



Miami Valley Communications Council

Technology for local governments

1195 E. Alex-Bell Rd. Centerville, OH 45459

(937) 438-8887

www.MVCC.net

volunteer@mvcc.net

Program Proposal

Today's Date _____

Producer Name _____ Phone # _____

Address _____ City _____ Zip Code _____

Production Title _____

Description _____

Single show Series

Studio Podcast On-Location County _____

Estimated completion date _____

Check out date _____ Staff sign out _____ Date _____

Return date _____ Staff sign in _____ Date _____

I have examined the equipment and agree that it is in operating condition.
I assume all responsibility for damage that occurs, which is outlined in the MVCC Policies.
I agree to care for the equipment and return it to MVCC on the date indicated.

Signature of Borrower _____

Signature of Parent or Guardian (If borrower is under 18) _____

Camera Kit	Qty.	(Office Use) Inventory #	Rtn.
<input type="checkbox"/> Sony NX5			
<input type="checkbox"/> Sony NX70 <small>Shotgun mic, A/C adapter, power cord, headphones</small>			
<input type="checkbox"/> GoPro 4 Black			
<input type="checkbox"/> GoPro 4 Silver			
<input type="checkbox"/> GoPro Gimbal (Requires Silver) <small>Micro SD Card, Mount w/2 screws, USB charger & cord</small>			

Accessories	Qty.	(Office Use) Inventory #	Rtn.
<input type="checkbox"/> Tripod			
<input type="checkbox"/> SD Card			
<input type="checkbox"/> Wireless Mic			
<input type="checkbox"/> Handheld Mic			
<input type="checkbox"/> Shotgun Mic			
<input type="checkbox"/> Mic Stand			
<input type="checkbox"/> XLR Audio Cable			
<input type="checkbox"/> Miniburst LED Light			
<input type="checkbox"/> Light Stand			

Additional Equipment	(Office Use) Inventory #	Rtn.

**Please review and sign
the MVCC Policies on the
back of this page.**

The equipment may not be taken out of MVCC's service area ~ Montgomery, Greene and Warren Counties.

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.

MVCC 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. MVCC may also restrict programs, which it deems to be excessively violent. MVCC reserves the right to schedule adult programming 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.

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, Spectrum Cable and its 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 address, 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 information regarding services provided may be allowed. Non-profit organizations may include the phone number and address of their organization so those viewers can obtain additional information. Solicitation of products, materials or fundraising is prohibited.

LOSS OF PRIVILEGES

1. Community producers who abuse or maliciously damage the equipment or facilities or who habitually return equipment late and/or in a disorderly fashion will lose the privilege of using MVCC equipment and facilities.

2. Infractions may result in:

(a) warning from MVCC staff (b) temporary or permanent suspension. These infractions may include:

- Use of equipment for commercial or private production
- Return of dirty or improperly packed equipment
- Eating, drinking or smoking in edit suites
- Rewiring edit suites without staff permission
- Attempting equipment maintenance or repair
- Using equipment or facilities while under the influence of alcohol or drugs
- Late return of equipment
- Loss or damage to equipment
- Failure to cancel or appear for a reservation
- Reserving or checking out equipment for others
- Rude or abusive behavior toward others
- Presenting falsified paper work
- Check-out of equipment for use by non-certified individuals.

(Compensation for losses or damage must be made before a producer can be considered for re-instatement)

Producer Signature (By signing, you agree to these policies) _____