



# Studio Reservation Form

All CPA-TV studio content providers (“Producers”) must supply one copy of this Studio Reservation Form and one copy of the Studio Floor Plan, with a non-refundable \$25 deposit. This deposit ensures commitment from Producers and will prevent unnecessary facility reservations. Once the studio reservation has been approved, Producers will receive one Production Summary Form, one Access Facility Agreement Form and one Talent Release Form, which must be completed prior to leaving the facilities following a studio production.

The remaining balance, based on a mutually agreed upon rate between Producers and CPA-TV, is also due upon completion of any studio production. **Make all checks payable to Charlottesville Public Access Television.**

Producer’s Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_

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

Access ID # (last 4 digits of your Social Security number) \_\_\_\_\_

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

Facility Needed:

Studio & Control Room

Studio Only

Production Set:

To Be Delivered by Producer

Stored in Shed (requires \$10 monthly storage fee)

Date Needed \_\_\_\_\_

Time Needed \_\_\_\_\_ to \_\_\_\_\_

Alternative Dates and Times \_\_\_\_\_

**PLEASE COPY THIS FORM AS NEEDED.  
ONE COPY MUST ACCOMPANY EACH RESERVATION.**