



**BCTV 15** Bloomfield Township,  
Bloomfield Hills  
**Public Access 18** Birmingham, Beverly  
Hills, Bingham Farms, Franklin

4200 Telegraph Road  
PO Box 489  
Bloomfield Hills, MI 48303-0489  
248.433.7790 fax 248.642.7624  
email: cable@boomfieldtwp.org  
http://www.bloomfieldtwp.org

## Request for Program Playback and Statement of Compliance

This form must be completed in full, sides 1 and 2, and must accompany each program submitted for cablecasting. **BCTV 15 "Terms and Conditions" on the back of this form must be read and agreed to by signing and completing the back of the form.** Reasonable efforts will be made to accommodate requests, but BCTV staff reserves sole discretion in the actual scheduling of all programs. Scheduling preference is given in the following order:

1. Programs produced in joint copyright with BCTV or the BACB (Birmingham Area Cable Board);
2. Programs produced by governmental entities, elected officials, or nonprofit organizations serving Bloomfield Township, Bloomfield Hills or the communities represented by the BACB;
3. Programs produced elsewhere but submitted by residents of the above communities;
4. Programs submitted by Endorsers\* for residents or organizations outside of the above communities.  
*BCTV staff reserves the right to refuse any tape that does not meet our standards of technical integrity.*

**ATTENTION: SEND ALL PROGRAMS FOR PLAYBACK TO STEVE ROTA**

**Quarter to be aired:**  1<sup>st</sup> (jan-mar)  2<sup>nd</sup> (apr-jun)  3<sup>rd</sup> (july-sep)  4<sup>th</sup> (oct-dec)

Project Title \_\_\_\_\_

Program/Episode Title \_\_\_\_\_

Content Description (brief) \_\_\_\_\_

Total Run Time: \_\_\_\_\_ hours \_\_\_\_\_ minutes \_\_\_\_\_ seconds

Series? No  Yes  If "Yes" this is number \_\_\_\_\_ of \_\_\_\_\_

➡ Have you obtained all necessary releases and obtained the required permission to use and/or play copyrighted material? Yes  No

**If so, please attach copies of said releases and forms.**

➡ Does this program contain mature content intended for adult audiences only and should only be aired after 10pm? Yes  No

If "yes" does it include both an audio and visual warning? Yes  No

Sponsoring organization, if not a resident of Bloomfield Township, Bloomfield Hills, Birmingham, Beverly Hills, Bingham Farms or Franklin:

Endorser Name: \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

➡ BCTV staff has sole discretion over the playback schedule, but will consider requests whenever possible. You may indicate your preference for day of the week and time of day:

Day of Week \_\_\_\_\_ Time of Day \_\_\_\_\_

➡ If the program is of a timely nature, please indicate when it should start playing (allow at least two weeks from time of submission) and when it should stop playing.

Start date \_\_\_\_\_ Stop date \_\_\_\_\_

**BY SIGNING THIS FORM, YOU INDICATE YOUR UNDERSTANDING & COMPLIANCE WITH ALL OF THE CONDITIONS STATED & AGREE TO BE BOUND BY THEM.**

\* Endorser as defined by Bloomfield Community Television Policies and Procedures

**Resident of viewing area must read Terms and Conditions on back page and sign on back page**

# Community Access Playback Request Form

## TERMS & CONDITIONS

BCTV staff reserves the right to refuse any program that does not meet our standards of technical integrity. Formats that will be accepted are DVD or DVCPRO. Only one program per disc or tape will be allowed.

All programs must be legibly and completely labeled with program name, producer and running time. Discs and tapes **must have** ten seconds of black and countdown at the beginning and 30 seconds of black at the end.

It is your responsibility to deliver your program to the studio and to pick it up when it is off the playback schedule. All tapes not retrieved 30 days after final scheduled playback may be recycled. Follow BCTV's Program Schedule to determine when to pick up your program. If your program is a continuous series and airs regularly on BCTV it is your responsibility to follow the schedule and coordinate program deliveries and retrievals.

An Endorser must be a resident of BCTV participating municipalities; and must sponsor and sign this form (for all residents and/or organizations **outside BCTV participating municipalities**) in order for that program to air. Failure to do so will result in the program not airing.

\* Your application (this form) must be resubmitted for renewal every three months. A renewal form will be sent to you on a quarterly basis.  
*Failure to resubmit on a quarterly basis will result in cancellation of playback until form is renewed.*

The content of the program **must not** contain:

- Obscene material
- Commercial advertising or commercial content in nature
- Any lottery, or any advertisement or information concerning any lottery
- Any promotional material concerning products or services presented for the purpose of any solicitation of money or other things of value.
- Any material which constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright, or content which may violate any local, state or federal law.

If the content contains material which would commonly be considered to be inappropriate for children, the tape **must include a warning message** at the beginning of the program which is clearly spoken as well as readable on-screen. An example of such a message is, "The following program contains material which may be offensive to some viewers or may be inappropriate for viewing children." Failure to include this warning will result in the program not airing.

The undersigned is solely responsible for knowing, accepting and complying by all BCTV policies and procedures set forth by Bloomfield Community Television. By signing this form you agree to all terms and conditions stated by the policies and procedures of Bloomfield Community Television. Failure to comply may result in the program not airing.

You must obtain, and/or be responsible for, all necessary approvals, clearances, licenses, copyright privileges, etc. for the use of any program material that is cablecast by BCTV. This includes but is not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers' representatives, all persons appearing in or referred to in the program, and any other approvals that may be necessary to transmit program materials.

The undersigned will hold harmless BCTV – its staff, the Cable Access Board, Bloomfield Township and Bloomfield Township employees and administration – and the Birmingham Area Cable Board and the communities it represents – the City of Birmingham and the Villages of Beverly Hills, Bingham Farms and Franklin – any and all claims arising out of any use of your program material that is cablecast. This includes, but is not limited to, any claims of libel, slander, invasion of privacy or publicity right, noncompliance with applicable laws and unauthorized use of copyrighted material. You may be criminally or civilly liable for performing or producing such material that is cablecast.

**BY SIGNING THIS FORM YOU AGREE TO ALL TERMS & CONDITIONS STATED ON BOTH SIDES OF THIS FORM**

Presenter Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_

Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_