



Access Facility Agreement

As a user of the Charlottesville Public Access Television Facility:

I, _____, pledge to follow all guidelines and procedures outlined in the CPA-TV Polices and Procedures Manual and to protect the station's equipment

The rules governing use of the public access facility applies to the Producer of the program (or whoever signs the paperwork). Any damage to equipment (beyond normal wear and tear) or any missing equipment is the financial responsibility of the access user. Please be sure to report any malfunctioning equipment, missing equipment or other technical concerns to the CPA-TV General Manager immediately.

The CPA-TV General Manager is NOT responsible for ensuring that all the equipment is in properly working order for your production. Technical problems must be reported by the Producer, or his/her crew to the CPA-TV General Manager, who is responsible for passing that information along to the designated City of Charlottesville representative for remedial action.

It is the Producers responsibility to ensure that only certified CPA-TV Directors operate the control room equipment. In addition, no one other than certified Producers or Directors are allowed in the control room during productions. Any Producer violating this or any other rule will be subject to a 30-day suspension of all CPA-TV Access Facility privileges.

Signature _____ Date _____

Remember that we are professionals, so –

Be on time.

Treat your crew, and the equipment, with courtesy and respect.

If you don't understand something, ASK!

Clean up after yourself.

Be helpful and humble.

Don't throw a temper tantrum when things don't go right, it doesn't accomplish anything.

Thank those who helped on your project.