

## **BCTV Forms**

The following forms shall be filled out for the appropriate content producer/resident wishes to broadcast out on Berwick Community Television.

- **Proof of Residence Access Registration Form:** Form must be completed by the Town of Berwick Resident or representative of eligible nonprofit organizations to register their content or whenever previous original information needs updating. All individuals using BCTV equipment, facilities, and wanting to publish content must provide identification in the form of a current utility bill or rental lease, and also a driver's license or photo ID in order to verify residency.
- **Sponsor Application:** Form must be completed by Town of Berwick resident who wishes to sponsor content of outside non-profit organizations for broadcasting. The sponsor's name and a local phone number shall be added to the end of the program as a 15 second tag to identify themselves to the community.
- **User Application and Certificate of Compliance Form:** Form must be completed by anyone wishing to produce / broadcast any Info slides/video/audio, live or taped on BCTV. In addition, the information provided shall specify if the content is of a mature (adult) nature. This form must be completed once a month for each program for which air time is requested. It must be submitted by the 15<sup>th</sup> of the month prior to the month of wanted broadcast.
- **Equipment Loan Form:** Form must be completed when BCTV staff or resident are checking out and checking in equipment. This form must verify the condition of all equipment being loaned and must bear the signature of the individual receiving the equipment and individual release the equipment. The individual receiving loaned equipment is responsible for missing or

damaged equipment. (Only staff can reserve equipment and check-in/out equipment for use by residents.)