



Community Television Network

Application for Presentation Public Access Channel - Cable Ch. 17

The City of Ann Arbor first implemented "public access cable television" in 1973 as a means for citizens to utilize a dominant communications medium (cable television) for community-based programming. Since that time, CTN has evolved into a vibrant institution serving individual citizens, non-profit organizations, community service groups, and community institutions. CTN's mission, broadly defined, is to **"build community through media"**.

This is a legally-binding contract. All suppliers of programming requesting time on CTN channels must provide complete and accurate information requested in this contract. **CTN reserves the right to remove any programming from our schedule should it be found that this Application for Presentation has been falsified in any manner.** Persons requesting time on the CTN channels must agree to abide by all CTN Policies and Procedures. Violation of CTN Policies may lead to suspension of client privileges. You must have a current Residency Verification Card on file with CTN to submit programming. If you are submitting a program on behalf of an Ann Arbor non-profit organization, you must also have an authorization letter from that organization on file at CTN.

PLEASE COMPLETE THE ENTIRE FORM IN INK, SIGN, AND SUBMIT WITH YOUR VIDEOTAPE.

PRESENTER INFORMATION:

Date: _____

Name: _____

Residence Street Address: _____

City: _____ Zip: _____

Home Phone: (_____) _____ Work Phone: (_____) _____

Your E-mail: _____

Would you like to receive the telecast schedule for your program via: E-mail U.S. mail

IF AN ANN ARBOR NON-PROFIT ORGANIZATION IS SPONSORING THIS PROGRAM:

Organization Name: _____

Organization Street Address: _____

City: _____ Zip: _____

Organization Phone: (_____) _____

Organization E-Mail: _____

Authorization Letter: Already on file Submitted with this form

Staff Use Only - Received by: _____ Date: _____ New RVC RVC Verified: Resident NPO
Category: _____ Codes: _____ Library #: _____
Presenter Notified: _____ Premiere Date: _____ Replay Times: _____
More Replay Times: _____

PROGRAM CATEGORY: which **one best** describes your program?

- | | | |
|---|--|---|
| <input type="checkbox"/> Alternative Lifestyles | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Religion/Spiritual |
| <input type="checkbox"/> Arts | <input type="checkbox"/> Ethnic/Cultural | <input type="checkbox"/> Seniors |
| <input type="checkbox"/> Disability Issues | <input type="checkbox"/> Political Affairs | <input type="checkbox"/> Sports |
| <input type="checkbox"/> OTHER: _____ | | <input type="checkbox"/> Youth |

PROGRAM STYLE: which **one** production style **best** describes your program?

- | | | |
|--|--|---|
| <input type="checkbox"/> Animation | <input type="checkbox"/> Magazine Format | <input type="checkbox"/> Talk Show/Variety Show |
| <input type="checkbox"/> Documentary | <input type="checkbox"/> Music Video | <input type="checkbox"/> Theatrical/Performance |
| <input type="checkbox"/> Instructional | <input type="checkbox"/> Public Service Announcement | <input type="checkbox"/> Video Art |
| <input type="checkbox"/> OTHER: _____ | | |

PROGRAM DESCRIPTION:

Date Produced: _____ Location Produced: _____

This program may be telecast? Indefinitely Until _____

Please check indicating your program complies with these requirements:

- Contains 10 seconds of black or a countdown immediately preceding the program.
- Begins within the first 2 minutes of the tape.
- End of program is immediately followed by a minimum of 60 seconds of black.
- Does not contain any extraneous video material.

Please check indicating that you understand the following statements and will abide by them:

- The program you are submitting will be the actual videotape telecast. If CTN equipment was utilized to produce this program, CTN may duplicate the program for its archives at staff discretion.
- Upon completion of your playback schedule, you will receive a written request to pick up your videotape. Pick up must occur within 30 DAYS of notification. CTN reserves the right to recycle or dispose of any tape left beyond that date.
- CTN is not responsible for loss of or damage to submitted videotapes.
- Only one program per videotape is allowed.

MATURE CONTENT DISCLOSURE:

The City of Ann Arbor, the Cable Communications Commission, and CTN encourage you to **STOP A MOMENT AND THINK:** Your program will be telecast to more than 80,000 households throughout the greater Ann Arbor area. There are children in many of these households, and their television viewing habits may or may not be closely supervised. **If this program contains adult content, it will be scheduled in CTN's mature audience timeslots.**

This section must be completed. If a box is not checked, the form will not be considered complete and the program will not be scheduled.

Yes No

- Extreme Violence:** Extreme acts of violence against people; graphic depictions of violent acts; images or sounds of violent human or animal mutilation, torture, or death.
- Nudity:** Human nudity that depicts sexual intercourse, masturbation, anal sex, oral sex, sadomasochism, or human excretory functions.
- Sexual Content:** The depictions or simulations of sexual acts, sexual intercourse, masturbation, anal sex, oral sex, or sadomasochism.

If you answered "no" to all of the above questions in the Mature Content Disclosure, please skip to "Programming Liability and Indemnification Agreement". If you answered "yes" to any of the above, you must check one of (**and only one of**) the boxes below.

- I acknowledge that my program contains adult content and understand that it will be scheduled only in the CTN mature timeslots.
- Although my program contains adult content, because of the artistic and/or educational nature of this program I request that it be telecast in any timeslot and not limited to the CTN mature timeslots.

PROGRAMMING LIABILITY AND INDEMNIFICATION AGREEMENT:

- a. The program presenter, and those involved in the production of the program, are responsible for the program content. The City is not responsible for reviewing any program, and the telecasting of a program in no way insulates those involved in the production of the program from criminal or civil liability for the content of the program.
- b. The CTN production equipment, facilities and channels may not be used for the presentation or production of **advertising material** designed to promote the sale of commercial products or services. CTN production equipment, facilities, and channels may not be used for the dissemination of any information, directly or indirectly, involving **lotteries** as defined in Section 76.213 of the Rules of the Federal Communications Commission.
- c. Federal law provides that any person who transmits programming not protected by the U. S. Constitution over cable systems may be fined or imprisoned. Program presenters may be subject to significant civil and/or criminal liability under federal, state, and local laws regarding **libel, slander, obscenity, incitement, invasion of privacy, copyright violation** or violations of other similar laws. **CTN channels may not be used to present material which violates federal, state, or local law.**
- d. Program material that **directly solicits for funds** is prohibited.

Program presenters assume complete liability for the content of the programming they present, and to the maximum extent permitted by law, defend, indemnify and hold harmless the City of Ann Arbor, Community Television Network, any franchised cable operator, or any of their employees, officers, or agents from any and all claims which may arise from the telecast of a program. **I have read the requirements and regulations; I understand them and agree to be bound contractually by them.**

**Presenter's
Signature:** _____

Date: _____

Revised: 12/23/02 Updated: 5/13/04