



Community TV

CPC CABLE CAST REQUEST FORM

DATE SUBMITTED: _____

Producer _____ Address _____

Phone # (Day) _____ (Night) _____

Contact Name (If other than Producer) _____

Series Title (If applicable) _____

Program Title _____

Program Length _____ : _____ Format: DVD _____ or S/VHS _____

Program Produced (please check one) Live _____ Recorded _____

Program Description

Does this program contain material that is inappropriate for children or that may be offensive to some viewers as defined by the CPC Guidelines? YES _____ NO _____

Does this program contain violence to either humans or animals? YES _____ NO _____

Does this program contain nudity? YES _____ NO _____

Does this program contain profane language? YES _____ NO _____

Does this program discuss or depict sexual content, excretory activities or organs? YES _____ NO _____

(Any program containing prohibited or restricted material that does not have the CPC approved disclaimer will not be aired, and other penalties will be initiated against the producer pursuant to CPC Guidelines including criminal prosecution)

Time Slot Requested: Day _____ Time _____

Day _____ Time _____

STATEMENT OF COMPLIANCE

I hereby agree to the following terms and conditions regarding the use of community access equipment and facilities provided by the Community Program Center ("CPC") and The Telecommunications Board of Northern Kentucky ("TBNK"). As a user/producer, I will adhere to all policies and procedures delineated in the CPC Policies and Operating Procedures Manual (the "Guidelines").

As a user/producer, I will not submit any material that violates CPC Guidelines, local, state, or federal laws, including but not limited to: obscene, indecent, libelous, or slanderous matter as defined by CPC Guidelines, local, state, or federal laws or regulations. Nor will I submit any material that contains an advertisement of information concerning any lottery gambling, or pari-mutual schemes; material containing a call to action, offering products or services for sale, or an advertisement soliciting votes for a candidate for public office. I will not use my program for solicitation of funds or anything else of value. I declare that I have all necessary permissions and written authorization for material or performances that require copyright, trademark and/or service mark authorization.

I understand that neither CPC nor TBNK have exercised direct control over program content; therefore as a user/producer, I accept full and complete responsibility for the program content of any program I produce or submit, and I agree to indemnify and hold harmless the CPC, CPC Advisory Committee, TBNK, TBNK member local governments, and Insight Communications, and all of their respective, officers, board members, staff, employees, agents, volunteers and assigns, for any and all liabilities, fines, penalties, damages, or charges arising out of or in any way connected with claims, suits, demands, causes of action, or judgments or awards of damages, whether compensatory or punitive, or expenses (including attorneys fees) arising there from, either at law or in equity, which might be claimed now or in the future, which may arise out of, or be caused by: (1) my failure to fully comply with CPC Guidelines and/or applicable laws, rules, regulations, or other requirements of local, state, or federal authorities; (2) any claims for libel, slander, defamation, invasion of privacy, for the violation or infringement of any common law or statutory copyright, trademark or service mark, for unauthorized use of copyrighted material, trademark, trade name, or service mark; (3) any claims for breach of contractual or other obligations owing to third parties by the CPC; or (4) my negligence or acts of omission which result in bodily injuries (including death) to any person and/or damage (including loss of use) to any property. I further realize and acknowledge that the CPC will make records available to the public upon request, and agree that this application will be used for such public records. Without limiting the forgoing indemnity provision, I agree to accept all responsibility for any damage to and/or loss of CPC equipment and/or facilities in my care, under my control or subject to my use which result from my negligence or intentional abuse or misuse, or the negligence, intentional abuse or misuse of others under my control or associated with my program. And I agree to pay the costs of any repair or replacement of such equipment. I further state that I have read and understand the CPC Guidelines and this Statement of Compliance, both of which govern the use of the CPC facilities and equipment, and I agree to abide by the terms and conditions thereof and herein contained.

Users/producers are responsible for completing the video project described in their program proposal. User/producer will not use equipment for productions not designed for use on CPC channels. User/Producer understands that CPC staff may review any tapes that they believe may violate the above mentioned standards to insure that the tapes contain the disclaimer or to reject a program that violates any policy or applicable law. All of which is in the sole discretion of the CPC and TBNK.

USE OF CPC EQUIPMENT FOR COMMERCIAL PURPOSES BY USERS/PRODUCERS IS STRICTLY PROHIBITED.

I HAVE READ THE STATEMENT OF COMPLIANCE AND AGREE TO ABIDE BY THE RULES AND GUIDELINES CONTAINED WITHIN.

Producer/User's Name

Producer/User's Address

Producer/User's Signature _____ Date _____

Parent/Guardian Signature (if producer is under 18) _____ Date _____

CPC Staff Signature _____ Date _____

CPC STAFF USE ONLY

Time Slot Awarded: Day _____ Time _____

Day _____ Time _____

Start Date _____

Pull Date _____

CPC Staff Received _____ Date _____

CPC Staff Reviewed _____ Date _____

PLAYBACK POLICIES

TIME SLOTS

Programs are scheduled on the half-hour and the hour. The CPC allows 1-1/2 minutes before the end of the half-hour and the hour for channel promotion and schedule updates. If your program is over 28:30 for a regularly scheduled half-hour time slot, or 58:30 for a regularly scheduled hour time slot, Traffic Operators have the option of cutting the excess.

The CPC realizes that in some cases, a producer's program may be longer than their currently allotted time slots. If we are notified of the problem at least a week ahead, we will make every attempt to work with the producer to move the show to an open time-slot that fits the length of the show.

TAPE DELIVERY

All tapes should be delivered to Master Control in the lower level production facility. We can not guarantee that tapes delivered to any other location (unless arrangements have been made with a staff member) will air correctly.

Producers are asked to submit their tapes 48 hours in advance due to the complexity of our automated playback system and the advanced time needed to program it. We understand that things happen that may prevent a producer from getting their show to us on time, but we also know we must schedule each day early in order to have enough time to get all of the work done. If a producer has not submitted a show or made arrangements with the staff at least 48 hours in advance, that producer's last show will be aired in it's time slot.

TECHNICAL STANDARDS

Any show that does not meet the minimum playback standard will be returned to the producer for correction, and it will be the producer's responsibility to make any and all changes to bring the tape up to the minimum standards. There will be no exceptions. For more information about Technical Standards, Please refer to your Policy and Procedure Manual, or contact a staff member.