



Community Access Partners of
San Buenaventura
CAPS Channel 6
VTV Channel 15

Studio Reservation

To all Producers: You are entitled to a maximum of four (4) hours studio time per day and twelve (12) hours total studio time per finished program. Producers are responsible for providing their own tape and crew for all shoots. One CAPS staff person is available only to make sure you have what you need, not as a crew member. Though you may use non-CAPS members as crew, a CAPS member must be present at all times during your shoot. To insure availability please reserve studio two (2) weeks prior to your shoot day. Reservations are subject to cancellation at the discretion of CAPS-TV at any time.

Date Submitted: ____/____/____

Member Name: _____

Organization: _____ Address: _____

Phone#1: _____ Phone#2: _____

Email _____

Project Name: _____

Date Requested: ____/____/____ Time Requested: _____ AM PM

NOTE: Studio normally includes 4 wired lapel mics. Additional audio equipment must be reserved separately. Any requests for additional equipment (furniture, props, etc.) must be listed below and are subject to availability:

***NO FOOD OR BEVERAGES ARE ALLOWED IN THE STUDIO OR CONTROL ROOM AREAS. You are responsible for all of the equipment used in the studio during your reservation. If equipment is lost or damaged, you will be charged for replacement.**

Signature: _____ Date: ____/____/____

Parental Signature: (for minor applicants) _____ Date: ____/____/____

Print Name: _____

STAFF ONLY: Entered in Facil by: _____ Date: ____/____/____