

MVCC requires that this downloadable form be hand-signed on both pages and the original mailed. No faxes or photocopies are permitted.

REQUEST FOR PROGRAM SERIES TIME SLOT

Name: _____

Street Address (No P.O. Boxes): _____

City: _____ State: _____ Zip: _____

Phone: (H) _____ (W) _____

Series Program Title (40 characters maximum, including spaces) : _____

Format: MPEG FILE _____ DVD-R _____ LIVE _____
Length of Time Slot Required : ½ Hour _____ 1 Hour _____ Over 1 hour (Please specify) _____
Scheduling Slot Requested : Weekly _____ Bi-Weekly _____ Monthly _____

PROGRAM DESCRIPTION: (this will be used in our program logs)

Does the program being submitted for cablecast contain copyrighted material? YES NO

(Producers of programs submitted for cablecast may be asked to provide documented proof that permission has been granted to use copyrighted material, or that materials are ‘fair use’ or ‘public domain’)

Is this program suitable for children? YES NO

Does it include Adult Language? YES NO

I have read the Miami Valley Communications Council’s Program Content and Ownership guidelines printed on the back. I understand the guidelines and warrant that the program I am submitting conforms to them. I understand that if I submit a program recorded on my own disc, it is my responsibility to pick up the media. It will not be mailed back to me. Any discs not picked up within six months of its final airing date becomes property of the Miami Valley Communications Council.

Signature: _____ Date : _____

Print Name : _____

As producer of the above program, I hereby give the Miami Valley Communications Council permission to duplicate the above program for any citizen requesting a copy for private or non-commercial use only.

Signature: _____ Date : _____

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PROGRAM CONTENT AND OWNERSHIP AGREEMENT

1. The following are Miami Valley Communications Council's Program and Ownership policies :
 - a. The public/educational access channels may not be used to advertise or promote the sale of products or services, or for the solicitation of funds. Description or praise of a product, service or business that encourages purchase is not permitted. Intentionally showing business or product names, logos and other symbols specifically for advertising or promotion is prohibited.
 - b. No games of chance for money or prizes are permitted. Lottery information and advertisement of lotteries or raffles are also prohibited.
 - c. Any obscene or otherwise constitutionally unprotected speech shall not be permitted on the access channels. The Communications Council recognizes that programs with artistic or social merit may contain content or language considered offensive to some viewers. However, programs will be considered for cablecast with every effort to show programming within community standards of decency. Programs containing explicit sexual interaction will not be permitted, nor will programs designed to arouse sexual desire. The Communications Council may also restrict programs, which it deems to be excessively violent. The Miami Valley Communications Council reserves the right to schedule programming featuring adult-oriented content between the hours of 11:00PM and 6:00AM. A user may appeal this decision in writing to the Miami Valley Communications Council for review.
 - d. The community access channels may not be used to slander or libel any individual or group.
 - e. The Miami Valley Communications Council program schedule is subject to change without notice.
2. The above notwithstanding, the Communications Council will not edit, or alter in any way, the content of material without the permission of the community producer.
3. The community producer is responsible for obtaining all clearances from the owner for use of any copyrighted or protected material, including music licensing organizations, program distributors and any other persons necessary to authorize transmission of program material on the access channels.

Likewise, the community producer is responsible for securing all talent releases and ensuring the cablecasting of the program does not violate the rights of a third party. Political candidates and/or issue spokesperson(s) are responsible for complying with all local, state and federal election laws.

The community producer agrees to assume full responsibility for any and all disputes arising from unauthorized use of copyrighted material and all other legal issues, and agrees to hold harmless in such disputes, the Miami Valley Communications Council and Time Warner Cable, the affiliates, officers, agents and employees.
4. Community producers may seek funding for their programs from private and/or public sources. Credit to funding sources may only be given at the beginning or ending of the program and may say only that assistance or support was provided by the funding source.

A character generated name or logo may appear, but no addresses, telephone numbers, or pictures of businesses, or location may be used. Audio is limited to **"the program was made possible, in part, through the assistance of...."** No promotional information regarding services provided may be allowed.
5. Non-profit organizations may include the phone number and address of their organization so those viewers can obtain additional information. Solicitation of any products or fundraising is prohibited.
6. The community producer retains ownership of the content of any program produced with Communications Council equipment or facilities and is entitled to one free DVD copy of the program. The community producer must provide his or her own for dubbing. However, the Communications Council retains ownership of the master disc or file and reserves the right to cablecast any program produced using its equipment and facilities any number of times on any of its channels. The Communications Council may also, at its discretion, remove the program from its playback servers, as well as its digital and/or disc library archives if the material is no longer timely or relevant. If the community producer provides his/her own disc to MVCC for cablecast purposes, it is up to that producer to retrieve the disc upon conclusion of the program's cablecast run.
7. The Communications Council may charge a fee for copies of any program produced by a member of its staff or by a community producer. Fees are to be established by the Communications Council. The Communications Council may not duplicate a community producer's program for anyone other than the producer without his/her written permission.

Signature: _____

Date : _____