

# **The City of Biddeford**

## **Public Access**

### **Producer's Manual**

May 24, 2007



# Table of Contents

- History ..... 5
- Ordinance .....7
- Protocols and Procedures ..... 15
- Forms ..... 27
- One Hour Documentary about  
Public Access  
“Everyone’s Channel” ..... 33



# History

## **The History of Public Access Television**

The concept of Public Access Television first began to take shape in the early 1970s when the cable television industry began “wiring” cities across the country with large capacity cable systems providing a multitude of channels for their subscribers. The portable video equipment industry also was experiencing a boom in sales of their new porta-pac video systems, particularly to independent and local educational users, creating a scarcity of outlets for producers who were looking for ways of distributing their video material. Out of this high tech environment grew a grassroots origination of people who felt that cable was the natural vehicle for their distribution problems on a local level. These public access advocates began organizing on a local, state and national level under the title of the National Federation of Local Cable Programmers, now known as the Alliance for Community Media. The basic philosophy of this organization was that everyone should have access to the television medium under the First Amendment (the right of free speech). As the word spread, concerned citizens and independent producers began petitioning their local governments to negotiate for dedicated access channels and the facilities needed to produce programs for these channels. The result has been rapid growth in the number of community or public access centers around the country. The need for community television has been firmly established and a large number of communities across the country see public access as an important communication tool for residents. Biddeford also appreciates and affirms the value of that tool. As a result, the City has contracted to have Public Access television made available to its citizens.

# Ordinance



ARTICLE VI. CABLE TELEVISION PUBLIC, EDUCATION AND GOVERNMENT  
(PEG) ACCESS

**Sec. 2-401. Established; purpose.**

Pursuant to 30-A M.R.S.A. § 3008 et seq., the City of Biddeford hereby adopts a cable television ordinance.

(Ord. of 5-21-96; Ord. of 12-15-98(1); Ord. No. 2004.11, 2-17-04)

**Sec. 2-402. Definitions.**

CATV shall mean any community antenna television system, multichannel videoprovider, or facility that, in whole or in part, receives directly or indirectly, over the air, and amplifies or otherwise modifies signals transmitting programs broadcast by one or more television or radio stations, or originates its own signal or signals produced through any of its community access channels and distributes such signals by wire or cable to subscribing members of the public who pay for such services, but such term shall not include any such facility that serves only the residents of one or more apartment dwellings under common ownership, control or management.

Cable television co. [company] shall mean any person, firm or corporation owning, controlling, operating, managing, or leasing a CATV system within the City of Biddeford, sometimes hereinafter referred to as "the company."

City shall mean the City of Biddeford organized and existing under the laws in the State of Maine and the area within its territorial limits.

Committee shall mean the established cable television committee of seven members nominated by the mayor and confirmed by the Biddeford City Council.

(Ord. of 4-21-98(3), Ord. of 12-15-98(1); Ord. 99.69, 8-17-99; Ord. No. 2004.11, 2-17-04)

**Sec. 2-403. Cable television committee.**

(a) Committee appointment; term. There is hereby established a cable TV oversight committee (hereafter referred to as the Cable Committee) consisting of seven members who shall be residents of the City of Biddeford. The members of Cable Committee shall be nominated by the mayor and confirmed by the city council. The terms of office shall be for three years. When a vacancy exists, the mayor shall nominate a replacement subject to confirmation by the council for the

remainder of the term vacated. Four members shall constitute a quorum for the purpose of conducting business.

In determining the qualifications of a member of the committee, the municipal officers shall take into consideration his demonstrated interest and ability to understand, appreciate and promote the purpose of this section.

(b) Duties of the cable television committee:

(1) Recommend terms of negotiation to issuing authority on nonexclusive cable franchise matters.

(2) Monitor compliance with the terms of the existing and future franchise agreements and report noncompliance to the mayor.

(3) Act to collect information and advise issuing authority on matters of rate-regulation as permitted by state and federal laws.

(4) Promote media literacy by providing the opportunity for local people to produce their own programming or provide programming of local interest, and coverage of government meetings and education programming.

(c) Prior to the preparation by the city of requests for proposals for franchises or renewals thereof, the city shall hold a public hearing with at least seven days notice by publication in a newspaper of general circulation within the city, to solicit public comment regarding special local needs and interests with respect to cable television service.

(d) Applications for a franchisee to operate a CATV system in the city and related documents are public records to be filed with and maintained by the city clerk pursuant to the State Freedom of Access Law (1 Maine Revised Statutes Annotated ("M.R.S.A.") section 401 et seq. as amended from time to time). Reasonable notice must be given to the public of their right to inspect and copy such applications and documents during the regular business hours of the city clerk's office.

(e) Before authorizing the issuance of any such franchise contract or contracts, the municipal officers shall review the applicant's character, financial and technical qualifications to operate a CATV system throughout the city, and shall conduct a public hearing thereon with at least seven days advertised notice prior to said public hearing.

(f) Applicants for a franchise, refranchise or transfer of franchise shall pay a nonrefundable filing fee to the issuing authority (City of Biddeford) of \$1,000.00 to defray such legal and other costs as the city may incur in dealing with such applications.

(g) Pursuant to 30 M.R.S.A. § 3003(4)(D) the city shall require the franchisee to pay to said issuing authority an amount equal to the ordinary and reasonable costs which the city may incur in connection with any transfers, franchise or franchise renewal in connection with any transfers, franchise or franchise renewal agreements, or any amendments to same required by law or initiated by the franchisee, or any other modification of said contracts initiated by the franchisee. (Any such payment by the franchisee shall be within the exclusion to the term "franchise fee" as defined in Section 622(g)(2)(D) of the Cable Act and shall not be deemed to be a part of the franchisee fee obligation of the franchisee.

(Ord. of 5-21-96; Ord. of 2-17-98(1); Ord. of 4-21-98(3), Ord. of 12-15-98(1); Ord. No. 99.69, 8-17-99; Ord. No. 2004.11, 2-17-04; Ord. No. 2004.23, 3-16-04)

**Sec. 2-404. Public, Educational and Governmental (PEG) Access TV Center; Access Director.**

In order to provide all eligible citizens and groups from the City of Biddeford access to video equipment, training and channel time on a first-come first-served basis, there shall be a Biddeford PEG Access TV Center. Day-to-day management of the Biddeford PEG Access TV center shall be conducted by a director of the facility whose status will be equal to a department head and who shall report to the city manager. The city manager shall review the qualifications of any finalist for the position of PEG Access Director with the Cable Committee and shall appoint said person subject to confirmation by the city council.

Editor's note: Ord. No. 2003.28, adopted Feb. 18, 2003, repealed § 2-404, which pertained to community access TV center; access director and derived from Ord. of 5-21-96; Ord. of 4-21-98(3); Ord. of 12-15-98(1); and Ord. No. 99.69, adopted August 17, 1999.

**Sec. 2-405. Franchise fees**

Any franchise fee paid to the City of Biddeford pursuant to any agreement with a cable TV franchisee shall be dedicated to the operation and facilities of PEG access.

~~Reserved.~~

Editor's note: Ord. No. 2003.28, adopted Feb. 18, 2003, repealed § 2-405, which pertained to franchise fees and derived from Ord. of 5-21-96; Ord. of 4-21-98(3); Ord. of 12-15-98(1); and Ord. No. 2002.46, adopted May 7, 2002.

**Sec. 2-406. Scheduling.**

Scheduling time for use of the public access channel(s) shall be available on a first-come, first served basis. Scheduling time for use of the educational and governmental channel(s) shall be at the discretion of the PEG Access Director.

(Ord. of 5-21-96; Ord. of 4-21-98(3), Ord. of 12-15-98(1); Ord. No. 2004.11, 2-17-04)

Note: See the editor's note following section 2-404.

**Sec. 2-407. Prohibitions.**

It is the intent of the Cable Committee to allow free expression and not restrict the content or message of any program presented on Biddeford's PEG access channels. Political debates are encouraged.

The following programming is prohibited: Any material that violates applicable federal law; any commercial advertising of a product or service; any form of lottery; any material found to be libelous or slanderous in a court of law; and any other material which is defined as indecent; obscene or violent by the courts or any applicable federal law or regulation.

(Ord. of 5-21-96; Ord. of 4-21-98(3), Ord. of 12-15-98(1); Ord. No. 2004.11, 2-17-04)

Note: See the editor's note following section 2-404.

**Sec. 2-408. Liability.**

The City of Biddeford, Cable Committee, and any cable TV franchisee in the City of Biddeford are not responsible for the final content of any program and hereby disclaims any liability for the content of any program which may be shown. Any producer or individual who provides material for transmission is subject to all legal responsibilities and is personally liable for the content of the material transmitted. Each producer must agree in writing to indemnify and hold the city and any franchisee harmless from any and all claims (including indemnification for the city and any franchisee's costs incurred in defending such litigation) arising from any and all claims of any kind whatsoever concerning the failure to comply with any applicable law, rule, regulation or other requirement as well as any claim for liable, slander, invasion of privacy, infringement of common law or statutory copyrights or trademarks, breach of contract or other obligations owing to third parties, civil rights violations or any other injury or damage in law or

equity which may arise out of the use of the community access equipment or facilities.

(Ord. of 5-21-96; Ord. of 4-21-98(3), Ord. of 12-15-98(1); Ord. No. 2004.11, 2-17-04)

Note: See the editor's note following section 2-404.

**Sec. 2-409. Programming rules.**

Additional protocols and procedures governing the production and operation of the community access TV center shall be promulgated by the cable committee.

**Sec. 2-410. Reserved**

**Sec. 2-411. Reserved**

**Sec. 2-413. Disputes.**

A dispute over the use of facilities and/or equipment or any other dispute over the use of PEG access television should if possible be resolved informally at the staff level or with the access director.

If efforts at informal resolution fail, the person or entity aggrieved by any action or decision of the staff or the access director may file a formal complaint in writing to the access director. The complaint must be as specific as possible, describing the action or decision complained of, the date of the action or decision and the relief requested. The access director must issue a written decision, with reasons, within four days after receiving a complaint. Parties aggrieved by this decision may request a hearing from the City Manager to be held in consultation with the Cable Committee. (Ord. of 5-21-96; Ord. of 4-21-98(3), Ord. of 12-15-98(1); Ord. No. 2004.11, 2-17-04)

Note: See the editor's note following section 2-404.

**Sec. 2-414. Reserved.**

Editor's note: Ord. No. 2004.11, adopted Feb. 17, 2004, repealed § 2-414, which pertained to moratorium and derived from Ord. No. 2002.47, adopted May 13, 2002.



# Protocol & Procedures



## **Public Access Protocols and Procedures**

Biddeford Public Access has been created to facilitate the exchange of information and showcase the creative abilities of people in this area. Our goal is to uphold this First Amendment right by providing the technical outlet and necessary training to allow the process to occur. In this document, Biddeford Public Access refers to the Cable Committee, the Access Director and the Public Access facilities.

Public Access facilities in Biddeford will provide free training and technical assistance in the uses of cable TV production equipment, access to production resources and cablecast time on the public access channel(s). These resources are available for the production and presentation of local programming and programs of local interest to the Biddeford community and shall be used for non-commercial purposes.

Residents of Biddeford as well as non-profit and non-commercial organizations and institutions located within the city and those affiliated with such organizations are welcomed and encouraged to use these resources and may request channel time for the presentation of live and/or pre-recorded cable television programming.

In order to gain access to production resources and training, a person must:

- a. show proof of Biddeford residency or affiliation with an eligible organization based in or serving Biddeford;
- b. complete a training program or demonstrate competency in proper operation of equipment, to the satisfaction of Public Access staff;
- c. sign an agreement with the procedures/protocols.

### **I. Programming:**

A. Time slots: Program time slots for the public access channel(s) are available on a first-come, first served basis. Producers are also encouraged to produce a series of programs. Requests for regular time slots for series will be honored on a first-come, first-served basis within the resources of the facility. Those wishing to place programming on the access channel are encouraged to submit a request for cablecast time two (2) weeks in advance. Requests for time will be honored, within the constraints of scheduling. Public Access staff will make every effort to fit the producer's request for a specific play date and time with the cablecast center's needs for a complete program schedule. Programs scheduled as part of an on-going series shall have priority. Other scheduling conflicts will be resolved in favor of the individual whose application was filed earlier. In the event applications bear the same filing date, the individual who has had the least amount of programming aired shall have priority. The program should be received by public access staff two (2) days prior to the cablecast date.

Series programs will have preference for their established time slots as long as new programs are produced regularly. A series is considered to be at least four (4) new programs cablecast on a regular basis. In order to maintain series status, producers must make consistent use of their time slot with new material. Programmers are encouraged to rerun programs at other time slots.

B. Prohibitions: Producers on the access channels are fully responsible for the content of their program material. It is the intent of Biddeford Public Access to allow free expression and not restrict the content or message of any program presented on Biddeford's Public Access channel(s), except as provided below. Political debates, discussions and forums are encouraged. The following programming is prohibited:

1. material that violates applicable federal law;
2. commercial advertising of a product or service;
3. any form of lottery;
4. material found to be libelous or slanderous in a court of law; and
5. material that is defined as indecent, obscene or violent by the courts or any applicable federal law or regulation.

(Note: These prohibitions are also found in the Biddeford Code of Ordinances section 2-407)

C. Technical Standards: Programs to be cablecast must meet certain minimum technical standards at the discretion of the director. Programs must be properly labeled and should include 30 seconds of color bars and a 10 second countdown, and/or "black" at the beginning and end.

D. Political Campaigning: Political candidates are subject to the same procedures and protocols and regulations as other users of the public access channel. The nature of public access is that everyone in the community has equal access to the facilities and channel time. This obviates the need for "equal time" as once used in broadcast television. In the case of elections, if one candidate receives access to the resources and/or channel, any other candidate for the same office may also receive access.

There shall be no programming on the Biddeford Public Access channels relating to a candidate or an election cablecast later than the Sunday at midnight prior to the election. Biddeford Public Access, however, may initiate its own election-related programming after this period, insofar as it provides balanced coverage of all willing candidates and issues involved.

Biddeford Public Access will prepare an election guideline with additional information, which will be available upon request. (See Appendix A for an example.)

E. Ownership: Biddeford Public Access producers retain ownership of master tapes of their programs, provided they are cablecast at least once on an access channel. In an effort to remove economic barriers to the full use of its facilities, Biddeford Public

Access shall provide appropriate blank tape or other media stock to producers if desired.

Biddeford Public Access has the right to maintain a copy of any program to cablecast an unlimited number of times and to use for promotional purposes related to Biddeford Public Access with the permission of the producer.

#### F. Sponsorship and Credits:

1. An Access Sponsor is a resident of the City of Biddeford or a person designated by an eligible organization who assumes responsibility for the content of a program provided to the Biddeford Public Access channel(s). Sponsor application forms must be completed to request cablecast services for programming. The sponsor's name shall be added to the end of the program as a 15 second tag and/or may appear on promotional spots for the program.
2. Commercial advertising is prohibited from the channels. Acknowledgement of assistance in the making of the program may be included in the programs credits. All programming produced using Biddeford Public Access facilities must credit Biddeford Public Access.
3. All programs should have titles and credits recorded from either a character generator or from an acceptable lettered camera card. The minimum titles and credits are: the name and date of the program within the first five minutes of the videotape. The name of the program's producer(s) and crew should also appear in credits. It is understood that producers are encouraged to take responsibility for the "post production" aspect of their work.

G. Publicity: Biddeford Public Access staff will publicize programs in a variety of ways. Each day's programming schedule will be cablecast on the Access Channel bulletin board. The schedule is to be shown multiple times during each bulletin board cycle. Producers are encouraged to work with staff in the preparation of 30- or 60-second promos for upcoming programs.

## **II. Training and Workshops:**

Any eligible user of Biddeford Public Access may receive training. A series of basic and advanced cable TV production workshops for field, studio and post-production are available on an ongoing basis under the direction of the Biddeford Public Access staff. Such instruction is free of charge to Biddeford residents and eligible non-profits and may be scheduled on an individual or group basis.

Access staff will periodically offer Public Access workshops to the general public in order to recruit new producers.

## **III. Equipment Resources:**

Biddeford Public Access producers may reserve production, post-production and studio production equipment on a first-come, first-served basis. The equipment is to be used for making live or taped programs to be cablecast on the access channels. Equipment may not be used in hazardous situations without prior approval of the Biddeford Access staff. Producer wishing to reserve equipment should file their program production schedule with the Biddeford Public Access staff before their first reservation.

Equipment is for the sole purpose of producing shows which may be aired on the Public Access channel. Failure to comply with any of these rules may result in loss of privileges for using equipment.

BPA equipment shall not be used for commercial purposes.

A. Field Production Resources:

1. The amount of equipment available for a given request will be determined by the staff, based on the experience of the producer, the needs of others and the equipment repair schedule.
2. It is recommended that equipment be reserved no less than 24 hours and no more than four (4) weeks in advance. The duration of a use is considered to be up to 48 hours with renewal or extension at the discretion of the Access Staff. Those wanting to make certification tapes may request up to two uses.
  - a. Equipment pick-up: Equipment must be picked up at the Biddeford Public Access office by the responsible producer who reserved it unless alternate arrangements have been approved by the staff in advance.

It is suggested that producers set up and test the equipment before leaving the building. The staff will fill out the equipment check-out form which the equipment member will sign. Hours for pick-up will be scheduled by the Public Access staff.

- b. Equipment return: Equipment must be returned at the time indicated on the equipment check out form. Borrowers are responsible for notifying the staff if there are any problems with the equipment. Producers cannot borrow additional equipment until all items have been returned in good working order. Hours for equipment return will be scheduled with the Public Access staff.

B. Post-Production (Editing):

1. Producers must consult with the staff before changing the editing wiring, connections or bringing in accessories. There may be areas posted as off-limits in the edit room.

2. It is recommended that edit time be reserved no less than 24 hours and no more than six weeks in advance. Producers should not use more than 48 hours of reserved edit time per program. When producers use the edit facility, they must sign-in and sign-out. Certification tapes may use up to 8 hours.

#### C. Studio Production:

1. All studio productions will be supervised by public access staff or their designee. Crew position assignments are the responsibility of the producer. All studio crew must be certified or approved by the public access staff. Producers must consult with the staff before changing the wiring, connections or bringing in accessories. There may be areas posted as off-limits.

2. It is recommended that studio time be reserved no less than one week and no more than eight weeks in advance. The studio may be used for a maximum of six (6) studio uses at four (4) hours each per finished program. Studio request forms should be filled out at least two (2) weeks in advance of the production.

#### **IV. Responsibility:**

Producers are responsible for the Biddeford Public Access facilities and equipment signed out to them. This includes responsibility for the actions of guests, assistants and others.

#### **V. Insurance:**

Biddeford Public Access has an insurance policy for equipment while it is being used. In the event that equipment is stolen or damaged, in order to facilitate the honoring of claims:

- A. a police report must be filed;
- B. equipment cannot have been left unattended;
- C. there must be proof of forcible entry; and
- D. equipment must not have been left in a car overnight.

In the event the insurer does not honor a claim, it is the responsibility of the producer to reimburse Biddeford Public Access for the full replacement cost.

#### **VI. Cancellation:**

Producers are encouraged to give 24 hour notice when canceling any reserved use of Biddeford Public Access facilities, equipment, channels or classes. If a producer is more than 30 minutes late without notification, the reservation may be cancelled.

#### **VII Violations, Disputes and Appeals**

There are two types of rules that, if violated, can result in restrictions on a producer. The Director or his/her designee is authorized to issue warnings and suspensions.

A. Major Violations: Major violations may result in an immediate 90-day suspension of producer privileges. These may include, but are not limited to:

1. commercial or profit-making use of Biddeford Public Access facilities;
2. misrepresentation of producer affiliation with Biddeford Public Access to others;
3. falsifying forms;
4. taking or reserving equipment without staff permission;
5. abuse of equipment, including attempted repair.

B. Minor Violations: Minor violations which occur within a one year period may result in the following series of actions:

First violation: verbal warning.

Second violation: Written warning.

Third violation: 30-day suspension of producer privileges.

Fourth violation: 90-day suspension of producer privileges.

Minor violations may include, but are not limited to:

1. failure to cancel a reservation in accordance with section VI;
2. late pick-up or return of equipment without notification and approval;
3. mishandling of equipment;
4. abuse of staff, other producers, crew members or the general public;
5. eating, drinking or smoking in no-eating areas;
6. failure to clean up after using facilities; and
7. handling off-limits equipment or being in off-limits areas.

C. Disputes and appeals:

A dispute over the use of facilities and/or equipment or any other dispute over the use of Public access television should be resolved informally at the staff level or with the access director whenever possible. If efforts at informal resolution fail, the producer, sponsor or other party aggrieved by any action or decision of the staff or the access director may file a formal complaint in writing to the access director. The complaint must be as specific as possible, describing the action or decision complained of, the date of the action or decision and the relief requested. The access director must issue a written decision, with reasons, within four days after receiving a complaint. Parties aggrieved by this decision may request a hearing from the City Manager to be held in consultation with the Cable Committee.

(Note: These procedures are also found in the Biddeford Code of Ordinances section 2-413)

## **VIII. Other Conditions:**

### **A. Electronic Community Bulletin Board and Public Service Announcements(PSAs):**

Any Biddeford resident or organization wishing to communicate with subscribers on the electronic community bulletin board for non-commercial purposes should submit a brief message one week in advance. Groups should submit messages on their organizational letterhead.

Biddeford Public Access may cablecast public service announcements between programs. Biddeford Public Access staff may be available to assist in the production of PSAs.

### **B. Public Files:**

The following files will be maintained by the director and available to the public:

1. the names and addresses of all producers, crew and sponsors, providing individuals approve the use of their names in this manner;
2. program logs from the current calendar year; and
3. election related requests.

### **C. Facility Upkeep:**

Producers are expected to clean up after themselves each time they use the equipment and facilities. No animals are allowed in the building except for seeing eye dogs or as part of the production with prior approval. Eating, drinking and smoking are allowed only in designated areas. Biddeford Public Access provides some props and supplies for sets. Biddeford Public Access office equipment and supplies should not be used for sets. Producers may store additional props and supplies for sets on the premises for no more than 48 hours without permission from staff.

### **D. Right to refuse:**

Biddeford Public Access staff reserve the right to refuse the use of the facilities by any individual who appears to be under the influence of alcohol or drugs or who interferes with the orderly conduct of business.

### **E. Indemnification:**

Users of the access channel(s) shall indemnify Biddeford Public Access and its employees against any and all liability arising out of such use of facilities and resources or out of breach of the agreement with policies.

F. Interpretation:

Where the implementation of these policies is subject to interpretation, decisions will be made at the discretion of the Access Director or his or her designee.

## Appendix A

### **Sample Candidate's Letter**

Reminder To: Candidates for Municipal, State and Federal Office:

Dear Candidate:

As you know, Biddeford Public Access is a community resource for all the residents of Biddeford. You may be interested in using this resource as a means of informing the public about your candidacy or about issues that will be voted upon in the upcoming elections. Your access to PEG Channels is a free service furthering our mission, which includes informing the residents of Biddeford about the political processes and issues in all elections.

Biddeford Public Access is offering the use of our Public Access television equipment to any Biddeford resident candidate who wishes to make an announcement about their campaign. This equipment is being offered along with training for you or your staff on a first come, first served basis. For non-residents, check with the community television facility in your city or town. Additionally, Biddeford Public Access will accept video tapes that you provide for cablecasting. An in-studio "talking head" video may also be taped by Biddeford Public Access staff if you so choose. Your message may include any information you wish except for direct solicitation of contributions to your campaign. These tapes will be shown as often as the program schedule allows. All candidate's tapes will be cablecast on an equal-time schedule.

If you have any questions regarding this process, please don't hesitate to call.

Sincerely,



# Forms



## Appendix B

### Biddeford PEG Access Television Channels 3&85 Access User's Agreement

1. I have read and am thoroughly familiar with the contents of the Biddeford Community Access Television Protocols and Procedures.
2. I will be responsible for the content of program material to be taped and/or cablecast by me and agree that such program material not include:
  - a. Any commercial programming or advertising.
  - b. Any form of lottery.
  - c. Any material, which is defined as obscene, indecent or violent by the FCC or any Federal law or regulation.
3. Before cable casting materials for which I am responsible, I will obtain all necessary approvals, clearances, licenses, etc. for the use of those program materials; including, but not limited to, approvals by broadcast stations, networks, sponsors, and music licensing organizations, copyright owners, performer's representatives, persons appearing in the program material and any other approvals that might be necessary in order to cablecast the program on Biddeford PEG Access Television, Channel 3 or 85.
4. I indemnify and hold harmless the City of Biddeford from any and all claims (including indemnification for the City and any franchisee's costs incurred in defending such litigation) arising from any and all claims of any kind whatsoever concerning the failure to comply with any applicable law, rule, regulation or other requirement as well as any claim for liable, slander, invasion of privacy, infringement of common law or statutory copyrights or trademarks, breach of contract or other obligations owing to third parties, civil rights violations or any other injury or damage in law or equity which may arise out of the use of the PEG Access equipment or facilities.
5. I understand that I may be liable for the costs of any repair or replacement of equipment or materials resulting from damage beyond reasonable wear and tear through normal use, misuse, or theft while such equipment or materials are in my possession or control. I understand the penalties that apply if equipment or materials are not returned on time. I also indemnify the City of Biddeford against any damage or liability incurred while using the equipment.
6. I shall not use Biddeford PEG Access Television Channel 3 or 85, equipment or facilities for any financial gain or other commercial purposes.

*I understand that violation of the terms of this statement is grounds for forfeiture of the right to use Biddeford PEG Access Television equipment, facilities or channel time.*

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

(Parent or guardian, if minor)

PRINT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

IDENTIFICATION \_\_\_\_\_ (DRIVERS LICENSE, STATE ID, ETC.)

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

Appendix C

BIDDEFORD PEG ACCESS  
PLAYBACK REQUEST FORM

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_  
ID: \_\_\_\_\_ ME LICENSE, OR other suitable ID

**ALL TAPES MUST INCLUDE THE FOLLOWING INFORMATION ON A :30 SLATE AT  
BEGINNING OF TAPE AND ON A LABEL:**

ORGANIZATION (IF APPLICABLE),SERIES TITLE, EPISODE TITLE (OR NUMBER IN  
SERIES),LENGTH OF PROGRAM, PRODUCTION DATE

**PLEASE FILL IN THE FOLLO WING INFORMATION FOR OUR RECORDS:**

PRODUCER \_\_\_\_\_ PHONE \_\_\_\_\_  
SERIES TITLE \_\_\_\_\_  
EPISODE TITLE (OR NUMBER IN SERIES) \_\_\_\_\_  
LENGTH OF PROGRAM Hrs \_\_\_\_\_ Min \_\_\_\_\_ Sec \_\_\_\_\_ PRODUCTION DATE \_\_\_\_\_  
DESCRIPTION OF PROGRAM \_\_\_\_\_

REQUESTED RUNTIME START AND FINISH DATES INITIAL CABLECAST:

DATE \_\_\_\_\_ TIME \_\_\_\_\_  
1st REPEAT: DATE \_\_\_\_\_ TIME \_\_\_\_\_

*WILL THIS PROGRAM BE (PLEASE CHECK ONE)*

DAILY \_\_\_ MONTHLY \_\_\_ BI-MONTHLY \_\_\_ MONTHLY \_\_\_ ONETIME \_\_\_ OTHER \_\_\_

A REQUEST FORM MUST BE SUBMITTED WITH EACH TAPE. ANY PROGRAMS CONTAINING  
SUBJECT MATTER OF A MATURE NATURE MUST BE NOTED SO AN APPROPRIATE TIME  
SLOT WILL BE USED.

TAPES RECEIVED BY US WITHOUT THE FOLLOWING FORM AND INFORMATION MAY NOT  
BE AIRED.

IN CONSIDERATION OF RECEIING AIRTIME ON BIDDEFORD PEG ACCESS CHANNELS, I DO  
AGREE TO THE FOLLOWING:

I HAVE READ AND UNDERSTAND THE PROTOCLS AND PROCEDIRES OF BIDDEFORD PEG  
ACCESS TV AND AGREE TO COMPLY WITH ALL THE REQUIREMENTS CONTAINED  
THEREIN, REGARDING PROGRAM CONTENT AND HAVE FILLED OUT ALL NECESSARY  
FORMS INCLUDING A SIGNED **USER AGREEMENT**.

NAME \_\_\_\_\_

*PRINTED*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Biddeford PEG Access Television  
Channel 3 & 85

\*\*\*\*\*

\*\*\*\*\*

DECLARATION OF SPONSORSHIP

Name \_\_\_\_\_

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

Home Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

Email address \_\_\_\_\_

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

I am a resident of the City of Biddeford and I request that the program (title)

\_\_\_\_\_

which was produced by (studio, organization, or individual) \_\_\_\_\_

\_\_\_\_\_

located at (address) \_\_\_\_\_

be cablecast on Channel 3 or 85, the City of Biddeford's Public and Educational and Government Access Television Stations.

I understand that as a sponsor of this program, my name will be on file at the station and will appear on PEG access television.

Name \_\_\_\_\_ Date \_\_\_\_\_



One Hour Documentary on  
Public Access  
**“Everyone’s Channel”**

