

# HTCA-TV

## Application for Presentation on the Community Access

38151 L'Anse Creuse  
Harrison Township, MI 48045  
586-466-1400  
htca@harrison-township.org

The Township of Harrison launched Harrison Township Community Access Television ("HTCA-TV") in 2007 as a means for citizens to utilize a dominant communications medium (cable television) for community based programming.

This is a legally binding contract. All suppliers of programming requesting time on HTCA-TV channels must provide complete and accurate information as requested in this contract. HTCA-TV 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 HTCA-TV channels must agree to abide by all HTCA-TV Policies and Procedures. Violation of HTCA-TV Policies may lead to suspension of client privileges. If you are submitting a program on behalf of a non-profit organization, you must also have an authorization letter from that organization on file at HTCA-TV.

**PLEASE COMPLETE THE ENTIRE FORM IN INK, SIGN, AND SUBMIT WITH YOUR TAPE OR DVD.**

**SPONSOR INFORMATION:**

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Residence Street Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Your Email \_\_\_\_\_

**IF A 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 \_\_\_\_\_ Resident  Non-Resident   
Category \_\_\_\_\_ Premiere Date \_\_\_\_\_ Replay times \_\_\_\_\_



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

- Animation
- Magazine Format
- Talk Show/Variety Show
- Documentary
- Music Video
- Theatrical/ Performance
- Instructional
- Public Service Announcement
- Video Art

OTHER: \_\_\_\_\_

**PROGRAM DESCRIPTION**

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Date Produced \_\_\_\_\_ Location Produced \_\_\_\_\_

This program may be telecast?  Indefinitely  Until \_\_\_\_\_

**Please check indicating your program complies with these requirements:**

- Each tape/DVD submitted to HTCA-TV must contain one program only, and be submitted directly to the Programming Department. Mailed tapes/DVDs should be addressed to Township Designee, HTCA-TV, 38151 L'Anse Creuse, Harrison Township, MI 48045.
- Every program submitted for airing must be clearly labeled with the title, the name of the program sponsor with contact information, and length (accurate TO THE SECOND. Do not round-off times. For example, indicate 28:56 if that is the program's exact length, not 29:00). The title should appear on both the face and spine of the tape/DVD and case. The program should be preceded by 30 seconds of color bars and tone, a slate (title, length, date of completion, sponsor's name and sponsor's contact information), and a ten-second countdown. Information should be written on DVDs with a permanent black marker rather than labels.
- The Videotape/DVD must be titled with credits at the beginning and end of the program. Black video and no audio must follow the ending credits.

## PROGRAMMING LIABILITY AND INDEMNIFICATION AGREEMENT

- A. The program sponsor and those involved in the production of the program are responsible for the program content. The Township is not responsible for reviewing any program. 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 HTCA-TV 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. HTCA-TV 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 sponsors 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. **HTCA-TV 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 sponsors 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 Township of Harrison, Harrison Township Community Access Television, 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.**

**Sponsors**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_