must not exceed 80%.~~

~~D. Sync and blanking portions of the video should be R.S. 170 standard.~~

~~E. Playback leader requirements must be as follows:~~

~~1. Thirty (30) seconds sync black;~~

~~2. Sixty (60) seconds color bars and tone;~~

~~3. Slate: title of program, length, User, date edited;~~

~~4. Ten (10) seconds of black;~~

~~5. Program material;~~

~~6. Sixty (60) seconds sync black following end of program.~~

~~7. All audio on channel #2 (the right channel); NO signal of any kind on channel #1 (the left channel), which is used as the cueing channel.~~

~~F. Tape must be of good quality, with no damage or excessive dropouts (no more than 5 per minute).~~

~~G. Tape must be properly labeled:~~

~~1. Program title;~~

~~2. Program length – 00:00 (minutes and seconds);~~

~~3. Name of User, owner, institution or organization;~~

~~4. Production date.~~

~~H. Tapes not meeting the above standards will be rejected.~~

Formatted: Indent: Left: 1"
Formatted: Indent: Left: 0.5"
Formatted: Indent: Left: 1"
Formatted: Indent: Left: 0.5"
Formatted: Indent: Left: 1"
Formatted: Indent: Left: 0.5"
Formatted: Indent: Left: 1"
Formatted: Indent: Left: 0.5"
Formatted: Indent: Left: 1"
Formatted: Indent: Left: 0.5"
Formatted: Indent: Left: 1.5"
Formatted: Indent: Left: 0.5"
Formatted: Indent: Left: 1.5"
Formatted: Indent: Left: 0.5"
Formatted: Indent: Left: 1.5"
Formatted: Indent: Left: 0.5"
Formatted: Indent: Left: 1.5"
Formatted: Indent: Left: 0.5"
Formatted: Indent: Left: 1.5"
Formatted: Indent: Left: 0.5"
Formatted: Indent: Left: 1.5"
Formatted: Indent: Left: 0.5"
Formatted: Indent: Left: 1"
Formatted: Indent: Left: 0.5"
Formatted: Indent: Left: 1"
Formatted: Indent: Left: 0.5"
Formatted: Indent: Left: 1.5"
Formatted: Indent: Left: 0.5"
Formatted: Indent: Left: 1.5"
Formatted: Indent: Left: 0.5"
Formatted: Indent: Left: 1.5"
Formatted: Indent: Left: 0.5"
Formatted: Indent: Left: 1"
Formatted: Indent: Left: 0.5"

TCTVTCtv EXHIBIT F

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Torrance Community Television FIELD EQUIPMENT CHECK-OUT FORM

Formatted: Font: Not Bold

Formatted: Bullets and Numbering

Formatted: Font: Not Bold

a.) P L E A S E P R I N T

Producer:

Address:

Home Phone:

Pick-up: / / A.M./P.M.

Return: / / A.M./P.M.

2. OFFICE USE ONLY

Checked out by: / / : A.M./P.M.

Checked in by: / / : A.M./P.M.

D.NOTES

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

	QTY.	EQUIPMENT	ACCESSORIES	KIT COLOR	SERIAL NO.	PRODUCER INITIALS
VIDEO		SVHS Camcorder	Viewfinder Case Manual AC Adapter	R G B		
		Batteries	Charge Clip	R G B		
		3/4" Field VCR	4800	R G B		
		VHS Field VCR		R G B		
		AC Adapter	CMA-8 300C 40U	R G B		
		Batteries	Sony JVC			
		Cables	Multipin Adapter			
		Tripod Bogen	Mt. Screw Handle Plate Handle Mt.	R G B		
		Auto Dolly		R G B		
AUDIO		Omni EV-635	Case Windscreen			
		Cardioid RE-11	Case Windscreen			
		Lavaliere ECM-55	Case Clip Windscreen Battery			
		Shotgun Mic.	Case Clip Windscreen Battery			
		Headphone		R G B		
		XLR to Phone	Adapter Cable S M L			
		XLR to Mini	Adapter Cable S M L			
		XLR to XLR	Adapter Cable S M L			
		Mic. Stand	Adapter Cable S M L			
		Portable Mixer				
		Boompole				
MISC.		Field Monitor	Battery Power Cord	R G B		
		BNC to BNC	UHF Adapter			
		Light Kit	3 Stands 3 AC Cords Gel Frame Umbrella	R G B		
		Gel Pack	Colors:			
		Diffusion	Toughspun Frost			
		AC Cords	Single 4-Way Strip			
		Equipment Sack		R G B		
		Handtruck		R G B		
		Sandbag				
		Adapter	Type:			
		Blank Tape	VHS			
		Blank Tape	SVHS			
		Blank Tape	3/4"			

Formatted: Font: Not Bold

Torrance Community Television Date/Time Stamp

FIELD EQUIPMENT CHECK-OUT FORM

Formatted: Font: 13 pt

Formatted: Font: 13 pt, Bold

P L E A S E P R I N T

Producer:

Program:

Address:

Home Phone:

OFFICE USE ONLY

Checked-out by: / / A.M./P.M.

Checked-in by: / / A.M./P.M.

TIME OUT: TIME IN:

Pick-up: / / A.M. /P.M.

Return: / / A.M./P.M.

	QTY.	EQUIPMENT	ACCESSORIES	UNIT NUMBER	PRODUCER INITIALS	CHECK IN INITIALS
VIDEO		DVX 100 Camera 1	Batteries Qty 2			
		DVX 100 Camera 2	Batteries Qty 2			
		DVX 100 Camera 3	Batteries Qty 2			
		DVX 100 Camera 4	Batteries Qty 2			
		Charger		1 2 3 4		
		Libec Tripod	Plate Handle	1 2 3 4		
AUDIO		Shure SM-58	Bag	1 2 3 4		
		Shotgun Mic	Case Windscreen	1 2		
		Lavalier Mic	Case Windscreen Battery	1 2		
		Headphone				
		XLR to XLR	Adapter Cable S M L			
		XLR to Phono	Adapter Cable S M L			
		Boom Pole	Windscreen Mic Saddle			
MISC.		Field Monitor	AC Cord			
		Light Kit	3 Stands 3 AC Cords 1 Gel Frames Umbrella	1 2 3 4		
		Equipment Sack				
		Cables	BNC to BNC	Feet:		
			BNC to RCA	Feet		
		Connectors	BNC to BNC			
			RCA to BNC			
		Magna CartSand Bags		1 2 3 4		

NOTES

I agree to pay any and all repair or replacement costs for equipment or materials that are damaged, misused, lost, or stolen while such equipment or materials are in my possession or control. I also understand that these penalties will apply if I do not return equipment or materials by said due date, or if I allow someone not authorized by TCtv to use said equipment or materials.

/ /

Signature of Certified Producer Date California Drivers License No.~~I agree to pay any and all repair or replacement costs for equipment or materials that are damaged, misused, lost, or stolen while such equipment or materials are in my possession or control. I also understand that these penalties will apply if I do not return equipment or materials by said due date, or if I allow someone not authorized by TCTV to use said equipment or materials.~~

/ /

Formatted Table

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Arial, Not Bold

Formatted: Font: Not Bold

Formatted: Left

Formatted: Font: 8 pt, Not Bold

Formatted: Font: 8 pt

Formatted: Font: 8 pt, Not Bold

Formatted: Font: Not Bold

Formatted Table

Formatted: Tab stops: 0.96", Left + Not at 0.99"

Formatted: Tab stops: 0.95", Left + Not at 1.05"

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Tab stops: 7.5", Right + Not at 7.75" + 7.81"

Formatted: Font: 9 pt

Formatted: Indent: Left: -0.06", Tab stops: 4.25", Left + 7.5", Right + 7.75", Right + Not at 7.81"

Formatted: Indent: Left: -0.06", Tab stops: 4.25", Left + 7.5", Right + Not at 7.81"

Formatted: Indent: Left: -0.06", Tab stops: 7.5", Right + Not at 7.81"

~~Signature of Certified Producer~~ ~~Date~~ ~~California Drivers License No.~~

Formatted: Font: 9 pt

Formatted: Indent: Left: -0.06"

Formatted: Font: 9 pt, Not Bold

Formatted: Indent: Left: -0.06", Tab stops: 4.25", Left

Formatted: Font: Not Bold

~~TCTV~~TCtv

EXHIBIT G

Torrance Community Television

PROGRAM PROPOSAL - FORM

(Program proposal form must be submitted prior to equipment/facility reservation)

Date/Time Stamp

Formatted: Font: 13 pt, Bold

Organization (if applicable): Date: / /

~~TCTV~~TCtv Producer:

~~Email~~email:

TCtv Co-Producer:

~~Email~~email:

Producer Address City State Zip Code

( ) ( ) ( )

Home Telephone Work Telephone Organization Telephone

Equipment:

Formatted: Font: Not Bold

Formatted: Font: 10 pt

Field: ☐ Public Access Foundation ☐ Personal

Post Equipment: ☐ Public Access Foundation ☐ Personal

Studio: ☐ Public Access Foundation

Program Title:

Formatted: Font: 10 pt

Formatted: Font: 10 pt

Formatted: Font: 10 pt

Description of Program:

Formatted: Font: 10 pt

Formatted: Font: 10 pt

Formatted: Font: 10 pt

Intended Audience/Purpose of program:

Formatted: Font: 10 pt

Formatted: Font: 10 pt

Location of Recording:

Start Date: / / Completion Date: / /

/ /

Signature of Producer Date

OFFICE USE ONLY

Formatted: Font: Not Bold

Comments:

Reviewed by: _____

Torrance Community Television

E.PROGRAM PROPOSAL FORM

(Program proposal form must be submitted prior to equipment/facility reservation)

Formatted: Bullets and Numbering

TCTV Producer: _____ Email: _____

_____

Address City State Zip Code

_____

Name of Organization (if applicable)

_____ _____

Home Telephone Work Telephone

Type of Production: ❑ Remote (single camera) ❑ Remote (multi-camera)
❑ Other (specify): _____

Equipment

Formatted: Font: Not Bold

Field: ❑ Public Access Foundation ❑ Personal
Post Equipment: ❑ Public Access Foundation ❑ Personal
Studio ❑ Public Access Foundation

Program Title: _____

Description of Program: _____

_____

_____

Intended Audience/Purpose of program: _____

_____

Location of Taping: _____

Date(s) of Production: _____

_____ ___/___/___

Signature of Producer Date

OFFICE USE ONLY

Formatted: Font: Not Bold

Comments: _____

_____

Reviewed by: _____

WHITE- USER FILE BLUE- STATEMENT FILE YELLOW- USER

EXHIBIT H

TCTVTCtv

Torrance Community Television

Date/Time Stamp

P L E A S E P R I N T

Producer:

Phone Number:

E-Mail Address:

Program Name:

OFFICE USE ONLY

Checked-out by: / / A.M./P.M. Shoot: / / /

Checked-in by: / / A.M./P.M. Reservation: A.M./P.M.

STUDIO EQUIPMENT CHECK-OUT FORM

	EQUIPMENT	AMOUNT AVAILABLE	AMOUNT REQUESTED	PRODUCER INITIALS	CHECK-IN INITIALS
AUDIO	Lavaliere Microphone	5			
	Shotgun Mic (Available only if not in use)	2			
	Shure SM-58 (Available only if not in use)	5			
	EV 635A	2			
	EV 647	2			
	Microphone Stand	4			
	Mic Cable 50 foot	2			
	Mic Cable 20 foot	8			
	Direct Boxes	2			
	Teac M216 16 channel mixer	1			
	Shure M267 Portable mixer	1			
MISC	~~JibGreen Screen w/stand~~	1			
	Green Screen w/stand~~Sand Bags~~ (blue)	16			
	Sand Bags (blue)~~Sand Bags~~ (orange)	~~84~~			
	Sand Bags (orange)~~Vacuum Cleaner~~	~~41~~			
	Vacuum Cleaner	1			
	Teleprompter	Yes No			
	TOOLS				
	Power Drill	1			
	Hammer	1			
NOTES					

I agree to pay any and all repair or replacement costs for equipment or materials that are damaged, misused, lost, or stolen while such equipment or materials are in my possession or control. I also understand that these penalties will apply if I allow someone not authorized by ~~TCTVTCtv~~ to use said equipment or materials.

/ /

Signature of Certified Producer Date California Drivers License No. ~~Terrance Community Television~~

Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted Table
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: 13 pt
Formatted: Font: 13 pt, Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Arial
Formatted: Line spacing: single, Tab stops: 3", Left + 4.25", Left + 6.5", Left + 7.5", Right
Formatted: Font: 6 pt

STUDIO TIME REQUEST FORM

Certified Producer-in-Charge ____ Date ____/____/____ Phone Number

Cable Operator Representative ____ Date ____/____/____

Program Title ____ Production Number

Shoot Date* ____/____/____ Time ____:____

Note: (*) THIS FORM IS NOT FOR STUDIO SCHEDULING PURPOSES. Studio reservations can be made in the studio scheduling book with front desk personnel; or by phone. Studio reservations must be made at least three (3) weeks in advance.

TO CONFIRM RESERVATIONS, please submit this form (fully completed) within six (6) days after scheduling. Special equipment request must be confirmed with TCTV one week in advance to insure availability.

EQUIPMENT NEEDED

FOR ALL USERS

STANDARD EQUIPMENT	AMOUNT AVAILABLE**	AMOUNT REQUESTED
Lavaliere microphone	4	
EV 635A Omni. mic.	2	
EV cardiod mic.	2	
Microphone stand	4	
Audio cable	8	
A/C cable	2	

1.	DESCRIPTION REQUIRED
Stage/risers	
Furniture/chairs	

FOR TCTV CERTIFIED USERS ONLY

SPECIAL EQUIPMENT	AMOUNT AVAILABLE**	AMOUNT REQUESTED
Portable audio mixer	1	

	DESCRIPTION REQUIRED
Lighting gels	
Light diffusion/scrim	
Filters	
Teleprompter (circle)	Yes No
Other	

(**) Upon verification

Signature of Producer ____ Date ____/____/____

WHITE - USER FILE BLUE - STATEMENT FILE YELLOW - USER

Formatted: Indent: Left: 0.5", Tab stops: 4.25", Left + 7.5", Right
Formatted: Font: (Default) Arial
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Bullets and Numbering
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold

TCTVTCtv

EXHIBIT I

Torrance Community Television
F.VOLUNTEER CREW LIST

TCTV Producer: _____ Email: _____

_____

Address City State Zip Code

_____

Name of Organization (if applicable)

_____ _____

Home Telephone Work Telephone

_____ __/__/__ __:__

Program Title Shoot Date* Time

PRINT THE NAMES OF ALL PERSONS ASSISTING YOU IN YOUR CERTIFIED TCTV PRODUCTION

	VOLUNTEER	ROLE
A.		
B.		
C.		
D.		
E.		
F.		
G.		
H.		
I.		
J.		
K.		
L.		
M.		
N.		
O.		

Torrance Community Television

Formatted: Font: Not Bold

Formatted: Font: (Default) Arial

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Font: (Default) Arial

VOLUNTEER CREW LIST - FORM

Date/Time Stamp

TCtv
TORRANCE COMMUNITY TELEVISION

To be completed by the Producer at the time of production and submitted to TCtv.

TCtv Producer: _____

~~Email~~email: _____

Address City State Zip Code

Name of Organization (if applicable)

Home Telephone Work Telephone

Program Title Shoot Date* / / Time :

PRINT THE NAMES OF ALL PERSONS ASSISTING YOU IN YOUR CERTIFIED TCtv PRODUCTION

	VOLUNTEER	ROLE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

TCtv Producer Signature Date / /

Formatted: Font: 13 pt, Bold
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial, Not Bold
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial, Not Bold
Formatted Table
Formatted: Font: (Default) Arial, 10 pt
Formatted ... [59]
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial, 10 pt
Formatted ... [60]
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial, 10 pt
Formatted: Font: (Default) Arial
Formatted ... [61]
Formatted: Font: (Default) Arial, 10 pt
Formatted ... [62]
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial, 10 pt
Formatted ... [63]
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial, 10 pt
Formatted ... [64]
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial, 10 pt
Formatted ... [65]
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial, 10 pt
Formatted ... [66]
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial, 10 pt
Formatted ... [67]
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial, 10 pt
Formatted ... [68]
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial, 10 pt
Formatted ... [69]
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial, 10 pt
Formatted ... [70]
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial, 10 pt
Formatted ... [71]
Formatted: Font: (Default) Arial

~~TCTVTCtv~~ EXHIBIT J

Torrance Community Television

REQUEST FOR TOUR - FORM

~~REQUEST FOR EDITING TIME~~

Date/Time Stamp

TCtv
TORRANCE COMMUNITY TELEVISION

Tours of TCtv facilities may be requested by clubs, institutions or organizations. Requests for tours should be made a minimum of two (2) weeks in advance. Tours will not be conducted without prior notification.

Tours will be conducted during the hours of 9:00 a.m. to 3:00 p.m. on weekdays and will be approximately 45 minutes in duration. Special arrangements for weekday evening tours may be requested by contacting TCtv by telephone or in writing.

For safety reasons, tours will be limited to thirty (30) persons. One adult is required for every 10 children. Adult members of the tour group will be responsible to supervise minors.

TCtv may temporarily discontinue the scheduling of tours as necessary depending on the level of use of the studio for program production.

Person Requesting: ~~Email~~email:

Organization:

Address:

Phone: ( ) Fax: ( )

Person Attending: ~~Email~~email:

Phone: ( ) Website: ~~—~~www.

No. Minors: No. Adults: Special Needs:

Date/Time Requested

1st Choice: / / : am/pm

2nd Choice: / / : am/pm

3rd Choice: / / : am/pm

EMAIL THIS FORM TO TCtv@TorranceCA.Gov

OFFICE USE ONLY

Coordinator: Date: / /

Manager: Date: / /

~~(You must submit request one week in advance to guarantee reservation)~~

Formatted ... [72]
Formatted ... [73]
Formatted ... [74]
Formatted ... [75]
Formatted ... [123]
Formatted ... [76]
Formatted ... [77]
Formatted ... [78]
Formatted ... [79]
Formatted ... [80]
Formatted ... [81]
Formatted ... [82]
Formatted ... [83]
Formatted ... [84]
Formatted ... [85]
Formatted ... [86]
Formatted ... [87]
Formatted ... [88]
Formatted ... [89]
Formatted ... [90]
Formatted ... [91]
Formatted ... [92]
Formatted ... [93]
Formatted ... [94]
Formatted ... [95]
Formatted ... [96]
Formatted ... [97]
Formatted ... [98]
Formatted ... [99]
Formatted ... [100]
Formatted ... [101]
Formatted ... [102]
Formatted ... [103]
Formatted ... [104]
Formatted ... [105]
Formatted ... [106]
Formatted ... [107]
Formatted ... [108]
Formatted ... [109]
Formatted ... [110]
Formatted ... [111]
Formatted ... [112]
Formatted ... [113]
Formatted ... [114]
Formatted ... [115]
Formatted ... [116]
Formatted ... [117]
Formatted ... [118]
Formatted ... [119]
Formatted ... [120]
Formatted ... [121]
Formatted ... [122]

Certified Producer _____ Home Telephone _____ Work Telephone _____

a. PLEASE CIRCLE TIME AND INDICATE SUITE NEEDED

WEEK 1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
N/A	N/A	3 - 4:45pm 6 - 8 pm 8 - 10:45pm Edit Suite_____	3 - 4:45 pm 6 - 8 pm 8 - 10:45pm Edit Suite_____	3 - 4:45pm 6 - 8 pm 8 - 10:45pm Edit Suite_____	3 - 4:45pm 6 - 8 pm 8 - 10:45pm Edit Suite_____	10 am - 12pm 12 - 2 pm 2 - 4 pm 4 - 5:45pm Edit Suite_____

WEEK 2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
N/A	N/A	3 - 4:45pm 6 - 8 pm 8 - 10:45pm Edit Suite_____	3 - 4:45 pm 6 - 8 pm 8 - 10:45pm Edit Suite_____	3 - 4:45pm 6 - 8 pm 8 - 10:45pm Edit Suite_____	3 - 4:45pm 6 - 8 pm 8 - 10:45pm Edit Suite_____	10 am - 12pm 12 - 2 pm 2 - 4 pm 4 - 5:45pm Edit Suite_____

Special equipment request

1. _____ Date __/__/__ 2. _____ Date __/__/__

_____ _____

3. _____ Date __/__/__ 4. _____ Date __/__/__

_____ _____

_____ __/__/__

Signature of Certified User Date

OFFICE USE ONLY

Y or No (Scheduled as Requested) Initials_____

_____ __/__/__

Scheduled with Modifications Date

WHITE - USER FILE BLUE - STUDIO FILE YELLOW - USER

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

~~TCTVTCtv~~ ~~EXHIBIT K~~

~~Torrance Community Television~~
~~REQUEST FOR CHANNEL TIME~~

~~User Name:~~ ~~Organization:~~
~~Address:~~ ~~Home Phone: ( )~~

~~As a TCTV User, I assume full responsibility for the content of all program material cablecast and I will ensure that such program material will not violate any right of any third party. I understand that any program that I submit not produced in this facility (a "bicycled tape") will have my full name and Torrance address, as it is listed above, on the beginning and the end of the program, indicating that I have requested for this show to be aired. I understand that if anyone from the public inquires regarding the content of the program, they will be instructed to contact me directly.~~

~~I understand that as a User, I may be asked to provide proof of Torrance residency. I also understand that the User, not Torrance Community Television, is responsible for the content of this program and that any clearances or licenses required to cablecast the program stated above will be obtained by the individual making the request. I will certify that this program does not contain:~~

~~1.Obscene (California Penal Code, Sec. 311) or indecent material (FCC vs. Pacifica Foundation, 438 U.S. 726);~~
~~2.Any lottery, or any advertisement or information concerning any lottery;~~
~~3.Any commercial advertising or promotional material concerning products or services presented for the purpose of any solicitation of money or other things of value, unless specifically exempted under the terms of this agreement;~~
~~4.Political endorsements of candidates or issues during electoral campaigns;~~
~~5.Any material which constitutes libel, slander, invasion of privacy, or publicity rights, unfair competition, violation of trademark or copyright or which violates any local, state, or federal law.~~

~~I am requesting that the following program be cablecast on the Torrance Community Television (TCTV) for the following two-week period at the time requested.~~

~~This show is a (circle one) TCTV Production Bicycled Production~~
~~Show Title:~~ ~~Program Length: minutes~~
~~Requested Playback Dates: / / through / /~~ ~~Requested Playback Time:~~
~~Single Program or Series (Circle One)~~ ~~If a Series, Indicate Show Number:~~ ~~Audio Tracks Used: Ch1 Ch2 Both~~
~~Show Contains Dated Material. Do Not Air After:~~ ~~Has Program Aired Previously on TCTV? Yes or No~~
~~Program Description (May Be Used In Promotional Materials):~~

Torrance Community Television
REQUEST FOR CHANNEL TIME - FORM

TCtv
TORRANCE COMMUNITY TELEVISION

Date/Time Stamp

User Name: Organization:
Address: City: State: Zip:
~~Emailemail~~ Home Phone ( ) -

As a TCtv User, I assume full responsibility for the content of all program material cablecast and I will ensure that such program material will not violate any right of any third party. I understand that any program that I submit not produced in this facility (a "bicycled" program) will have my full name and Torrance address, as it is listed above, on the beginning and the end of the program, indicating that I have requested for this show to be aired. I understand that if anyone from the public inquires regarding the content of the program, they will be instructed to contact me directly.

I understand that as a User, I may be asked to provide proof of Torrance residency. I also understand that the User, not Torrance Community Television, is responsible for the content of this program and that any clearances or licenses required to cablecast the program stated above will be obtained by the individual making the request. I will certify that this program does not contain:

1. Obscene (California Penal Code, Sec. 311) or indecent material (FCC vs. Pacifica Foundation, 438 U.S. 726);
2. Any lottery, or any advertisement or information concerning any lottery,
3. Any commercial advertising or promotional material concerning products or services presented for the purpose of any solicitation of money or other things of value, unless specifically exempted under the terms of this agreement;
4. Any material which constitutes libel, slander, invasion of privacy, or publicity rights, unfair competition, violation of trademark or copyright or which violates any local, state, or federal law.

I am requesting that the following program be cablecast on the Torrance Community Television (TCtv) for the following two week period at the time requested.

This show is a (Circle One): TCtv Production Recycled Production

Show Title: Program Length:

Requested Playback Date: / / Requested Playback Time: AM - PM

PROGRAM INFORMATION

Single Program Or Series (Circle One)	If A Series, Shows' Episode Number:	Audio Tracks Used: Ch1 Ch 2 Both
Show Contains Dated Material, Do Not Air After: / /	Has Program Aired Previously On TCtv? / /	

Program Description (May Be Used In Promotional Materials):

I have obtained, or will obtain before cablecasting, all approvals, clearances, licenses, etc., for the use of any program which I request for cablecast, including but not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers representatives and any other approvals that may be necessary to transmit program material over the cable system. I understand that I may be required to submit proof of said documents.

I agree to defend, indemnify and hold harmless the Foundation and the City of Torrance and its employees and agents, and Franchised Operators, and its employees and agents against any claims arising out of any use of the program material that is being cablecast or any breach of this Channel Time Request form, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws and unauthorized use of copyrighted material. I understand that I may be criminally or civilly liable for performing or producing such material which is cablecast. I agree that I shall not represent myself or any other person involved in TCtv cablecasting or production as an employee, representative or agent of the Foundation, the City of Torrance, or Franchised Operators.

I hereby grant my permission to TCtv to play without restriction any and all recordings that I submit for cablecasting. I may revoke this authorization only by giving written notice thereof to the Foundation or City of Torrance - Office of Cable and Community Relations.

Signature: Date: / /

~~I have obtained, or will obtain before cablecasting, all approvals, clearances, licenses, etc., for the use of any program which I request for cablecast, including but not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers representatives and any other approvals that may be necessary to transmit program material over the cable system. I understand that I may be required to submit proof of said documents.~~

~~I agree to defend, indemnify and hold harmless the Foundation and the City of Torrance and its employees and agents, and Time Warner Communications, and its employees and agents against any claims arising out of any use of the program material that is being cablecast or any breach of this Channel Time Request form, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws and unauthorized use of copyrighted material. I understand that I may be criminally or civilly liable for performing or producing such material which is cablecast. I agree that I shall not represent myself or any other person involved in TCTV cablecasting or production as an employee, representative or agent of the Foundation, the City of Torrance, or Time Warner Communications.~~
~~I hereby grant my permission to TCTV to play without restriction any and all videotapes that I submit for cablecasting. I may revoke this authorization only by giving written notice thereof to the Foundation or City of Torrance – Office of Cable Communications.~~

~~Signature of Certified User~~ ~~Date~~ / /

~~WHITE- USER FILE~~ ~~BLUE- STUDIO FILE~~ ~~YELLOW- USER~~

~~TCTV~~TCtv EXHIBIT L

Formatted: Bullets and Numbering
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Section start: Continuous

Torrance Community Television

DEPOSIT AND FEE STRUCTURE

TCtv
TORRANCE COMMUNITY TELEVISION

WORKSHOPS

Deposits are consistent with Basic Workshop Schedules

Workshop	~~1993-94~~Deposit
Pre-Production Planning*	$0
Field and Post Production	$35
Studio Production	$50

**Must be enrolled in either of the deposit required workshops*

	~~2002-03~~
~~Pre-Prod~~	~~$0~~
~~Field~~	~~$35~~
~~Studio~~	~~$50~~

ADVANCED WORKSHOPS

Fees are based on ~~four, two-hour~~duration of total hours for workshop ~~sessions~~ per Certified User

	~~1994-95~~	~~1995-96~~	~~1996-97~~	~~1997-98~~	~~1998-99~~	~~1999-00~~	~~2000-01~~	~~2001-02~~	~~2002-03~~
~~Fee~~									
~~8 hours~~									
~~7 Hours~~									
~~6 Hours~~									
~~5 Hours~~									
~~4 Hours~~									
~~3 Hours~~									
~~2 Hours~~									
~~1 Hours~~									
~~1993-94~~									
~~$50~~	~~$55~~	~~$60~~	~~$65~~	~~$70~~	~~$75~~	~~$80~~	~~$85~~	~~$90~~	~~$95~~

	~~2011-12~~2009-10	~~2012-13~~2010-11	~~2013-14~~2011-12	~~2014-15~~2012-13	~~2015-16~~2013-14	~~2017-18~~2014-15	~~2019-20~~2015-16	~~2021-22~~2017-18	~~2022-23~~2019-20	~~2023-24~~2021-22
~~8 hours~~	$ 135.00 ~~$ 125.00~~	$ 140.00 ~~$ 130.00~~	$ 145.00 ~~$ 135.00~~	$ 150.00 ~~$ 140.00~~	$ 155.00 ~~$ 145.00~~	$ 160.00 ~~$ 150.00~~	$ 165.00 ~~$ 155.00~~	$ 170.00 ~~$ 160.00~~	$ 175.00 ~~$ 165.00~~	$ 180.00 ~~$ 170.00~~
~~7 Hours~~	$ 118.13 ~~$ 109.38~~	$ 122.50 ~~$ 113.75~~	$ 126.88 ~~$ 118.13~~	$ 131.25 ~~$ 122.50~~	$ 135.63 ~~$ 126.88~~	$ 140.00 ~~$ 131.25~~	$ 144.38 ~~$ 135.63~~	$ 148.75 ~~$ 140.00~~	$ 153.13 ~~$ 144.38~~	$ 157.50 ~~$ 148.75~~
~~6 Hours~~	$ 101.25 ~~$ 93.75~~	$ 105.00 ~~$ 97.50~~	$ 108.75 ~~$ 101.25~~	$ 112.50 ~~$ 105.00~~	$ 116.25 ~~$ 108.75~~	$ 120.00 ~~$ 112.50~~	$ 123.75 ~~$ 116.25~~	$ 127.50 ~~$ 120.00~~	$ 131.25 ~~$ 123.75~~	$ 135.00 ~~$ 127.50~~
~~5 Hours~~	$ 84.38	$ 87.50	$ 90.63	$ 93.75	$ 96.88	$ 100.00	$ 103.13	$ 106.25	$ 109.38	$ 112.50

Formatted ... [124]
Formatted ... [125]
Formatted ... [126]
Formatted ... [127]
Formatted Table ... [128]
Formatted ... [129]
Formatted ... [130]
Formatted ... [131]
Formatted ... [132]
Formatted ... [133]
Formatted ... [134]
Formatted ... [135]
Formatted Table ... [136]
Formatted ... [137]
Formatted ... [138]
Formatted ... [139]
Formatted ... [140]
Formatted ... [141]
Formatted ... [142]
Formatted ... [143]
Formatted ... [144]
Formatted ... [145]
Formatted ... [146]
Formatted ... [147]
Formatted ... [148]
Formatted ... [149]
Formatted ... [150]
Formatted ... [151]
Formatted ... [152]
Formatted ... [153]
Formatted ... [154]
Formatted ... [155]
Formatted ... [156]
Formatted ... [157]
Formatted ... [158]
Formatted ... [159]
Formatted ... [161]
Formatted ... [162]
Formatted ... [163]
Formatted ... [164]
Formatted ... [165]
Formatted ... [166]
Formatted ... [167]
Formatted ... [160]
Formatted ... [170]
Formatted ... [171]
Formatted ... [172]
Formatted ... [173]
Formatted ... [174]
Formatted ... [175]
Formatted ... [176]
Formatted ... [177]
Formatted ... [168]
Formatted ... [169]
Formatted ... [180]
Formatted ... [181]
Formatted ... [182]
Formatted ... [183]
Formatted ... [184]
Formatted ... [185]

	$ 78.13	$ 81.25	$ 84.38	$ 87.50	$ 90.63	$ 93.75	$ 96.88	$ 100.00	$ 103.13	$ 106.25
4 Hours	$ 67.50 $ 62.50	$ 70.00 $ 65.00	$ 72.50 $ 67.50	$ 75.00 $ 70.00	$ 77.50 $ 72.50	$ 80.00 $ 75.00	$ 82.50 $ 77.50	$ 85.00 $ 80.00	$ 87.50 $ 82.50	$ 90.00 $ 85.00
3 Hours	$ 50.63 $ 46.88	$ 52.50 $ 48.75	$ 54.38 $ 50.63	$ 56.25 $ 52.50	$ 58.13 $ 54.38	$ 60.00 $ 56.25	$ 61.88 $ 58.13	$ 63.75 $ 60.00	$ 65.63 $ 61.88	$ 67.50 $ 63.75
2 Hours	$ 33.75 $ 31.25	$ 35.00 $ 32.50	$ 36.25 $ 33.75	$ 37.50 $ 35.00	$ 38.75 $ 36.25	$ 40.00 $ 37.50	$ 41.25 $ 38.75	$ 42.50 $ 40.00	$ 43.75 $ 41.25	$ 45.00 $ 42.50
1 Hours	$ 16.88 $ 15.63	$ 17.50 $ 16.25	$ 18.13 $ 16.88	$ 18.75 $ 17.50	$ 19.38 $ 18.13	$ 20.00 $ 18.75	$ 20.63 $ 19.38	$ 21.25 $ 20.00	$ 21.88 $ 20.63	$ 22.50 $ 21.25

Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Line spacing: Double
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Line spacing: Double
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Line spacing: Double
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Font: 8 pt
Formatted: Line spacing: Double
Formatted: Font: Not Bold

~~TCTV~~TCtv
Torrance Community Television

ALPHANUMERIC INFORMATION DISPLAY - FORM

EXHIBIT M

Date/Time Stamp

Only persons who have attended the "Orientation Session" or have reviewed "It's Your TV brochure" and completed a "Statement of Compliance" form may submit this form.

PLEASE PRINT

Date: / /

Name of Organization

TCtv User: ~~Email~~email:

Address City State Zip Code

Home Telephone Work Telephone

TCtv is available for information messages on the activities and services of non-profit organizations and institutions.

~~Messages are displayed seven days a week, twenty four hours a day between cablecast of video programming~~Alphanumeric displays are graphics that randomly display during and between scheduled programming seven days-a-week, 24 hours a day.

Send completed forms to: Torrance Community Television
3350 Civic Center Drive, Suite 100
Torrance CA 90503
Attn.: Community Television Coordinator

or FAX to (310) 781-7132

or TCtv@TorranceCA.Gov

Request must be received at least two weeks in advance of event.

/ / / /
Message Start Date Message End Date

MESSAGE:

/ /
Signature Date

OFFICE USE ONLY

Orientation Date: / / Verified By:

Formatted: Font: 7 pt

Torrance Community Television

ALPHANUMERIC INFORMATION DISPLAY FORM

Formatted: Font: Not Bold

Only persons who have attended the "Orientation Session" or have reviewed "It's Your TV brochure" and completed a "Statement of Compliance" form may submit this form.

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

PLEASE PRINT

Name of Organization Date: / /

TCTV User: Email:

Address City State Zip Code

Home Telephone Work Telephone

TCTV is available for information messages on the activities and services of non-profit organizations and institutions.

Formatted: Font: Not Bold

Messages are displayed seven days a week, twenty-four hours a day between cablecast of video programming.

Send completed forms to: Torrance Community Television
3350 Civic Center Drive, Suite 100
Torrance CA 90503
Attn.: Community Television Coordinator

or FAX to (310) 781-7132

or TCTV@tornet.com

Request must be received at least two weeks in advance of event.

/ / Message Start Date / / Message End Date

MESSAGE:

Signature / / Date

OFFICE USE ONLY

Orientation Date: / / Verified By:

WHITE - OA/CtiCABLE BLUE - COORDINATOR/FILE YELLOW - USER

~~TCTV~~ ~~EXHIBIT N~~

~~Torrance Community Television~~

~~USER HISTORY FORM~~

~~User Name~~

	~~Subject~~	~~(a) ate~~	~~Reported by~~
~~1.~~	~~Orientation~~		
~~2.~~	~~It's Your TV Brochure Mailed~~		
~~3.~~	~~It's Your TV Brochure Certified~~		
~~4.~~	~~California Drivers License~~		
~~5.~~	~~Utility Bill~~		
~~6.~~	~~Proof of Non Profit Status~~		
~~7.~~	~~Statement of Compliance Signed~~		
~~8.~~	~~Non Resident Authorization~~		
~~9.~~	~~Parental Consent~~		
~~10.~~	~~Pre-Production Planning Certification~~		
~~11.~~	~~Field & Post-Production Certification~~		
~~12.~~	~~Studio Certification~~		
~~13.~~	~~Refund Field & Post-Production~~		
~~14.~~	~~Refund Studio~~		
~~15.~~	~~Advanced Workshop: Writing~~		
~~16.~~	~~Advanced Workshop: Lighting~~		
~~17.~~	~~Advanced Workshop: Graphics~~		
~~18.~~	~~Advanced Workshop: Post-Production~~		
~~19.~~			
~~20.~~			

Formatted Table

Formatted: Normal, Justified, Right: 0.03", Line spacing: At least 12 pt, Tab stops: 7.5", Right

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

~~21.~~			
~~22.~~			

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

~~TCTV~~ ~~EXHIBIT O~~

~~Torrance Community Television~~

~~USER PROGRAMMING HISTORY FORM~~

~~User Name~~

	~~Bicycled Program Title~~		~~Date~~
~~1.~~			
~~2.~~			
~~3.~~			
~~4.~~			
~~5.~~			
~~6.~~			
~~7.~~			
~~8.~~			
~~9.~~			
~~10.~~			
~~11.~~			
~~12.~~			
~~13.~~			
~~14.~~			
	~~Produced Program Title~~	~~Date Started~~	~~Date Completed~~
~~16.~~			
~~17.~~			
~~18.~~			
~~19.~~			
~~20.~~			
~~21.~~			
~~22.~~			
~~23.~~			
~~24.~~			
~~25.~~			
~~26.~~			
~~27.~~			
~~28.~~			
~~29.~~			
~~30.~~			

Formatted Table
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering

~~TCTV~~ ~~EXHIBIT P~~

~~Torrance Community Television~~

~~NON PROFIT ORGANIZATION MEMBER FORM~~

~~Non Profit Organization Name~~

	~~Individual Name~~	~~Title~~	~~Date~~	~~Reported by~~
~~1.~~				
~~2.~~				
~~3.~~				
~~4.~~				
~~5.~~				
~~6.~~				
~~7.~~				
~~8.~~				
~~9.~~				
~~10.~~				
~~11.~~				
~~12.~~				
~~13.~~				
~~14.~~				
~~15.~~				
~~16.~~				
~~17.~~				
~~18.~~				
~~19.~~				
~~20.~~				
~~21.~~				
~~22.~~				
~~23.~~				
~~24.~~				
~~25.~~				
~~26.~~				
~~27.~~				
~~28.~~				
~~29.~~				

Formatted Table
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering

~~30.~~				

TCtv EXHIBIT N

AMENDMENTS~~TORRANCE~~ COMMUNITY TELEVISION

USER HISTORY - FORM

User Name

	Subject		
1.	Orientation		
2.	It's Your TV Brochure Mailed		
3.	It's Your TV Brochure Certified		
4.	California Drivers License		
5.	Utility Bill		
6.	Proof of ~~Non-Profit~~ Non-Profit Status		
7.	Statement of Compliance Signed		
8.	Non Resident Authorization		
9.	Parental Consent		
10.	Pre-Production Planning Certification		
11.	Field & Post-Production Certification		
12.	Studio Production Certification		
13.	Refund Field & Post-Production		
14.	Refund Studio		
15.	Advanced Workshop: Writing		
16.	Advanced Workshop: Lighting		
17.	Advanced Workshop: Graphics		
18.	Advanced Workshop: Post-Production		
19.			
20.			
21.			
22.			
23.			
24.			

Formatted: Bullets and Numbering ... [208]
Formatted ... [209]
Formatted ... [210]
Formatted ... [211]
Formatted ... [212]
Formatted ... [213]
Formatted ... [214]
Formatted ... [215]
Formatted Table ... [216]
Formatted ... [217]
Formatted ... [218]
Formatted ... [219]
Formatted ... [220]
Formatted ... [221]
Formatted ... [222]
Formatted ... [223]
Formatted ... [224]
Formatted ... [225]
Formatted ... [226]
Formatted ... [227]
Formatted ... [228]
Formatted ... [229]
Formatted ... [230]
Formatted ... [231]
Formatted ... [232]
Formatted ... [233]
Formatted ... [234]
Formatted ... [235]
Formatted ... [236]
Formatted ... [237]
Formatted ... [238]
Formatted ... [239]
Formatted ... [240]
Formatted ... [241]
Formatted ... [242]
Formatted ... [243]
Formatted ... [244]
Formatted ... [245]
Formatted ... [246]
Formatted ... [247]
Formatted ... [248]
Formatted ... [249]
Formatted ... [250]
Formatted ... [251]
Formatted ... [252]
Formatted ... [253]
Formatted ... [254]
Formatted ... [255]
Formatted ... [256]
Formatted ... [257]
Formatted ... [258]
Formatted ... [259]
Formatted ... [260]
Formatted ... [261]
Formatted ... [262]
Formatted ... [263]
Formatted ... [264]
Formatted ... [265]
Formatted ... [266]

TCtv EXHIBIT O

TORRANCE COMMUNITY TELEVISION

USER PROGRAMMING HISTORY — FORM

User Name

	Bicycled Program Title	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

	Produced Program Title	Date Started	Date Completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Formatted ... [289]
Formatted ... [290]
Formatted ... [292]
Formatted ... [291]
Formatted ... [293]
Formatted ... [294]
Formatted ... [295]
Formatted ... [296]
Formatted ... [297]
Formatted ... [298]
Formatted ... [299]
Formatted ... [300]
Formatted ... [301]
Formatted ... [302]
Formatted ... [305]
Formatted ... [303]
Formatted ... [304]
Formatted ... [307]
Formatted ... [306]
Formatted ... [309]
Formatted ... [308]
Formatted ... [311]
Formatted ... [310]
Formatted ... [313]
Formatted ... [312]
Formatted ... [315]
Formatted ... [314]
Formatted ... [317]
Formatted ... [316]
Formatted ... [319]
Formatted ... [318]
Formatted ... [321]
Formatted ... [320]
Formatted ... [323]
Formatted ... [322]
Formatted ... [325]
Formatted ... [324]
Formatted ... [327]
Formatted ... [326]
Formatted ... [329]
Formatted ... [328]
Formatted ... [331]
Formatted ... [330]
Formatted ... [334]
Formatted ... [335]
Formatted ... [336]
Formatted ... [337]
Formatted ... [338]
Formatted ... [332]
Formatted ... [333]
Formatted ... [341]
Formatted ... [339]
Formatted ... [340]
Formatted ... [343]
Formatted ... [342]
Formatted ... [345]
Formatted ... [344]
Formatted ... [347]
Formatted ... [346]

TCtv EXHIBIT P

TORRANCE COMMUNITY TELEVISION

NON-PROFIT ORGANIZATION MEMBER - FORM

Non-Profit Organization Name

	Individual Name			
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
___				
26.				
27.				

Formatted ... [368]
Formatted ... [369]
Formatted ... [370]
Formatted ... [371]
Formatted ... [372]
Formatted ... [373]
Formatted ... [374]
Formatted ... [375]
Formatted ... [376]
Formatted ... [377]
Formatted ... [378]
Formatted ... [380]
Formatted ... [381]
Formatted ... [379]
Formatted ... [383]
Formatted ... [384]
Formatted ... [382]
Formatted ... [386]
Formatted ... [387]
Formatted ... [385]
Formatted ... [389]
Formatted ... [390]
Formatted ... [388]
Formatted ... [392]
Formatted ... [393]
Formatted ... [391]
Formatted ... [395]
Formatted ... [396]
Formatted ... [394]
Formatted ... [398]
Formatted ... [399]
Formatted ... [397]
Formatted ... [401]
Formatted ... [402]
Formatted ... [400]
Formatted ... [404]
Formatted ... [405]
Formatted ... [403]
Formatted ... [407]
Formatted ... [408]
Formatted ... [406]
Formatted ... [410]
Formatted ... [411]
Formatted ... [409]
Formatted ... [413]
Formatted ... [414]
Formatted ... [412]
Formatted ... [416]
Formatted ... [417]
Formatted ... [415]
Formatted ... [419]
Formatted ... [420]
Formatted ... [418]
Formatted ... [422]
Formatted ... [423]
Formatted ... [421]
Formatted ... [425]
Formatted ... [426]
Formatted ... [424]