



West Milford TV 77

WM 77

**Public, Educational, and
Governmental (PEG)
Television Station
*Policies & Procedures***

August 14, 2015

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Introduction

- **DISCLAIMER:**

All positions enumerated herein are unpaid.

- West Milford TV 77 (“WM77”) is a local, nonprofit television production channel owned and operated by the Township of West Milford. WM77 provides public, educational and governmental programming (“PEG”) to the residents of the Township of West Milford. It provides diverse programming which informs, educates, and entertains. WM77 also provides a video bulletin board *also known as Community Bulletin Board (“CBB”)* which airs notices from West Milford. WM77 functions under the government of the Township of West Milford.
- WM77 is managed by the West Milford PEG Television Commission (“Commission”), which is appointed by the Township Council.
- Programs aired on WM77 shall comply with the Programming Content Guidelines as detailed in this manual.

The CBB will provide PEG announcements over the dedicated TV channel in accordance with the Cable TV Franchise Agreement approved by the Township Council which also provided partial funding for both the PEG channel and CBB.

- All operational and content decisions are under the sole jurisdiction of the Township of West Milford via the Commission. Cable Television Information:

“Under the 1984 Cable Act, local franchising authorities may require that cable operators set aside channels for public, educational, or governmental PEG use. In addition, franchising authorities may require cable operators to provide services, facilities, and equipment for the use of these channels. Many cable systems include several PEG channels.

In general, cable operators are not permitted to control the content of programming on PEG channels. Cable operators may impose non-content-based requirements, such as minimum production standards, and may mandate equipment user training.

PEG channel capacity which is not in use for its designated purpose may, with the franchising authority's permission, be used by the cable operator to provide other services. Under certain conditions, a franchising authority may authorize the use of unused PEG channels to carry low power commercial television stations and local noncommercial educational television stations that are required by law.

Information relating to PEG channels may be obtained directly from the local franchising authority. For West Milford, that is Cablevision.”

- FCC and other federal and state regulations and statutes, regarding copyright, obscenity, and privacy shall be adhered to. The Township may enact additional ordinances consistent with federal and state law governing use and operations of WM77 and its narrow cast channel.

Purpose: WM77 Station

- WM77 provides public, education, and local government programming for and about West Milford, NJ. Programming includes televised council meetings and other township proceedings, local events, sports, public programs and a Community Bulletin Board (“CBB”).
- Community Bulletin Board (“CBB”):
 - A televised Community Bulletin Board (“CBB”) for Township and community announcements, meeting information, schedules, promotion of Township events and community awareness.
 - Emergency information and school closings or delayed openings will also be shown on a ticker across the screen as necessary.

Purpose: WM77 Policies and Procedures

The purpose of this manual is to establish guidelines for WM77 operations.

- WM77 will operate a CBB providing for, but not limited to:
 - The station's program schedule
 - Notices of West Milford events open to the public
 - Emergency information
 - Services provided by local government to Township residents

West Milford PEG Television Commission

As set forth in the Township Code, the West Milford PEG Television Commission (“Commission”) is to be established by the Township Council.

The Commission may, as it deems necessary, create a pool of volunteers, in order to fulfill any technical need of the Commission in relation to filming and broadcasting for WM77.

The Commission shall assign from its members and volunteers, assignments and tasks to ensure that the Commission meets the goals of broadcasting and operation.

- The Township shall establish the Commission and appoint its members pursuant to ordinance. Once appointed, the Commission shall oversee the day-to-day operations of WM77, including but not limited to recording and development of programs. Members of the Commission are appointed and can be removed by the Township Council in accordance with the laws and procedures governing such appointments. Persons wishing to be considered for appointment shall submit the appropriate request, which shall be considered by the Township Council.
- The Commission members shall be trained on the operation and use of any West Milford equipment used to produce and broadcast the narrow cast programming when such training is necessary for that individual to complete the assigned tasks.
- The Commission members may develop programs of interest to the residents of the Township of West Milford in accordance with the policies and procedures herein promulgated and subject to proper approval prior to being aired.

- All recording (audio and/or video) created by members of the Commission, or volunteer members of the Commission, while on an assignment scheduled by the Township of West Milford and/or its designated representative will be the property of the Township of West Milford and the person responsible for the creation of the product will be acting in a "WORK FOR HIRE" or volunteer capacity without any compensation monetarily or otherwise other than film credit. This shall apply to work done in the creation of a video recording, regardless of the equipment used, to include all pictures, sound and related documentation used in the creation of that program.

Recording of Events

- Effort shall be made to record Township sponsored events.
- Requests for recording other events pertinent to the West Milford community should be sent to the West Milford PEG Television Commission, 1480 Union Valley Road, West Milford, NJ 07480 or via email at wm77tv@westmilford.org. These requests should be submitted at least two (2) weeks in advance of the event and will be reviewed. While every effort will be made to accommodate requests, events will be considered:
 - If the required Commission members or volunteers are available to record these events,
 - If equipment is available.
- The Commission will respond to the recording or airing request by a West Milford group or individual once an event has been reviewed by the Commission.
- When a program being recorded contains a performer who is being paid for services the performer must sign the *WM77 Performer Release Form* (Exhibit E).
- The Township of West Milford and WM77 are not a news agency and therefore have no obligation to record or air press conferences or other events whether they are relevant or not relevant to the Township. (*See Programming Contents Guidelines.*)

Guidelines for Recording Council Meetings

- Shoot a slate at the beginning of the meeting which contains Date Time Place and type of meeting.
- The slate can be printed on plain paper or carefully hand drawn.
- Turn camera on before the meeting starts.
- When the meeting starts take a medium shot of the presiding officer.
- The presiding officer will identify the meeting by date time location and purpose.
- Follow the meeting by following the person who is speaking.
- Monitor the audio so you know that what is being said can be heard in your recording. Use headphones.
- Vary your shot: close-up shot, medium shot, two shot, three shot, wide shot, every minute or so.
- Keep the camera on for the entire meeting but if there are breaks in the public meeting turn the camera off only after the break is called and the Council members are leaving the dais.
- When the Council members return to the dais, turn the camera on before the public meeting resumes.
- When the meeting is adjourned pull back to a wide shot. Hold that shot for at least 20 seconds before turning off the camera.
- Shoot a slate again at the end of the meeting which contains Date Time Place and type of meeting.

Use of WM77 Equipment

- There shall be a list of current equipment/inventory maintained by the Commission and kept on file with Township Administration. The Commission must ensure that the list is updated as necessary and the updated list immediately filed with Township Administration.
- Training may be required for use of equipment as determined by the Commission.
- Town-owned video equipment shall only be used by persons who have obtained approval from the Commission to use the equipment.
- *WM77 Portable Equipment Request Form, Exhibit A (page 13)*, shall be used when any equipment is used.
- Any equipment which is damaged or malfunctions must be reported immediately to the Commission and a *WM77 Incident Report, Exhibit B (page 14)*, must be submitted to the Commission.
- Equipment may only be used for the recording of approved events.
- No equipment shall be available for use by any person who has not submitted the *WM77 Portable Equipment Request Form, Exhibit A (page 13)*, and obtained approval from the Commission.
- The Commission shall take reasonable measures to ensure that any person authorized to use equipment has satisfactorily demonstrated ability to operate the equipment.

Independently Produced Programs

An independently produced program is one that is made without the use of Township or WM77 equipment. These programs must meet the technical standards outlined in this document and require:

- The sponsor must either live in or work in West Milford Township, or content must be relevant to the West Milford Community.
- Submission of *WM77 Broadcast Request Form, Exhibit C (page 15)*.
- Submission of *WM77 Producer Agreement and Indemnification, Exhibit D (page 16)*.
- Submission of *WM77 Performer Release Form, Exhibit E (page 17)*, if deemed applicable by the Commission.
- Approved recordings that meet the technical standards of Programming Content Guidelines (page 7) will be scheduled for air by the Commission.
- The Township will not be responsible for video media damaged or lost while in its possession. Recordings will be returned to the producer when possible. WM77 does not accept any custodial responsibility for recordings beyond what is needed to broadcast the recording.

Technical Standards for Programs

- o Recordings submitted for airing must be in Mini DV, standard DVD, MP3, MP4 or MP2 file format only.
- o Audio must have minimal noise level (i.e., audio buzz, hum or other noise) when amplified.
- o All recordings must begin with a minimum of 30 seconds, not to exceed 60 seconds of control track black.
- o Following control track black, each recording must have a title graphic. The end must have closing credits and/or graphic.
- o Following the closing credits and/or graphic the recording must have 30 seconds of control track black.
- o Recordings (which consist of control track black, title graphic, program, closing credits and/or graphic and control track black) must contain continuous video control track with no loss of sync.
- o Picture and sound quality must be clear throughout.
- o Tapes must contain a side label with the name of the show, start time, end time and total length and must include contact information including a phone number.
- o Any video recording not meeting these requirements will be rejected and returned to its producer.

Programming Content Guidelines

WM77 programs shall not broadcast any programming that:

- (1) Is contrary to local, state, or federal law;
- (2) Violates state or federal law relating to obscenity or which when considered by an average Township community viewer, would be offensive to the general viewing public;
- (3) Contains profanity which, when considered by an average Township community viewer, would be offensive to the general viewing public. This specifically includes a prohibition on the broadcasting of those words that the Federal Communications Commission forbids from being broadcast on over-the-air, noncable networks;
- (4) Is a direct or indirect presentation of lottery information, gaming or games of chance;
- (5) Represents a solicitation, request, and/or appeal for funds other than for WM77;
- (6) Is libelous, slanderous, or an unlawful invasion of privacy;
- (7) Is copyrighted or trademarked or subject to ownership or royalty rights for which WM77

has not obtained the necessary releases, licenses, or other lawful permission from the holder/owner of such copyright(s) and/or trademark(s);

- (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 broadcasting of:
 - (a) A public school concert containing religious music;
 - (b) A documentary or educational program explaining the beliefs or history of more than one religion; and/or
 - (c) A concert or other musical program conducted in a church setting by a group or individual not affiliated with that church.
- (9) Is an advertisement, whether political or personal, made by or on behalf of or in opposition to or expressing support or criticism of any elected officials or officially announced candidates for public office;
- (10) Is an advertisement, whether personal or political, made by or on behalf of or in opposition to or expressing support or criticism of any Township Council members, members of the Township administration, or Township employees, unless expressed as part of an official Township meeting;
- (11) Constitutes advertising to promote the sale of commercial products or services;
- (12) Is conducted in a private business establishment, unless it is part of a governmental or nonprofit event that is approved by the Commission or a WM77 educational program;
- (13) Contains any inappropriate spoken or physical behavior that could improperly or unfairly injure, violate, offend, or insult other persons or groups or is contrary to generally accepted community standards; and/or
- (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.
- (15) Contains obscenity, nudity or violence except as presented in material that has been broadcast prior on a PBS network or cable network with a G or PG rating.

**Please note that WM77 accepts programs that adhere to the Motion Picture Association of America Ratings Board, Rating System for the following ratings: G and PG, consistent with the same standards used by PBS TV.

Editorial control

- The final decision concerning the editing and broadcasting of a program rest with the Commission subject to program content guidelines as set forth in these Policies and Procedures.
- WM77 is not obligated to broadcast material submitted by any source or to broadcast production or bulletin board submissions in their entirety.

- The Commission will not conduct the actual editing of programming but shall provide guidance and direction with regard to submissions.

Copyright Responsibilities

Liability for unauthorized use of copyrighted material shall rest solely with the producer. Independent producers, in consideration of airing on WM77, agree to indemnify and hold harmless WM77, the Township of West Milford, and each of their officers, directors or employees from and against all losses and claims, demands, suits, actions, payments and judgments arising from such claims including any and all expense, legal or otherwise, incurred as specified in *West Milford TV 77 Producer Agreement and Indemnification, Exhibit D*.

Scheduling of Programs

All submitted recordings will be reviewed by the Commission to ensure adherence to technical and programming standards. Scheduling will be at the discretion of the Commission whose members are appointed by the Township Council. WM77-produced programs will have highest priority in the programming schedule. These include, but are not limited to:

- Live or recording-delayed public meetings
- Emergency information
- Government sponsored events
- On-going features
- Other programs of specific community interest

Every effort will be made to air all properly submitted programs provided by independent producers in a timely manner as scheduling permits.

Use of Community Bulletin Board

Any organization with a non-commercial message, public service announcement regarding events and/or meetings of interest to residents of West Milford may have an announcement aired on the WM77 Community Bulletin Board (“CBB”) by sending it to: West Milford PEG Television Commission - CBB, 1480 Union Valley Road, West Milford, N.J. 07480 or via email at wm77tv@westmilford.org.

- Requests must be less than 40 words.
- Requests greater than 40 words must be divided into two (2) slides.
- All requests will contain a date, time and location of the event.
- All requests must be received at least two (2) weeks in advance of the event.
- All requests must be submitted by an organization's authorized spokesperson or designee.
- All requests must have the name of a contact person and their phone number.
- Events will be prioritized and posted according to the calendar date of the event, as space and time permit.
- WM77 reserves the right to edit any request consistent with state and federal law.
- No postings relating to political campaigns will be aired on the bulletin board.

- Local requests will take precedence over regional requests.
- Date sensitive requests will take precedence over general information notices unless said notice is of a critical nature to the residents of West Milford.
- Emergency information shall take precedence over any and all requests.

Use of the Emergency Notification Ticker

WM77 provides the ability for an authorized Emergency Management Officer (EMO) to post emergency notifications directly to WM77, and for those notices to appear on the screen, and scroll over whatever programming is being presented.

The Emergency Management Officer and/or staff will receive training and subsequently will have the ability, using any PC, phone, or other device connected to the web, to directly key in the appropriate message or select a pre-determined message. That message will then be posted to WM77. Each message will be assigned a start time and end time at the time of posting.

Emergency messages will appear on a ticker with a red background with white letters. Only emergency messages will use this color combination.

Only Emergency Management staff or persons assigned this authority by the West Milford Director of Public Safety will be provided access to key in such messages. The Director of Public Safety may request assistance from WM77 if he deems such assistance necessary to manage the emergency notifications.

The Director of Public Safety and/or the Township Administrator will have the ability to remove any notices posted on the emergency ticker if the message is deemed to be inappropriate, offensive or against the policies established, as defined and set forth above.

Film Permit may be required

FILMING

The taking of still or motion pictures either on film or videotape or similar recording medium, for commercial or educational purposes intended for viewing on television, in theaters or for institutional uses. The provisions of this chapter shall not be deemed to include the "filming" of news stories within the Township of West Milford.

PUBLIC LANDS

Any and every public street, highway, sidewalk, square, public park or playground or any other public place within the Township which is within the jurisdiction and control of the Township of West Milford.

Before any independent filming may commence, the producer or other responsible party must ensure compliance with the Township Code relative to filming within the Township, including the issuance of permits. The applicable provisions may be found in the Township Code at Chapters 141 and 135. The relevant chapters of the Township Code can be found at www.westmilford.org under the link for "Local Law."

Terms

Term	Definition & Comments
Community Bulletin Board (CBB)	<p>Community Bulletin Board is intended to keep West Milford residents in touch with events and services in town. Area residents and organizations can submit announcements that are relevant to the community.</p> <p>Guidelines:</p> <ul style="list-style-type: none"> • Non-animated JPEG images. PowerPoint or Keynote slides are acceptable. • Use large text fonts. • PNG Image Size must be no larger than 840x640 pixels. SD format. 4x3 • Keep your text and graphics within (TV Safe Area) or they may/will get cut off. • Do not use full white backgrounds or it will look washed-out. • Use dark backgrounds or gradients with off-white/grey/ text with a drop shadow for contrast. • Do not use bright colors; softer, less saturated images and text are better. • TV's do not have the same color range as your computer and will blur if too bright. • Over saturated colors or harsh black text on white backgrounds will washout.
Cable TV Franchise Agreement	A contract between the Township of West Milford and Cablevision which provides for a (PEG) narrow cast channel.
EMO	Emergency Management Officer
PEG	<p>Public, educational, and government access television, created in the United States between 1969 and 1971 by the Federal Communications Commission (FCC) and mandated under the Cable Communications Act of 1984, which is codified under 47 U.S.C. §531. PEG channels consist of:</p> <ol style="list-style-type: none"> 1. Public - Free of editorial control, a form of non-commercial mass media where ordinary people can create television programming content which is transmitted through cable TV. The local origination television content revolves around community interest, developed by individuals and nonprofit organizations. 2. Educational - Instructional television programming for educational purposes. 3. Government - Local government bodies and other legislative entities have access to the cable systems to televise public affairs and other civic meetings.
PBS Standards	The Public Broadcasting Act (47 U.S.C. §396 et seq.) authorized Corporation of Public Broadcasting (CPB) to "facilitate the full development of public telecommunications in which programs of high quality, diversity, creativity, excellence, and innovation, which are obtained from diverse sources, will be made available to public telecommunications entities."
WM77	West Milford's narrow cast PEG channel.

Appendix - WM77 Forms:

Equipment Request Form, Exhibit A, page 13

Incident Report, Exhibit B, page 14

Broadcast Request Form, Exhibit C, page 15

Producer Agreement and Indemnification, Exhibit D, page 16

Performer Release Form, Exhibit E, page 17

Student Release Form, Exhibit F, page 18

Work for Hire Agreement, Exhibit G, page 19

Bulletin Board Posting Form, Exhibit H, page 20



TOWNSHIP OF WEST MILFORD PASSAIC COUNTY
 Phone (973) 728-7000 • 1480 Union Valley Road, West Milford, NJ 07480
 WM77 (please e-mail your request to wm77tv@westmilford.org)

Equipment Request Form (A)
Policy and Procedures Exhibit A

Name: _____ Date: _____

Address: _____ Request Date: _____

Email: _____ Alternative Date: _____

Phone(s): _____

Subject of project: _____

I can demonstrate the ability to operate the equipment I seek to borrow for the purposes indicated.

You will be contacted by WM77 as to the pick-up time. Equipment must be returned by appointment.

Camera & Case: _____ Tripod: _____

Microphones: _____ Cables: _____

Other equipment (list all): _____

Statement of compliance for portable equipment check out

1. I have read and am thoroughly familiar with *The WM77 Policies & Procedures*.
2. I agree to return equipment at the time and date determined, and to take proper care of equipment in my custody.
3. I understand that failure to return equipment on time or returning it in damaged condition caused by willful neglect may prohibit my future use of any equipment and may cause me to be liable for said damages.
4. I further understand that WM77 equipment may not be used for commercial purposes or any co-ventures with any other persons and or agencies not authorized in advance by WM77.
5. Any violations of the above may result in forfeiture of my borrowing privileges and may subject me to legal action.

This section is to be signed at the time of PICK-UP:

I agree to return all equipment on the date and time indicated. I also agree that the above listed equipment is in good working order.

Applicant's Signature: _____ Pick-up Date & Time: _____

Date, time & location to be returned to: _____

WM77 approval: _____ Reference #: _____

This section is to be filled out at the time of RETURN:

Date & Time Returned: _____

Equipment inspected by (for WM77): _____ Inspection Date: _____

Equipment returned in good order YES | NO (Circle one)

If NO, equipment missing or damaged: (complete and attach WM77 Incident Report).



TOWNSHIP OF WEST MILFORD PASSAIC COUNTY
Phone (973) 728-7000 • 1480 Union Valley Road, West Milford, NJ 07480

WM77 (please e-mail your request to wm77tv@westmilford.org)

Incident Report (B)
Policies and Procedures Exhibit B

Borrower's Name: _____ Date: _____

Reference#: _____

Description of missing and/or damages to equipment:

Camera: _____

Tripod: _____

Microphones: _____

Cables: _____

Other equipment (list all): _____

Borrower's 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. Borrower's Signature: _____ Date: _____

WM77 representative: _____ Date: _____

Comments: _____



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WM77 (please e-mail your request to wm77tv@westmilford.org)

Broadcast Request Form (C)
Policy and Procedures Exhibit C

This form must be completed and submitted with your recording WM77 Reference #: _____

Program Title: _____ Date Recorded: _____

Program Starting Time _____ Program Ending Time: _____

Length of Program: _____

Producer: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Business Phone: _____

Email: _____

Sponsoring Group or Organization: _____

The above info must also be written on the physical recorded media. (DVD, CD, Other)

Information about your recording

Recording format: _____ Was recording edited in any way: YES / NO (circle one)

Explain in detail the editing done and why: _____

Special notes or problems: _____

Describe last visual image on recording: _____

Recording will be scheduled for airing on WM77 by the Commission subject to compliance with the Policies & Procedures and approval of the Township of West Milford.

Producer's Signature: _____ Date: _____

Date Received by WM77: _____ Date Returned to Producer: _____



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Phone (973) 728-7000 • 1480 Union Valley Road, West Milford, NJ 07480

WM77 (please e-mail your request to wm77tv@westmilford.org)

Producer Agreement and Indemnification (D)
Policy and Procedures Exhibit D

I, _____ as producer of the video recording

Titled _____ accept full responsibility for program content submitted to WM77, and indemnify and save harmless WM77, the Township of West Milford, 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 Township 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 or 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 subject to the copyright or subject to ownership or royalty rights of others necessary video releases, licenses, or other permissions.

I agree to provide WM77, 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.

Producer: _____

Date: _____

Organization: _____



TOWNSHIP OF WEST MILFORD PASSAIC COUNTY
Phone (973) 728-7000 • 1480 Union Valley Road, West Milford, NJ 07480

WM77 (please e-mail your request to wm77tv@westmilford.org)

Performer Release Form (E)

Policy and Procedures Exhibit E

I hereby consent and authorize WM77 and those acting under its permission and its authority, to photograph, film, video recording and record the voice and/or picture of (Print your name): _____ 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 recording) in and in connection with the exhibition theatrically, on radio, and on television or otherwise, of any motion picture, video recording, 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 recording, but not limited to radio, television, or theatrical motion picture or video recording.-

1. I acknowledge that the videotaping, recording, filming, and/or still photographs will be taken in connection with a project which I am to perform at and by permitting myself to be photographed video recorded, said rights herein are granted to the Township of West Milford on an irrevocable and unlimited basis without any compensation or payment being made for any such and further use thereof.
2. 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.
3. I hereby indemnify and hold harmless WM77, the Township of West Milford, 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 recording or in any processing leading towards the completion of the finished product.
4. I hereby agree to indemnify and hold harmless WM77, the Township of West Milford, 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 any and all expense, legal or otherwise, incurred by the Township or its representatives in the defense of any claim or suit.
5. 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 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: _____

Email: _____

Program Reference: _____ Record Date: _____



TOWNSHIP OF WEST MILFORD PASSAIC COUNTY
Phone (973) 728-7000 • 1480 Union Valley Road, West Milford, NJ 07480
WM77 (please e-mail your request to wm77tv@westmilford.org)

Student Release Form (F)

Policy and Procedures Exhibit F

I hereby give consent for:

(Print student's name) _____ to participate in the activities of the WM77 Production Team in a technical capacity and /or as on screen talent.

1. I authorize WM77 and those acting under its permission and its authority, to photograph, film, video recording 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 recording) in and in connection with the exhibition theatrically, on radio, and on television or otherwise, of any motion picture, video recording, 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 recording, but not limited to radio, television, or theatrical motion picture or video recording.
2. I acknowledge that any recording (audio and/or video) created by a member of the Production Team while on an assignment scheduled by the Township of West Milford and/or its designated representative will be the property of the Township of West Milford 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 recording, 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.
3. I hereby indemnify and hold harmless WM77, the Township of West Milford, 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 recording or in any processing leading towards the completion of the finished product.
4. I hereby warrant that I the undersigned am 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: _____

Email: _____



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Phone (973) 728-7000 • 1480 Union Valley Road, West Milford, NJ 07480

WM77 (please e-mail your request to wm77tv@westmilford.org)

Work for Hire Agreement (G)
Policy and Procedures Exhibit G

I, (print your name) _____ do hereby agree to enter into an agreement between myself and the Township of West Milford reflecting that my participation in the activities of the WM77 Production Team in a technical capacity and /or as on screen talent shall be deemed as "WORK FOR HIRE".

1. I authorize WM77 and those acting under its permission and its authority, to photograph, film, video recording 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 recording) in and in connection with the exhibition theatrically, on radio, and on television or otherwise, of any motion picture, video recording, 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 recording, but not limited to radio, television, or theatrical motion picture or video recording.
2. I acknowledge that any recording (audio and/or video) created by myself as a member of the WM77 Production Team while on an assignment scheduled by the Township of West Milford and/or its designated representative will be the property of the Township of West Milford and I will be acting in a "WORK FOR HIRE" capacity. This shall apply to any work done in the creation of a recording, 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.
3. I hereby indemnify and hold harmless WM77, the Township of West Milford, 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 recording or in any processing leading towards the completion of the finished product.
4. 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: _____ Relationship: _____

Print Name: _____ Date: _____

Address: _____ Phone: _____

Email: _____



TOWNSHIP OF WEST MILFORD PASSAIC COUNTY
Phone (973) 728-7000 • 1480 Union Valley Road, West Milford, NJ 07480

WM77 (please e-mail your request to wm77tv@westmilford.org)

Community Bulletin Board Posting Form (H)
Policy and Procedures Exhibit H

Post Name: _____ Post Identifier: _____

Submitting Organization: _____

Submitting Individual: _____ Submission Date: _____

Requested run dates—Begin: _____ End: _____

Special Scheduling Request: _____

File submitted? (circle one) YES NO

File submitted Name: _____

(Circle file type): .PNG .JPG .TXT Other type (specify): _____

Text of Post (<40 words): _____

Graphics requested: _____

Format/Appearance requests/comments: _____

Date/time received by WM77: Date: _____ Time: _____

Received by (for WM77): _____

Requested Broadcast Schedule: Begin date/time: _____ End date/time: _____

Assigned Broadcast Schedule: Begin date/time: _____ End date/time: _____

Include in normal rotation

Special scheduling (specify): _____

Approved by (WM77) Initials: _____

Approved by Date: _____ Time: _____

Posting Notes:

1. Bulletin Board should be updated once or twice a week
2. Minimize words
3. All date sensitive material supersedes any general information notices
4. All posts must be 40 words or less
5. All notices on Bulletin Board must not contain any information in violation of WM77 Policies and Procedures and all federal, state, and local regulations