



### 3 / USER CONDUCT AND LIABILITY

Users are required to abide by all applicable federal, state, county, and city laws, rules, and regulations.

The City reserves the right to penalize, suspend, or expel users and/or producers who fail to comply or ensure compliance by the users' guests, invitees, or agents with either City rules or BCMC rules or any federal or State law.

The following violations may result in immediate expulsion from the studio:

- a) negligent handling of facilities or equipment;
- b) providing any materially false information or making any false representation pertaining to residency;
- c) use of facilities or equipment while under the influence of alcohol or illegal drugs; (*alcoholic beverages are prohibited in City Hall*);
- d) causing harm or injury to persons or property or creating a reasonable risk of harm or injury to persons or property

The Bowie Studio takes care in offering the best technical equipment it can to its users. The user accepts full legal and financial responsibility for any damage to the Studio or its equipment whenever the equipment is in his or her possession and/or control, and the user agrees to pay the cost of any repair or replacement of equipment due to negligence, misuse, theft or loss. Failure to pay for repair or replacement of equipment damaged, lost or stolen while in the user's possession and/or control may be grounds for suspension or expulsion. Pyrotechnics are not permitted in the Studio under any circumstances.

Food is not permitted in the studio or connecting rooms. For rented food space, contact Community Services at 301-809-3011. Beverages are limited to bottled water only, in the studio lobby only. Hair, Make-up, and Wardrobe needs to be done before reservation time in the bathrooms or rented space.

No personal audio/video recording devices may be used in conjunction with studio equipment. Photos may only be captured before or after studio recording. Questionable raw material may be held or shared for further review by any proper authorities BEFORE a copy is released to the producer. Producers retain their copyrights and are encouraged to upload their finished shows on their own YouTube accounts.

**The City's Public Access Channel(s) shall be for the display of noncommercial public, educational, and government programming produced or sponsored locally by residents, organizations, and institutions within the City. For underwriting and sponsorship rules, and rules on selling copies, consult BCMC.**

| COMMERCIAL ACTIVITY, including but not limited to underwriting and sponsors | Advertising which promotes the sale of any product or service AND involves remuneration | Contact information (phone, web, email, facebook, twitter, linkedin, etc.) | Call to action of a commercial, advertising, money or prize-related nature i.e. command<br><br>tinyurl.com/definecalltoaction | Prizes by lot or chance | Solicitation of funds: request, directly or indirectly, for money, property, financial assistance | Prices | Inducement, not to be confused with information, to buy, sell, rent, or lease; avoid recognizable brands | Qualify or compare, for purposes of review |
|---|---|--|---|-------------------------|---|--------|--|--|
| For-profit  | No  | Credits  | No  | No                      | No  | No     | Unpaid   | Unpaid                                     |
| Non-profit business   | No  | Body and credits   | Unpaid, no sales or endorsements  | No                      | No  | No     | Unpaid   | Unpaid                                     |
| Personal  | No  | Body and credits   | No  | No                      | No  | No     | Unpaid   | Unpaid                                     |

## 4 / CLEARANCES

Producers are required to obtain clearance using this form and submit to City staff *before* images of minors are recorded or edited, as well as copyright clearance whenever needed. Exceptions may or may not be applicable depending on the public nature of an event.

*If the minor in the image is now an adult, the parent or guardian does not have to co-sign but the release to use the image of the minor is still required. Release forms from a school or other government unit may or may not be acceptable as a substitution and should be cleared with the City prior to scheduling talent.*

### RELEASE FORM FOR INDIVIDUAL PARTICIPATING IN VIDEO PRODUCTION

*"I authorize the PRODUCER(S), \_\_\_\_\_, to record on tape or otherwise, my name, voice, image, and performance for use in the program. The producers may edit such recordings as desired and may use and authorize others to use the program or portions thereof or excerpts therefrom. The producers shall own all right, title, and interest at any time existing in and to the program with limitation to be used and disposed of as the transmitting or distributing body shall determine at its sole discretion. I give the producer the right to use my name, likeness, and biographical material to publicize the program, derivative works thereof, and the service of the producers. I expressly release the transmitting or distributing body, its licensees, and assignees from all claims arising out of the breach of any covenant or warranty I have made therein. I acknowledge that, by signing this waiver, I grant the producers the unlimited right to distribute for broadcast, cablecast, webcast, or otherwise, any and all programs in which I appear. The term period of this right shall not expire. I also warrant that I am providing full legal names and that I have full or partial legal custody over any minors for which I speak. I accept full legal responsibility for all medical or dietary needs relating to myself or my children."*

\_\_\_\_\_  
Individual (print name)

\_\_\_\_\_  
Parent/Guardian (print name)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Parent Emergency Phone Number

\_\_\_\_\_  
Guardian Emergency Phone, if different