

# **Janesville Access Television (JATV)**

## **Free Video Services Policy for Special Community Events**

**(Effective: 05/2025)**



JATV offers free video production services for charitable non-profit organizations that provide free, public, and community-focused events. Free video services apply to events held within the City of Janesville. Requests for JATV to record eligible events should be made more than a month in advance of the event.

### **To Request Video Services:**

Please contact the JATV Director to determine eligibility for video services.

(e: [info@jatv.org](mailto:info@jatv.org) or t: 608-758-5823).

### **Eligible Events for Free Video Services:**

- Organization must be a charitable non-profit.
- Event must be free to attend.
- No membership or participation fees are required to access the event or services.
- Event must benefit the broader community.
- City Council and School Board Candidate Debates and Forums that serve the City of Janesville sponsored by non-partisan groups to be held in the Hedberg Public Library.

### **Not Eligible for Free Video Services:**

- Events with ticketed or admission fees (including fundraisers).\*
- Recurring events in a series.
- Conventions or membership meetings.

### **Equipment for Checkout/Use:**

- Video and editing equipment are available for community use to record and edit events that are not eligible for free services.
- Equipment must be checked out by a City of Janesville resident, with a valid ID.
- Recorded programming and events are intended to be broadcast on JATV and must follow JATV's "Rules of Use."

### **Exceptions\*:**

- Fundraisers by mission-driven nonprofits providing essential community services may be considered for free coverage.
- Membership-based organizations may qualify if the event is free to the public and benefits the community. Proof of eligibility for free video services will be documented.

### **Paid Video Services:**

Organizers of events that do not qualify for free video services can hire JATV at \$50/hour per staff member at a minimum of \$200 per event plus mileage. This fee will include any/all set-up, recording of the event, and tear-down of video/audio equipment. Additional staff will be billed at \$50/hour per staff member for time committed. A quote will be provided for the intended services rendered.