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**Community Access Partners of  
 San Buenaventura  
 CAPS-TV Channel 6  
 VTV Channel 15**

# Cablecast Request

PLEASE NOTE: This document is a legal binding contract. By completing this form you assume full responsibility for the program content pursuant to all applicable laws and statutes. Programs can be rejected or delayed if paperwork is incomplete, inaccurate or if there are technical problems with the submitted media. Minor applicants must have signature of parent or guardian in order to submit programming. You must be a CAPS member to submit programming. REMEMBER: A new form must be filled out completely for each individual program/piece of media, whether single or part of a series. If any CAPS-TV resources were used to produce the submitted program CAPS-TV retains the right to archive a copy and re-cablecast at anytime in the future. See other side.

Date Request Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_ Program Submittal Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (if different)

Member Name: \_\_\_\_\_ Member ID# \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

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

Project Name (as appears on proposal form) \_\_\_\_\_

Program or Series Title: (if diff. than Project title) \_\_\_\_\_

Single Program  Series  Please indicate any ID# on your media: \_\_\_\_\_

Episode # and/or Title: \_\_\_\_\_

EXACT TOTAL RUNNING TIME: \_\_\_\_:\_\_\_\_:\_\_\_\_ Hrs. Mins. Secs. Airs: Weekly  Bi-Weekly  Monthly

Media Format: MiniDV  SVHS  VHS  DVD  Other  \_\_\_\_\_

Submitted Program may be aired indefinitely:  or until this date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Was any CAPS-TV equipment and/or facilities used for this production? Y N

Summary of Program/Episode content: \_\_\_\_\_

What is your primary target audience? \_\_\_\_\_

**PLEASE NOTE:** All submitted media must be clearly labeled with **member** and/or **organization name**, **program/episode title(s)** and **length**. All media must be picked up within thirty (30) days of first cablecast. CAPS-TV is not responsible for any media left beyond that time. **ALL PROGRAMS** must begin within the first two (2) minutes of the head of the tape or other media. There must be **ten (10) seconds of black** or a **standard countdown** proceeding first picture and at least **thirty (30) seconds of black** at the tail. Please ask a CAPS-TV staff member for assistance. Your adherence to this policy is mandatory or you risk having your program pulled.

<b>FOR STAFF ONLY:</b> Entered in Facil by ____ on ____/____/____ Encoded by ____ on ____/____/____	Actual Time in Facil: ____:____:____ Hrs. Mins. Secs.
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## ABOUT YOUR PROGRAM

CAPS-TV operates the public access channel as a community service. We encourage you to **STOP AND THINK** for a moment concerning the content of your program. Programs cablecasted on the public access channel may be viewed in over 20,000 homes in the Ventura area where there are children whose viewing habits may or may not be closely supervised. Programming identified by members as containing ADULT CONTENT and ADULT THEMES will be shown between the programming hours of 12am and 5am. Please be responsible and limit the time of day your program will be scheduled by answering the following questions.

### This program contains:

YES      NO

**Adult language:** Language which refers to sexual intercourse and/or sexual behavior in any form, or human genitalia or human excretory functions.

**Violence:** Extreme acts of violence against people or other living things. Graphic depictions of violent acts, images or sounds of violent human or animal mutilation, torture or death.

**Nudity:** Human nudity that depicts sexual intercourse and/or sexual behavior of any form, or human excretory functions.

**Sexual Content:** Sexual acts conversations, dialogue or any other presentation that involves the depiction or simulation of sexual acts and/or sexual intercourse in any form, or human excretory functions.

If you answered YES to any of the above your program will be scheduled between 12am and 5am.

### Programming liability and indemnification agreement:

- a. Federal law provides that any person who transmits obscene programming or programming otherwise unprotected by the US Constitution over cable systems may be fined or imprisoned. Moreover, 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 violation of other similar laws. CAPS-TV channels may not be used to present material which violates any federal, state or local laws.
- b. CAPS-TV production equipment, facility and channels may not be used for the presentation or production of commercial or advertising material designed to promote the sale of products or services, to solicit funds for any activity, or to promote the goodwill of a for-profit entity. CAPS production equipment and facilities and channel may not be used for the dissemination of any information, directly or indirectly, involving lotteries or games of chance as defined in Section 76.213 of the Rules of the Federal Communication Commission.
- c. The program presenter and those involved in the production of this program are solely responsible for the content of its programming. CAPS-TV and its supporting groups are not responsible for reviewing the program, and the cablecasting 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.
- d. The program presenter has obtained all approvals, clearances, licenses, etc. for the use of any and all program material to be cablecast, including but not limited to approvals from broadcast stations, networks, underwriters, music licensing organizations, copyright owners, performers representatives, all persons appearing in or referred to in the program material and any and all approvals that may be necessary to transmit programs over CAPS-TV channels.
- e. Program presenters assume complete liability for the content of the programming they present and to maximum extent permitted by law, agree to defend, indemnify and hold harmless Community Access Partners of San Buenaventura, the City of San Buenaventura and all other supporting groups and organizations, or any of their employees, officers or agents from any and all claims which may arise from the cablecast of a program.

I have read the requirements and regulations and attest that all the statements I have made are true to the best of my knowledge. I understand CAPS-TV policies and programming liability and agree to be bound contractually to them.

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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