

# Haverhill Community Television

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60 Elm Street · Haverhill, Massachusetts 01830

(978) 372-8070

Fax (978) 372-3020

## REQUEST FOR STUDIO

Name \_\_\_\_\_ Address \_\_\_\_\_

City or Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Date \_\_\_\_\_ Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Name of Program \_\_\_\_\_

Check all items requested:

Full Studio Facilities (3 cameras) \_\_\_\_\_ One Camera Set-up \_\_\_\_\_

Video Playback \_\_\_\_\_ Audio Cassette Player \_\_\_\_\_ Compact Disc Player \_\_\_\_\_

Titler \_\_\_\_\_

Additional Equipment Required \_\_\_\_\_

Request date and time \_\_\_\_\_

I am thoroughly familiar with the contents of the Haverhill Community Television Rules and Procedures regarding access users.

I agree to exercise reasonable care in the use of all equipment. I understand that HCTV will repair damage to the equipment resulting from normal wear and tear under ordinary use. However, I agree to pay the costs of any repair or replacement of equipment or materials resulting from the misuse, loss, theft or vandalism while the equipment is in my possession or control.

I agree that the intended use of the equipment is to produce a program(s) for Haverhill Community Television and that the equipment will not in any way be used for personal profit or remuneration.

\_\_\_\_\_  
Signature  
HCTV Staff Member \_\_\_\_\_

\_\_\_\_\_  
Date