



BOROUGH OF  
**NEW PROVIDENCE**  
SETTLED IN 1720

## **NP-TV**

*New Providence Community Access Channels*

# **New Providence Educational and Governmental Television Stations Policies & Procedures**

Date: December 1, 2010

# Table of Contents

<b>Section</b>	<b>Page</b>
Mission	3
Objectives	3
Program Sources	3
Editorial Control	4
Program Content Guidelines	4
Electronic Bulletin Board	5
Cable Productions	6
Sponsorships	8
Program Scheduling	10
Facilities and Equipment	11
Production Team	12
Technical Standards	12
Technology Purchases	13
Forms	14-22

## **Mission**

The goal of the NP-TV Production Board is to provide residents of our community access to quality governmental and educational events, activities, and information via local television broadcasts and to provide students with video production opportunities consistent with BOE curriculum requirements .

## **I. Objectives**

In order to fulfill this mission, the following objectives are established for NP-TV:

1. Develop educational and governmental programming to address the needs, concerns and interests of New Providence residents;
2. Broadcast quality programs which are in conformance with community standards;
3. Foster a cooperative effort between the Borough, community and area resources, including our schools, on projects serving the interests and needs of all Borough residents;
4. Stimulate residents and students to be involved in the production and broadcasting of innovative community oriented programming;
5. Provide a bulletin board which airs notices from government agencies and non-profit organizations and schools in the Borough which may be of interest or service to Borough residents;
6. Bring into the homes of persons with disabilities or shut-ins numerous Borough and area educational and non-profit activities in order to insure that they remain an integral part of our community.

## **II. Program Sources**

Program material shall emanate from:

1. NP-TV volunteer staff.
2. Board of Education and Borough Council
3. Area residents or non-profit community groups as approved by the NP-TV Production Board.
4. Sources outside of the Borough submitting programming requested by a committee or unit of the Borough government or an element of the educational community and which is in conformance with these policies and procedures.

## **III. Editorial Control**

1. The final decisions concerning the editing and broadcasting of a program rest with the NP-TV Production Board or its appointed designee(s) for all programs from all sources, other than Board of Education
2. NP-TV is not obligated to air material submitted from any source or to air productions or bulletin board submissions in their entirety.

#### **IV. Program Content Guidelines**

The NP-TV Production Board will not knowingly allow the airing of a bulletin board announcement or a portion of a program containing material which:

1. Is contrary to local, state or federal laws.
2. Violates state or federal law relating to obscenity or which, when considered by an average community viewer, would be offensive to the general viewing public.
3. Contains profanity which, when considered by an average community viewer, would be offensive to the general viewing public. This specifically includes a prohibition on the airing of those words that the FCC prohibits from being broadcast on over-the-air networks.
4. Is a direct or indirect presentation of lottery information, gaming, or games of chance.
5. Represents a solicitation or appeal for funds other than for NP-TV, Borough, or school sponsored events unless meeting the following criteria:
  - a. The organization is non-profit or not-for-profit, and;
  - b. The organization is located in New Providence, Summit, Berkeley Heights or Chatham, and;
  - c. The organization provides meaningful benefit to the residents of New Providence.
6. Is libelous, slanderous or an unlawful invasion of privacy.
7. Is a copyrighted or trademarked or subject to ownership or royalty right without necessary releases, licenses or other lawful permission.
8. Promotes any single religious belief or represents a portion or all of a religious service conducted by a church or religious organization. This shall not preclude the airing of:
  - a. A school concert containing religious music;

- i. A documentary educational program explaining the beliefs or history of more than one religion;
  - ii. Concert or other musical program conducted in a church setting by a group or individual not affiliated with that church.
9. As relates to the Board of Education, as an advertisement by or on behalf of any officially announced candidate(s) for public office within 90 days of election and in accordance with the Fiscal Accountability Efficiency and Budgeting procedures adopted by the NJ Department of Education.
10. As relates to the Borough Council, as an advertisement by or on behalf of any officially announced candidate(s) for public office within 90 days of any election, including any programs involving incumbent officials.
11. Constitutes advertising to promote the sale of commercial products or services, except in instances of fundraising for non-profit community groups.
12. Is conducted in a private business establishment unless it is part of a governmental or non-profit event or a NP-TV authorized educational program or series.
13. Contains any inappropriate spoken or physical behavior, which could improperly or unfairly injure, violate or insult other persons or groups or is contrary to generally accepted community standards.
14. Presents demeaning or derogatory comments about, or representations of, individuals or groups based upon ethnic or racial origin, gender, religious belief or sexual orientation.

***The NP-TV Production Board reserves the right to reject in full or in part, any program or announcement submission deemed in violation of these guidelines or which is, for any reason, deemed not suitable to the mission of NP-TV. Editing is the responsibility of the submitting entity.***

## **V. Electronic Bulletin Board**

1. The bulletin board is a mechanism for the airing of public announcements or messages that are non-commercial and deemed to be informational to borough residents. These messages include the announcement of events or services sponsored or conducted by governmental, educational or non-profit community groups or organizations.
2. Announcements of events or services sponsored by governmental entities or non-profit community organizations from neighboring communities may be placed on the bulletin board if programming and editing time permit.
3. All notices must be approved by the NP-TV Production Board. NP-TV reserves the right to edit any such message.

4. Personal ads will not be accepted.
5. Ads for political campaigns will not be accepted.
6. Announcements shall not contain references to:
  - a. Lotteries or bingo games; or
  - b. Alcoholic beverages or cash or open bars.
7. Meetings of non-profit, non-governmental groups are permitted to be announced; however announcements of internal organization meetings (ex., a finance committee of XYZ Club) will not be carried. For purposes of this provision, municipal Borough boards, committees, and/or commissions shall be exempt.
8. All messages should include the name of the event (ex.- a spring bazaar and luncheon) or service (ex., flu shots), the name of the sponsoring organization, date, time, location, costs and contact person, phone number and website.
9. The design of the screen including the colors, character fonts, style, and layout of the Announcement will be decided by NP-TV.
10. Requests must be dropped off at or mailed to NP-TV, Municipal Offices 360 Elkwood Avenue, New Providence, and N.J. 07974. Announcements may be transmitted electronically for approval by NP-TV.
11. All requests must be received at least two weeks prior to the requested air start date. Acceptance is solely at the discretion of the NP-TV Production Board.
12. The NP-TV Production Board has the right to reject any message deemed not to be in conformance with these policies and procedures or the mission of NP-TV.

## **VI. Cable Productions**

1. Air time is available solely for the purpose of educational or community programming that is non-commercial and is in conformance with these policies and procedures.
  - a. Educational programming is a program from any governmental, educational, or non-profit source designed to inform or instruct viewers or provide students with practical and supplemental instruction about matters, which fall within the purview of the NP-TV mission and objectives.
  - b. Community programming is a program featuring an activity of a unit of Borough government or an event sponsored by an element of

Borough government or a product which is requested for airing by a unit of Borough government to inform, educate or entertain New Providence residents on matters which may be of local interest.

2. All programming shall be reviewed by the NP-TV Production Board and is subject to editing to insure that it is in conformance with these policies and procedures and scheduling requirements.
3. An independently produced program is any program that is neither a taping or broadcasting of an activity of a unit of the Borough nor an event in the Borough taped at the request of the NP-TV Production Board by persons acting in the capacity of a NP-TV production team member. Before airing an independently produced program, the producer must complete and sign a NP-TV Producer Agreement and Indemnification Form accepting full responsibility for the program content, saving harmless the Borough, school officials, and the NP-TV Production Board members from any loss incurred in the defense of any claim or suit and certifying that the program is in full compliance with these policies and procedures. Independent producers developing programs at the request of a unit of Borough government or the NP-TV Production Board must certify on the Producer Agreement Form that NP-TV has first and unlimited use of the program.
4. A program taping and/or recording of the voice of a paid performer will only be aired upon receipt and approval by the NP-TV Production Board of a NP-TV Performer Release Form that, in part, waives any right to compensation from NP-TV for the broadcast of all or any portion of the performance.
5. Liability for an unauthorized use of copyrighted material shall rest solely with the producer.
6. Program proposals are required for all independently produced programs. If possible, proposals should be submitted in advance of program production.
7. The proposals must:
  - a. Include rationale indicating how it relates to the mission and objectives of NP-TV, its potential value to the community, its goals, and target audience.
  - b. Be accompanied by a certification that the producer has read these policies and procedures and that the program will comply with them.
  - c. Be submitted at least 21 days in advance of the proposed airing time. If the program does not accompany the proposal, the earliest airing will be at least 21 days after receipt of the program to allow time for editing and scheduling. These time frames may be modified by the NP-TV Production Board in accordance with production or broadcast needs.

- d. Proposal requirements may be waived when a program is produced at the request of the NP-TV Production Board and/or submitted by the schools.
  - e. All media submissions must be properly labeled and contain program title and length, name of producer and sponsoring organization and the home and work telephone numbers of the producer.
  - f. Indemnification and/or hold harmless statement, including defense costs and attorney's fees.
8. NP-TV is not responsible for any lost, stolen, or damaged video tapes or other media submissions.
  9. All media must be picked up by the sender within 21 days of airing. After such time has elapsed, the media will be discarded by NP-TV.
  10. A live broadcast violating these policies and procedures will be terminated immediately and may resume only when the activity returns to compliance.
  11. A broadcast of a meeting of any governmental policy making or advisory body or committee will only be edited to the extent that formal breaks in the meeting or any profanities or obscenities are deleted. Requests to delete comments or other portions of the meeting will not be honored.
  12. Persons acting in the capacity of a NP-TV production team member creating a tape or other media on behalf of the New Providence NP-TV Production Board shall complete a "Work for Hire Agreement" form acknowledging the "work for hire" capacity and agreeing that any created media is the property of NP-TV.

***The NP-TV Production Board reserves the right to reject any program submission if it is deemed not suitable to the NP-TV mission or not in compliance with these policies and procedures.***

## **VII. Sponsorship**

1. The NP-TV Production Board may accept sponsorship or support for all programs, services broadcast on, or furnished by NP-TV.
2. A sponsor may donate money, equipment, operational supplies, programming or services toward general NP-TV operations or toward a specific NP-TV production, service, or broadcast function. Such donations become the sole property of the NP-TV Production Board.
3. Monies donated to NP-TV shall be placed in a fund dedicated to the operations of NP-TV. In the event that NP-TV ceases operations, all remaining funds shall be divided equally between the Borough of New Providence and the Board of Education.



4. The disposition of any equipment shall be in accordance with the current agreement between the Borough of New Providence and the Board of Education.
5. Sponsorship does not convey any right to the sponsor or donor to censor, alter, or influence program content.
6. Program providers or sponsors may not advertise on NP-TV through the use of commercials as that term is traditionally used in advertising. Programs or bulletin board submissions containing material deemed by the NP-TV Production Board to be commercial in the traditional sense may be rejected or edited to conform to these policies and procedures.
7. Sponsorship announcements are not commercials and cannot be used to persuade or influence viewers, to advocate for public issues or candidates or as a call to action.
8. The NP-TV Production Board is authorized to establish rates for its broadcasts, programming and services up to the following maximum rates:
  - \$100 per hour for underwriting bulletin board operations;
  - \$200 per hour for exclusive sponsorship of a program;
  - \$50 for each congratulatory (ex. Happy Birthday John Smith) or memorial message; and
  - \$50 for each media item reproduced for any individual or organization. Monies donated toward general NP-TV operations and equipment, operational supplies, programming, or services donated to the New Providence NP-TV Production Board are not covered by these rate limitations and may be acknowledged in bulletin board slides as the New Providence NP-TV Production Board deems appropriate. Rates established within these maximums by the NP-TV Production Board shall be published in the same manner applicable to the announcements of public meetings.
9. Sponsorship announcements may be produced by the sponsor or NP-TV in a format and on media established by the NP-TV Production Board. Control over content rests solely with the NP-TV Production Board.
10. Volunteers or organizations securing sponsorships, donations, or support for NP-TV operations may not receive any form of compensation for this service.
11. Sponsors have the opportunity to be the exclusive sponsor of a program by contributing the full sponsorship rate.

12. Sponsorship of a particular program may emanate from more than one of the same kind of business.
13. The costs of cable productions or bulletin board operations may be underwritten in whole or in part by corporations, businesses, non-profit organizations, or individuals. Such support may be acknowledged as follows:
  - a. When a program is funded, the program may contain, for each funding source, a 20 second billboard within a 30 minute time slot . (Example; *this program was made possible in part by XYZ Restaurant*). Alternatively, acknowledgement could be a 10 second billboard display at the start and the conclusion of the program. The billboard can only display name, address, logo, picture of the facility of a corporation, business or non-profit organization and other data deemed appropriate by the NP-TV Production Board.
  - b. When the bulletin board operation is underwritten, a notation acknowledging the sponsor may appear at the base of the bulletin board, technology permitting, for a period determined by the NP-TV Production Board. Moreover, a billboard display acknowledging this support may be carried at least once during each bulletin board cycle.
  - c. Acknowledgements of donations or support may take the form of a congratulatory or Memorial message as requested by the contributor.
  - d. The NP-TV Production Board has the right to make appeals for funding or support for NP-TV operations or programming.

### **VIII. Program Scheduling**

1. All program scheduling will be approved by the NP-TV Production Board.
2. Whenever possible, the NP-TV Production Board will attempt to honor specific requests for broadcast dates and times.
3. NP-TV Production Board official broadcast priorities will be as follows:
  - a) School sponsored events, programs, or programming.
  - b) Borough Council meetings.
  - c) Mayor's Forums
  - d) Borough sponsored events.
  - e) Borough government committee meetings.
  - f) Other programs of specific community interest approved for broadcast by the Committee.
4. The NP-TV Production Board will attempt to broadcast live or tape Council, or Borough government committee meetings or sponsored events as requested, personnel and equipment availability permitting. When such

resources are limited, priorities for live broadcasting or taping will be in accordance with subsection 3 above.

5. Emergency Management announcements made by New Providence Emergency Management officials will, equipment permitting, be broadcast on a priority basis overriding all other scheduling decisions.

## **IX. Facilities and Equipment**

1. NP-TV is a local, non-profit cable access television production and broadcast operation jointly owned by the Borough of New Providence and Board of Education and operated by the NP-TV Production Board.
2. NP-TV broadcasting will emanate from the New Providence High School with emergency overrides by authorized users emanating from the New Providence Municipal Center or as technology allows.
3. Access to NP-TV editing or storage areas in Borough of New Providence and/or school facilities will be subject to Borough and/or Board of Education policies and procedures.
4. Access to facilities for the purpose of taping or producing activities or events will be in accordance with borough/school policies and procedures.
5. Equipment and supplies purchased by or donated to NP-TV will remain the property of NP-TV regardless of its location.
6. Access to the broadcast equipment located at the cable insertion point in the New Providence Municipal Center will be strictly limited to persons updating programming and scheduling or performing maintenance on such equipment as approved by the NP-TV Production Board.
7. NP-TV equipment may only be used for the production or taping of events or activities approved by the NP-TV Production Board. Access to this equipment should be available to:
  - a. NP-TV production team members; or
  - b. Independent producers approved by the NP-TV Production Board.
8. A NP-TV Portable Equipment Request Form shall be used when any equipment is removed from the Borough of New Providence or Board of Education facilities or storage areas.
9. A log developed by the NP-TV Production Board must be located in each area where NP-TV equipment or supplies are stationed. Persons using such equipment at the work station must sign in and out when the equipment is used.

10. Any equipment that is damaged or malfunctions must be reported by the person using the equipment at the time of the incident on a NP-TV Incident Report Form. The form must be submitted to the NP-TV Production Board.

## **X. Production Team**

1. The NP-TV Production Board may establish a volunteer group, the NP-TV Production Team, to assist in the production and broadcasting of NP-TV programming.
2. Volunteers need not be residents of the Borough of New Providence.
3. Volunteers may be of any age; however, persons under the age of 18 must have a NP-TV Student Release Form signed by a parent or guardian providing consent for them to participate in NP-TV production or broadcast activities.
4. Persons volunteering shall complete a "Work for Hire Agreement" Form acknowledging that when they are performing services for NP-TV in the capacity of a production team member they will be considered to be in a work for hire capacity and agreeing that any media created while working in that capacity is the property of NP-TV.
5. Production team members may be involved in activities such as filming, editing, writing, narrating, interviewing, bulletin board creation, program development, and scheduling.
6. Training and/or certification processes for the use of equipment by production team members or others will be determined by the NP-TV Production Board.
7. Production team members may only tape or perform other services for activities or events approved by the NP-TV Production Board.

## **XI. Technical Standards**

1. All media submitted must be in a format approved by the NP-TV Production Board.
  - a. Technological advances may require modification of the technical standards described herein. Persons submitting material should contact the NP-TV Production Board for the most recent standards.
2. All media submitted for broadcast will be reviewed for current technical standards and may be rejected for airing if deemed by the NP-TV Production Board to not meet current technical standards, or otherwise in conformance with this policy.

3. All media must have 30 seconds of black at the beginning and end. Black is a synchronous signal generated by a sync generator or the output of a camera with its lens cap on.
4. Media for a 30 minute or a 60 minute time slot should be 29 or 59 minutes in length respectively.
5. Media shall be labeled in accordance with standards determined by the NP-TV Production Board.
6. Submissions not meeting one or more of the above mentioned technical standards may be rejected by the NP-TV Production Board or its designee.

## **XII. Technology Purchases**

1. The NP-TV Production Board may purchase equipment, operational supplies, programming, and/or services required carrying out the mission and meeting the objectives of NP-TV.
2. Equipment purchased will be capable of broadcasting in a format consistent with available technology.
3. Such purchases will be made in accordance with Borough of New Providence and/or Board of Education purchasing policies and procedures from a fund dedicated to the operation of NP-TV.

# NP-TV Portable Equipment Request & Inspection Form

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Pickup Date & Time: \_\_\_\_\_

Return Date & Time: \_\_\_\_\_

Video Project To Be Taped: \_\_\_\_\_

**Equipment must be returned by date & time noted above.**

## CHECK OUT INSPECTION:

## CHECK IN INSPECTION:

**Camera ( DV Camcorder)**

- Battery Load and connects properly.
- Camera Powers on/off.
- Tape door opens/closes.
- Display screen opens and functions.
- Camera Records.
- Tape plays back.
- Sound level works.

- Take tape out.
- Battery loads and connects properly.
- Camera Powers on/off.
- Tape door opens/closes.
- Display screen opens and functions.
- Camera Records.
- Tape plays back.
- Sound level works.

**Bogen Tripod:**

- Tripod Levels Work and legs extend/retract properly.
- Camera mounts/ removes properly from tripod.
- Camera is stored in case with fully charged batteries.

- Tripod Levels Work and legs Extend/retract properly.
- Camera mounts/ removes properly from tripod.
- Camera is stored in case with fully charged batteries.

**Wireless Lavalier Mic:**

- Microphone battery works.
- Microphone and receiver turned on.

- Microphone battery works.
- Microphone and receiver turned off.

**Shotgun Mic:**

**Lowel Lighting Kit:**

**Supplies:**

Number of tapes taken \_\_\_\_\_

Number of tapes used \_\_\_\_\_

**This section is to be signed at the time of return:**

I returned all equipment on the date and time indicated above. I also certify that the above listed equipment is in good working order. If any of the equipment is damaged or not working properly, A NP-TV incident report must be filed.

Date and time returned: \_\_\_\_\_

I certify that all equipment is returned in good working order: \_\_\_\_\_

Borrower's Name: \_\_\_\_\_

Date: \_\_\_\_\_

# NP-TV Incident Report

NP-TV Ref. #: \_\_\_\_\_

Borrower's Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Description of missing and/or damages to equipment:

Camera (DV Camcorder): \_\_\_\_\_

Shotgun Mic: \_\_\_\_\_

Wireless Lavalier Mic: \_\_\_\_\_

Lowel Lighting Kit: \_\_\_\_\_

Bogen Tripod: \_\_\_\_\_

## Comments on the incident:

---

---

---

---

---

---

*Additional comments may be made on back of this form*

I have read and confirm that the information stated above is correct to the best of my knowledge.

I have notified the scheduler listed on page one of this book.

Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

---

---

---

---

*Additional comments may be made on back of this form*

# NP-TV Broadcast Request Form

This form must be completed and submitted with your tape.

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

Date Recorded: \_\_\_\_\_

Program Starting Time: \_\_\_\_\_ Program Ending Time: \_\_\_\_\_

Length of Program: \_\_\_\_\_

Producer: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: Business Phone: \_\_\_\_\_

Sponsoring Group or Organization: \_\_\_\_\_

The above information must also appear on the front of your videotape.

## Information about your tape:

Tape format: \_\_\_\_\_

Explain in detail the editing done and why: \_\_\_\_\_

Special notes or problems: \_\_\_\_\_

Describe last visual image on tape: \_\_\_\_\_

Tape will be scheduled for airing by the Video Coordinator subject to compliance with the Policies & Procedures and approval of the Borough of New Providence.

Producer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received by NP-TV: \_\_\_\_\_ Date Returned: \_\_\_\_\_



# NP-TV

## Producer Agreement And Indemnification

I, as producer of the program titled \_\_\_\_\_ accept full responsibility for program content submitted to NP-TV and indemnify and save harmless NP-TV, the Borough of New Providence, its officers, directors, employees, and agents from and against all losses and claims, demands, suits, payments and judgments arising as a result of airing this program, including any and all expenses, legal or otherwise, incurred by the Borough or its representatives in the defense of any claim or suit.

I warrant and represent that the program does not contain:

1. Any solicitations of funds or advertising or material designed to promote the sale of commercial products or services, including advertising by and on behalf of candidates for public office.
2. Any material that is obscene, indecent, or an invasion of privacy.
3. Any material concerning lottery information, gift enterprise, or similar scheme.
4. Any material requiring union residuals or other payment including but not limited to talent and crew unless those payments have been executed or waived.
5. Any material that is slanderous, libelous, or unlawful.
6. Any material that is copyrighted or subject to ownership or royalty rights necessary video releases, licenses, or other permissions.
7. Any material that is not in full compliance with NP-TV Policies & Procedures.

I agree to provide NP-TV, prior to the airing of the program, with copies of any video releases, licenses, or other permissions, as set forth in item #6 above, obtained by me with respect to the program.

I agree that NP-TV shall have first and unlimited use of this program.

I agree that in the event a recorded program is lost, damaged, or stolen The Borough of New Providence's limit of responsibility will be the cost of a new videotape or DVD cartridge.

Producer: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

# NP-TV

## Performer Release Form

I hereby consent and authorize NP-TV and/or the NP-TV production team photograph, film, videotape and record the voice and/or picture of:

*Print your name:* \_\_\_\_\_

And use my/our picture, photograph, silhouette, and any other reproduction of my/our physical likeness and /or sound (as the same may appear in any still camera photograph and/or motion picture film and/or video tape on NP-TV or in a promotion for NP-TV.)

I acknowledge that the videotaping, recording, filming, and/or still photographs will be taken in connection with a project at which I am to perform and by permitting myself to be photographed video taped and/or recorded, said rights herein are granted to the Borough of New Providence on an irrevocable and unlimited basis without any compensation or payment being made for any such and further use thereof.

I hereby waive any rights that I may have to inspect or approve the finished product or the advertising or other copy that may be made in connection therewith or the use to which it may be applied on NP-TV.

I hereby indemnify and save harmless NP-TV, the Borough of New Providence, its officers, directors, employees, agents, and all persons acting under its permission and/or authority from and against all losses and claims, demands, suits, payments and judgments arising from the use or publication of my/our picture, photograph, silhouette, likeness, and sound, including any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking of a photo, a film, a videotape or in any processing leading towards the completion of the finished product.

I hereby agree to indemnify and hold harmless, including defense costs and attorney fees, NP-TV, the Borough of New Providence, its officers, directors, employees, agents, and all persons acting under its permission and/or authority from and against all losses and claims, demands, suits, payments, and judgments arising from the use of any material that is copyrighted or subject to ownership or royalty rights, necessary video releases, licenses, or other permissions, including all expense, legal or otherwise, incurred by the Borough or its representatives in the defense of any claim or suit. I hereby warrant that I am over the age of 18 and/or am the parent or legal guardian and have every right to contract in the name of the above named person/group and further that I have read and understand the above authorization and due hereby release, prior to its execution, and that I am fully familiar with the contents thereof

*Authorizing Signature:* \_\_\_\_\_ *Relationship:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Address:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Program reference:* \_\_\_\_\_ *Record Date:* \_\_\_\_\_

## NP-TV Student/Minor Release Form

I hereby give consent for:

Print student's name \_\_\_\_\_ DOB: \_\_\_\_\_

To participant in the activities of the NP-TV Production Team whether in the capacity of on screen talent and /or technical capacity.

I authorize NP-TV and those acting under its permission and its authority, to photograph, film, video tape and record the voice and/or picture and use his/her picture, photograph, silhouette, and any other reproduction of his/her physical likeness and /or sound (as the same may appear in any still camera photograph and/or motion picture film and/or video tape) in and in connection with the exhibition theatrically, on radio, and on television or otherwise, of any motion picture, video tape, or motion pictures in which the same may be used or incorporated, and also in the promotion, exploitation, and/or publicizing of any such motion picture or Video tape, but not limited to radio, television, or theatrical motion picture or video tape.

I acknowledge that any tape (audio and/or video) created by a member of the Production Team while on an assignment scheduled by the Borough of New Providence and/or its designated representative will be the property of the Borough of New Providence and that the person responsible for the creation of the product will be acting in a "WORK FOR HIRE" capacity. This shall apply to any work done in the creation of a tape, regardless of the equipment used, to include all pictures, sound, and related documentation used in the creation of a program. This will also apply to any pre- or post-production work done.

I hereby indemnify and hold harmless, including defense costs and attorney fees, NP-TV, The Borough of New Providence, its officers, directors, employees, agents, and all persons acting under its permission and/or authority from and against all losses and claims, demands, suits, payments and judgments arising from the use or publication of my picture, photograph, silhouette, likeness, and sound, including any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking of a photo, a film, a video tape or in any processing leading towards the completion of the finished product.

I hereby warrant that I the undersigned is the parent or legal guardian and have every right to give consent in the name of the above named person and further that I have read and understand the above authorization and due hereby release, prior to its execution, and that I am fully familiar with the contents thereof.

Authorizing Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**NP-TV  
Work for Hire Agreement**

I, (Print your name) \_\_\_\_\_  
do hereby agree to enter into an agreement between myself and the NP-TV reflecting that my participation in the activities of the NP-TV Production Team in a technical capacity and /or as on screen talent shall be deemed as "WORK FOR HIRE".

I authorize NP-TV and those acting under its permission and its authority, to photograph, film, video tape and record the voice and/or picture and use my picture, photograph, silhouette, and any other reproduction of my physical likeness and /or sound (as the same may appear in any still camera photograph and/or motion picture film and/or video tape) on NP-TV or in a promotion for NP-TV.

I acknowledge that any media (audio and/or video) created by myself as a member of the Production Team while on an assignment scheduled by the NP-TV and/or its designated representative will be the property of the NP-TV and I will be acting in "WORK FOR HIRE" capacity. This shall apply to any work done in the creation of a tape, regardless of the equipment used, to include all pictures, sound and related documentation used in the creation of the program. This will also apply to any pre- or post-production work done.

I hereby indemnify and hold harmless, including defense costs and attorney fees, NP-TV, The Borough of New Providence, its officers, directors, employees, agents, and all persons acting under its permission and/or authority from and against all losses and claims, demands, suits, payments and judgments arising from the use or publication of my picture, photograph, silhouette, likeness, and sound, including any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking of a photo, a film, a video tape or in any processing leading towards the completion of the finished product.

I hereby warrant that I the undersigned have read and understand the above authorization and due hereby release, prior to its execution, and that

I am fully familiar with the contents thereof

Authorizing Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## **NP-TV Bulletin Board Request Guidelines**

### ***TO SUBMIT A BULLETIN BOARD REQUEST, USE THE FOLLOWING GUIDELINES:***

- The NP-TV Bulletin Board is only available to registered, not for profit (501 C) and government and religious organizations. Proof of status may be required.
- Only one event per submission form.
- Request must be 14 lines or less and must not exceed 37 spaces per line.
- List your request in the following order:
  1. Name of organization and event title.
  2. Location and date of event.
  3. Special guest and/or topic to be discussed.
  4. Time of event and any related costs.
  5. Contact for more information:

Borough of New Providence – Administrative Offices  
NP-TV Production Board  
908-665-1400

- Abbreviate words as much as possible.
- Request must not contain any lottery information.
- No political solicitations permitted.
- Religious services announcements may be accepted in a format prescribed by the Committee.
- Requests should reach our office at least two weeks in advance of the event.

#### ***PLEASE NOTE:***

- All requests will be handled on a first come first serve basis.
- NP-TV makes no guarantee as to when and for how long your request will appear on the air.
- NP-TV makes no guarantee that your request will be aired. Airing is subject to available space on the Bulletin Board and personnel.
- NP-TV reserves the right to edit all requests submitted.
- NP-TV reserves the right not to air any request not in compliance with The Polices and Procedures set forth by the Borough of New Providence, the State of New Jersey, and the federal government.

Mail to: [NP-TV](mailto:NP-TV@NewProvidenceNJ.org)  
[New Providence Municipal Center](mailto:NP-TV@NewProvidenceNJ.org)  
[360 Elkwood Avenue](mailto:NP-TV@NewProvidenceNJ.org)  
[New Providence, NJ 07974](mailto:NP-TV@NewProvidenceNJ.org)

