



PUBLIC ACCESS PORTABLE EQUIPMENT POLICY

(Revised 1/11)

Use of Charter Communications' Public Access equipment is on a first-come first-serve basis. However, to avoid monopolization and to ensure that everyone has a fair chance to use the equipment, the following policy has been implemented.

An Access user may sign up in advance for two periods in a single month. A period is defined as a maximum of three days. For those users who are using editing facilities, an Access user may sign up for two periods per week - a period is defined as three hours. Thereafter, any reservations will depend on other Access users. After the given periods in one month are used, the Access user may sign up only as a stand-by. As long as no other Access user requests the equipment (up to that day), the stand-by may use it. There are no limits to the number of stand-byes in one month.

A few reminders:

1. Public Access equipment and facilities may only be reserved after a Proposal, User Contract, and Equipment Use application have been filed with Charter's Public Access staff.
2. When equipment is returned, be sure a studio staff member inspects it. The last person who used the equipment will be held responsible for any damages.
3. Any equipment returned damaged will become the responsibility of the user to have it fixed, by Charter's authorized vendor.
4. Always return batteries fully charged.
5. Equipment is not for personal use. If it is used for anything other than for producing Public Access shows or for Public Access internship projects, privileges may be revoked.
6. Equipment is not to be used outside the Charter Communications franchise area without permission of the Access Coordinator.

Application for Equipment Use

1. Name of Applicant: _____

2. Address: _____

3. Telephone (Home): _____ (Work): _____

4. Email Address: _____

5. Date Application Submitted: _____

6. Your CT Driver's License Number: _____ Town: _____

7. Do you require any training on the following "Public Access equipment?"

Camcorder & Portable Equipment: _____

Editing System: _____

Studio: _____

8 Name and Address of Principal Officer (Organization only):

Name: _____

Address: _____

Telephone: _____

I, _____, certify that the information contained in this application is correct to the best of my knowledge. I understand that falsification of this information or omissions are grounds for rejection of this application. I agree to take full responsibility for any equipment I use and agree to pay for any lost or damaged equipment.

(SIGNATURE OF PUBLIC ACCESS USER)

(SIGNATURE OF LEGAL GUARDIAN IF USER IS UNDER 18)