



Use of CCTV Channels, Facilities and Equipment by a Minor



Minor children can use Channels 21, 22 and 23, and CCTV managed facilities and equipment as long as a parent or legal guardian supervises and takes legal responsibility for all work **by signing all contracts**. Services available to minors, with parent/legal guardian taking responsibility are:

Training: all workshops offered

Equipment/facilities: field production unit, studio, edit rooms, CG and preview stations

Program scheduling: programs and fill

Several immediate special needs become evident when minor children use services:

1. **The parent/legal guardian must be available to sign contracts.**
2. **Minor transportation to and from CCTV, including safe transportation for location production equipment, is the responsibility of the parent/legal guardian.**
3. **The parent/legal guardian will need the opportunity to monitor and supervise work.**

CCTV does not require parents/legal guardians to take the classes. While CCTV encourages participating parents and legal guardians to take an active part in their children's productions, experience has shown that schedules and individual desires prohibit CCTV from requiring parent/legal guardian training and production. In order to both facilitate production and to ensure that the parent/legal guardian is informed, CCTV has established the following guidelines.

GUIDELINES

1. Each parent/legal guardian who will be signing program and equipment contracts is required to attend CCTV's orientation with each child they will be supervising.
2. Prior to enrolling in a workshop, participating parents/legal guardians and minor children will be required to sign a Parent/Legal Guardian and Minor Child Agreement on the Use of CCTV-managed Channels, Equipment and Facilities.
3. Before workshop completion, each participating parent/legal guardian and minor child will be required to sign an acknowledgment that they have received, read and understand CCTV's rules.
4. A participating parent/legal guardian will be required to co-sign all program and equipment contracts. Parents/legal guardians may request in writing that CCTV allow minor children to bring signed equipment contracts from home (eliminating the need for the parent/legal guardian to travel to CCTV) as long as the parent accepts full responsibility for contracts completed in this manner.
5. A participating parent/legal guardian will be required to be present at any use of CCTV's studio. In addition, the parent/legal guardian will be responsible to provide one adult supervisor per ten minor children present at the studio; i.e. 15 children attending a production would require the parent/legal guardian signing the studio contract plus one additional adult supervisor.
6. A participating parent/legal guardian will be required to sign acknowledgment of receipt of any minor or major rule violations issued by CCTV to the minor child.
7. A participating parent/legal guardian must submit programs in person, with a signed program contract, directly to the CCTV Program Coordinator or designated alternate staff during the hours of 9 a.m. to 7 p.m. *Dub requests* must also be submitted by the parent/legal guardian.
8. A participating parent/legal guardian will be required to pick up programs which have been televised all scheduled times.