



# HOLLAND COMMUNITY CALENDAR

## Procedures for Submitting PUBLIC ACCESS MESSAGE

The Holland Community Calendar is a 24 hour continual cable television service, providing messages of interest to town residents. The following policy shall govern the airing of messages.

- All messages are aired free of charge.
- Prices and fees may be quoted with the message, providing the fees are to benefit a non-profit organization.
- Personal opinions, commentaries, or political statements can not be aired on the Holland Community Calendar.

### PROCEDURE:

1. Fill out the Holland Community Calendar Public Access Message Form. These forms are available near the bulletin board on the first floor in the Holland Town Hall.
2. Return the form to the cable mail box, 2nd floor, Town Hall or  
mail to:

Holland Cable Commission  
Holland Town Hall  
27 Sturbridge Road  
Holland, MA 01521

Fax to:

Attn: Cable Commission  
1-413-245-7037

A cable commission member will review all messages. Approved messages will be input for airing and filed for future reference. A Cable Commission member will call the contact person of a disapproved message to relay the reason for disapproval.

Please make sure to have a contact name and phone number on your form, in case there are questions.

For more information call:

245-7108, Ext. 25,

please leave a message for the attention of the Cable Commission,  
leaving your name, number and reason for calling,  
a Cable Commission member will return your call as soon as possible.

Thanks,

The Holland Cable Commission Crew