



# Minneapolis Television Network

## Stand-Alone Channel Time Request Form

### Sponsor/Producer information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Member# \_\_\_\_\_

(If Available)

Residence Address(no PO Boxes please): \_\_\_\_\_ Apt/Suite# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Contact Phone \_\_\_\_\_ Web Address \_\_\_\_\_

Should the above information be available to the public? YES  NO

Are you eighteen (18) years of age or older? YES  NO

Have you attended MTN's Orientation? YES  NO

(The free MTN orientation is MANDATORY for any use of MTN's equipment and services.)

If you wish the public to contact you in another way, please indicate here:

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

### Stand-Alone Information

Title \_\_\_\_\_

Produced by:  ME  Another Individual/Organization

Total Running Time \_\_\_\_\_ (hours/minutes/seconds)

Video Format (circle) Mini-DV DVCAM DVD

This program is produced at (circle)

My Equipment MTN Another Twin Cities Access Center Out of State Other

How should we notify you of your timeslot? (circle) EMAIL TELEPHONE USMAIL

Description/Narrative \_\_\_\_\_

Programs that may contain vulgar language, nudity, extreme physical violence, or other content inappropriate for family viewing will be preceded by a message advising viewer discretion and will be scheduled between the hours of 10:00 p.m. and midnight. Does this program require a Viewer Discretion Message under MTN's Program Policies? YES  NO

**Tape Return Policy**

As a courtesy to our patrons, MTN will store submitted media for one year. MTN reserves the right to discard all unclaimed or abandoned media after one year from the submission date of the program. After a program has aired on one of the MTN channels, the sponsor or producer of the program can request the return of the submitted media. Requests for returns will be accepted daily, however, media will be returned and ready for retrieval at 2pm on the Friday of the week that follows the date of the request. All returned media will be marked with the title of the program and the date it was returned. The programming department will hold returned media for 30 days. If a sponsor or producer fails to retrieve their property, MTN reserves the right to discard all abandoned media.

A request for return sheet is available outside of the programming office as well as at the access desk. Requests can be received at vera@mtn.org, [sarah@mtn.org](mailto:sarah@mtn.org), or 612-331-8575 X312. Returns can be picked up at the access counter.

**Unplayable Media**

If a program has been deemed unplayable the producer/sponsor of the program will be notified by email or with a phonecall. After the owner of the program has been notified, the media can be retrieved at the access desk two business days from the date of notification. Unplayable media is regarded under the same terms as presented in the tape return policy.

**Elimination of VHS**

As of August 2, 2010, MTN will no longer accept VHS Tapes for programming submissions. DVD, DV Tapes, and DVCAM Tapes will be the only forms of media accepted.

<b>Tape Return</b>	If you are sure that you will not need your media after it has aired on MTN, please choose "Yes".
May we discard your media? <input type="checkbox"/> YES, please discard my media. <input type="checkbox"/> NO, please do NOT discard my media.	
<i>We will only discard according to the stated policy.</i>	

I certify that no advertising, lottery nor lottery information, nor obscene, nor slanderous nor libelous material nor other form of illegal speech is contained in this program. I request that this program be shown on Minneapolis Television Network channels. I authorize the subsequent replay of this program at the discretion of MTN. I have obtained all the appropriate clearances for authorization to transmit program material over the Public Access Channels. I accept full responsibility for the content of the program and the consequences of its every presentation. I am familiar with the MTN public access rules, I have read the rules, I understand the requirements contained within the rules and will comply with them. I understand that each episode may be played a maximum of four times. I understand this series may be cancelled without notification if I do not submit new episodes. I hereby indemnify and hold harmless MTN, the City of Minneapolis, Comcast Cable of Minneapolis, their officers, directors, employees, agents and representatives from any and all liability, damage, injury and judgments arising from or in connection with any claim, as set forth within the Handbook for Public Access.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Assigned Channels and Timeslots								<i>For Internal Use Only</i>	
Channel	MON	TUE	WED	THUR	FRI	SAT	SUN	Date	Time
16 17 75									AM/PM
16 17 75									AM/PM
16 17 75									AM/PM
16 17 75									AM/PM