

Request for Studio Time

Producer: _____ Date: _____

Address: _____

Telephone: _____ Email: _____

Date(s) and time(s) requested: _____

Crew: _____

Guests: _____

Will an audience be present? _____

CARE AND USE OF LCTV MEDIA CENTER AND EQUIPMENT

The use of the LCTV Media Center and/or equipment must be for the purpose of making a production that will appear on LCTV and that may appear on partnering public access stations' channels. Any other use of the LCTV Media Center and/or equipment, excluding contracted arrangements with LCTV, must be approved by the Board of Directors.

All LCTV equipment should be handled during productions with reasonable care and safety. When finished, please make sure all equipment is turned off and cables, mics, cameras and set pieces returned to their proper storage place. Please remove trash and personal items, including equipment, props and set pieces brought in for the production.

By signing this form, I acknowledge responsibility for my conduct, as well as the conduct of members of my crew, guests and/or audience that come into the studio in connection with my production. I also accept financial responsibility for any damage caused to the LCTV studio and/or equipment by myself or members of my crew, guests, and/or audience, and agree to pay for the repair or replacement of the LCTV studio and/or LCTV equipment that is damaged during the course of my production.

Signature _____