



# CABLECAST APPLICATION & AGREEMENT

CATV 2 (Community Access TV 2)

215 Church Avenue, Oshkosh, WI 54901

(920) 236-5260 www.OshkoshCommunityMedia.org

**To submit programs to air on CATV 2, please be aware of the following policies:**

1. Only one program is allowed on each DVD.
2. Every program must begin with the CATV 2 countdown and local producer disclaimer.
3. Verify that your program is labeled correctly: Title, exact running time, date produced, your name, phone #.
4. Each media submitted must have a completed Cablecast Application & Agreement Form attached.
5. All programs must be submitted by 8:00 a.m. Monday in order to be aired that same week.

**For non-series producers:**

1. Complete this form and the OCMS staff will assign a minimum of three replays for your program.
2. Indicate on your form if you would like to be contacted with your assigned replay times.

**For series producers (those with six shows in a series):**

1. Contact OCMS staff for scheduling a permanent replay time.
2. Complete one of these forms for each program submitted.
3. Your program and form must be submitted to the OCMS office one week **prior** to your scheduled time.
4. Programs submitted late or with incomplete forms will not be played.

YOUR NAME/ORGANIZATION: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TITLE OF PROGRAM OR SERIES: \_\_\_\_\_

TOPIC OR SHOW #: \_\_\_\_\_

EXACT TRT: \_\_\_\_\_ HOURS \_\_\_\_\_ MINUTES \_\_\_\_\_ SECONDS

REPLAY REQUEST TIMES: Please contact me when you have scheduled the replay times [ ] YES

[ ] YES, this program contains generally offensive material (see section VI. of the CATV 2 Policies & Procedures Manual). A viewer warning disclaimer has been added to the standard Local Resident Producer Disclaimer. I understand the program will be scheduled for replay during a late night slot (midnight-4:00 a.m.). (Please submit any generally offensive program tapes & cablecast forms to OCMS staff)

I understand the terms on the reverse of this page. I hereby agree to those conditions for cablecasting this program on CATV 2.

APPLICANT: \_\_\_\_\_

**OFFICE USE ONLY:**

**SCHEDULED REPLAY TIMES:**

1. \_\_\_\_\_ AT \_\_\_\_\_

2. \_\_\_\_\_ AT \_\_\_\_\_

3. \_\_\_\_\_ AT \_\_\_\_\_

\_\_\_\_\_  
OCMS STAFF

## **OCMS Cablecast Agreement**

1. The applicant hereby accepts full responsibility for the content of the programming submitted for cablecast. The applicant agrees to indemnify and hold harmless the City of Oshkosh, Time Warner Cable and Oshkosh Community Media Services (OCMS); their affiliates, officers, agents and employees from liability, legal fees and other expenses incurred as a result of cablecast of this program or series. (A CATV 2 Cablecast Agreement & Application for playback of a program or series is valid and binding for each and every installment).
2. The applicant hereby confirms ownership of all necessary rights to present this programming for cablecast. As the applicant asserts cable presentation rights, he/she accepts legal responsibility for obtaining any and all releases necessary to present audio and/or video material on CATV 2. Responsibility is also accepted by the applicant for insuring that programming submitted is not obscene, libelous, or otherwise prohibited by law.
3. The applicant agrees to release the City of Oshkosh, OCMS, Time Warner Cable, their affiliates, officers, agents and employees from responsibility for possible damage or loss of program material, property and/or media submitted for cablecast.
4. The applicant acknowledges that OCMS maintains for public inspection a record of all persons applying for use of the cable channel and agrees that this application may be used for such a record. The applicant certifies that his/her statements on this application are true and agrees that false or misleading statements made herein are grounds for forfeiture of all rights to use community access production equipment and/or present access programming on CATV 2.
5. The applicant has read and is thoroughly familiar with the contents of the CATV 2 Policies and Procedures Manual, and agrees to abide to all procedures listed within.