

TORRANCE PUBLIC ACCESS FOUNDATION

TORRANCE COMMUNITY TELEVISION

OPERATING POLICIES AND PROCEDURES



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July 29, 1997
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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.

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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 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
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 _____
Official Agent (Executive Director, President, Dept. Head) _____		Telephone _____	
Signature of Agent: _____		Title _____	
Signature of Agent: _____		Date _____	



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
PARENTAL CONSENT - FORM

EXHIBIT C



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



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			
<input type="checkbox"/> Producing	<input type="checkbox"/> Scripting	<input type="checkbox"/> Talent	<input type="checkbox"/> Narration

FIELD & POST PRODUCTION			
<input type="checkbox"/> Camera	<input type="checkbox"/> Audio	<input type="checkbox"/> Lighting	<input type="checkbox"/> Editing
<input type="checkbox"/> Production Assistant			

STUDIO PRODUCTION			
<input type="checkbox"/> Camera	<input type="checkbox"/> Lighting	<input type="checkbox"/> Switcher	<input type="checkbox"/> Set Construction
<input type="checkbox"/> Audio	<input type="checkbox"/> Character Generator	<input type="checkbox"/> Set Design	<input type="checkbox"/> Floor Manager
<input type="checkbox"/> Director	<input type="checkbox"/> 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 _____



- 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.



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
PROGRAM PROPOSAL - FORM

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

EXHIBIT G



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: | <input type="checkbox"/> Public Access Foundation | <input type="checkbox"/> Personal |
| Post Equipment: | <input type="checkbox"/> Public Access Foundation | <input type="checkbox"/> Personal |
| Studio: | <input type="checkbox"/> 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: _____



Torrance Community Television
STUDIO EQUIPMENT CHECK-OUT FORM

EXHIBIT H

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
A U D I O	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			
M I S C .	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			
N O T E S					

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
VOLUNTEER CREW LIST - FORM

EXHIBIT I



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
REQUEST FOR TOUR - FORM



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
REQUEST FOR CHANNEL TIME - FORM

EXHIBIT K



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



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

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

Orientation Date: ___/___/___ OFFICE USE ONLY Verified By: _____

TCTv
 TORRANCE COMMUNITY TELEVISION
USER HISTORY - FORM

EXHIBIT N

 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
USER PROGRAMMING HISTORY – FORM

EXHIBIT O

 User Name

	Bicycled Program Title	Date
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	Produced Program Title	Date Started	Date Completed
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TCTv
TORRANCE COMMUNITY TELEVISION
NON-PROFIT ORGANIZATION MEMBER - FORM

EXHIBIT P

Non-Profit Organization Name

	Individual Name			
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