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*Shakopee Public Access*

**SPA15**

*Cable Channel 15*

**Channel15@ci.shakopee.mn.us**

**www.shakopeepublicaccess.com**

**POLICY HANDBOOK**

**SHAKOPEE PUBLIC ACCESS  
POLICY HANDBOOK**

**Adopted By:  
Shakopee City Council  
Resolution No. 6922  
December 20, 2011**

**Effective: January 1, 2012**

*This area was intentionally left blank.*

**(This supersedes all previous policies.)**

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# **Introduction**

Shakopee Public Access (SPA) provides residents and businesses of the Shakopee cable franchise area free access to a cable Public Access channel for the playback of a ready-to-cablecast program (hereafter referred to as SPA facility or facilities). However, completion of a ready-to-cablecast video is the sole responsibility of the producer or person submitting the video.

SPA encourages Shakopee residents to become involved in producing video programming that has local appeal and can be cablecast on SPA15. The following rules, regulations and forms have been adopted to maintain a professional cablecast appearance on the channel; and for the protection of SPA users, staff, equipment and facilities.

## **Getting Started**

### **User Registration**

*(See form p.25)*

The first step in becoming a SPA user is completing a User / Organization Registration Form, which supplies SPA with the information needed to register a new user (i.e., name, address, valid identification, and contact info).

A User /Organization Registration Form must be completed entirely and signed by any user wishing to move forward with usage of SPA facilities as well as individuals submitting programs created by non-Shakopee residents.

### **Parental Consent**

*(See form p.25)*

Individuals under the age of 18 must have a parent, legal guardian, or organization representative act as the applicant and sign the User / Organization Registration Form.

The individual being granted permission must be listed under “Parental Consent” on said form along with the date permission is effective until. Multiple individuals under age 18 being approved as part of an organization must be listed under “Member Name(s)” on said form. Ages must be listed next to each name, along with the date permission is effective until.

Upon being given consent, users younger than 18 will be able to submit programming for cablecast on Shakopee Public Access, Cable Channel 15.

# Submitting a Program

## First Amendment

In accordance with the First Amendment of the United States Constitution, SPA does not act as a censor for programs cablecast on our channels.

## Program Submission

*(See form p.27)*

Programs must be submitted ready-to-cablecast and must be accompanied by a completed Program Submission Form. Eligible submissions include programming produced locally as well as programming produced elsewhere but submitted by a resident of the SPA franchise area. Any person or group submitting a program takes full responsibility to ensure the program is complete. SPA staff will not create or edit a program in any way.

SPA may choose to supplement programming submitted by residents with programming submitted directly to SPA, in cases where such materials are likely to be of interest to SPA viewers as determined by the City's Telecommunications Coordinator. While it will be preferred supplemental programs do not need to be submitted or sponsored by a resident of the SPA franchise area.

Items of importance for cablecast include but are not limited to: Appropriate Format and Program Identification.

### *Appropriate Format –*

SPA approved formats are – DVD. If your program is not submitted on DVD it will be returned.

### *Program Identification –*

Submission materials must be labeled with the program name, exact running time, producer's name and phone number.

A graphic (or approved equivalent) at the beginning and end of each program is strongly encouraged, in order to provide an avenue for viewer feedback. Graphic information should include but is not limited to: title of show (should match title on program submission form), date taped or produced, user(s) full name(s) (first and last) and some contact info (phone number, mailing address, e-mail, etc...)

Submitted programs in SPA's possession shall not be considered accepted for cablecast until they have been reviewed by SPA staff for compliance with SPA policy. SPA does not view every submission from start to finish; however the submissions are spot reviewed for technical quality and compliance with this handbook. Further review will be completed as necessary.

SPA does not accept or cablecast programs containing advertising or commercial content. If a program is determined to be of poor video and/or audio quality, the program may not be accepted. Programs lacking a required permission to cablecast form (as needed) will not be accepted. In such cases, SPA staff will contact the appropriate user and notify him/her of the problems that need to be corrected in order for the program to be cablecast.

SPA reserves the right to cablecast programs only once. Program replay, timeslot and frequency will be determined by the City Telecommunications Coordinator. SPA15 schedules are available on the Shakopee Public Access website ([www.shakopeepublicaccess.com](http://www.shakopeepublicaccess.com)) and in print media. Published schedules are subject to change. Watch the Shakopee Public Access Cable Channel 15 bulletin board for the most up-to-date information regarding playback schedules.

## Statement of Compliance

The Statement of Compliance details cablecast rules to which all SPA users and SPA15 must comply. The Statement of Compliance is part of the User Registration Form and Program Submission Form; it is signed when a resident first applies to be a SPA user.

The Statement of Compliance Reads:

1. I certify that I will always be thoroughly familiar with the contents of the programs I submit for playback on Shakopee Public Access, Cable Channel 15.
2. I certify that no advertising material or other commercial programming, lottery or lottery information, obscene material, material soliciting or promoting unlawful conduct, and slanderous or libelous material will be contained in my programs.
3. I certify that I will disclose on the program submission form if my programs contain any adult content or mature themed material. For example, adult language, graphic portrayals, and/or violent scenes.
4. I certify that I will disclose on the program submission form if my programs contain business and/or sponsorship slates. I will further disclose where on the program these slates can be found, beginning or end, for review.
5. I certify that prior to submission I will obtain any and all clearances for the cablecast and web-streaming of my programs from cablecast stations, networks, sponsors, music and film licensing organizations, performers, representatives, authors, composers, and all other license or copyright holders for any content contained in my programs, as required.
6. I certify that prior to submission I will obtain all necessary permissions from persons/organizations appearing in my programs.
7. I request that the programs I submit be shown on the City of Shakopee Public Access Channel. I authorize the subsequent replay of these programs at the discretion of the City Telecommunications Coordinator.

8. I accept full responsibility for the content of these programs and the consequences of their presentation. I acknowledge and agree that I am liable for any and all costs arising from the use of copyrighted or licensed materials.
9. I have read the Shakopee Public Access (SPA) Policy Handbook. I understand and agree to the rules and procedures surrounding the treatment of programming that violates the rules.
10. I hereby indemnify and hold harmless SPA, the City of Shakopee, Comcast Cable, and their respective officers, directors, employees, agents and representatives from any and all liability, damage, injury and judgments arising from the cablecast, playback, or production of any programming or other claim as set forth in the Shakopee Public Access (SPA) Policy Handbook.
11. I further attest that I have truthfully completed this User / Organization Registration Form or Program Submission Form.

## Permission to Cablecast

*(See form p.29)*

Shakopee Public Access strives to balance the interests of users/producers creating a program for cablecast with individuals' right to privacy and to control their intellectual property. Therefore, SPA works to ensure that programming originating from our facility has the necessary permissions to cablecast.

Users are responsible for seeking the necessary permissions to cablecast all images and audio contained in their program. This responsibility includes, but is not limited to, making all necessary arrangements with and obtaining all required clearances from broadcast/cablecast stations, networks, sponsors, music licensing organizations, performers, representatives, authors, composers and any and all other persons or entities involved in the program.

The Telecommunications Coordinator has the discretion to require any user submitting a program for cablecast to provide a written Permission to Cablecast letter or form signed by the sponsor of an event being taped for cablecast or the primary subject of a program submitted for cablecast.

Examples of situations where a Permission to Cablecast letter or form will be required include:

- Events/classes/programs sponsored by a specific community organization (e.g. Shakopee Community Education, Shakopee School District, Shakopee Library, and Shakopee Community Center). For example, to tape/cablecast a Shakopee High School football game, the Shakopee Public School District will need to sign a Permission to Cablecast form or letter.
- Events/programs in which children under the age of 18 are the primary focus (this includes but is not limited to children's dance or music recitals, school pageants, etc.)
- Events/programs featuring a performer or speaker as the primary focus of the video. For example, a performance by a magician, comedian or musician where the performer is not the one submitting the video for cablecast.

The above examples are not all inclusive.

SPA has created a Permission to Cablecast form that SPA users can take into the field with them as a handy tool to accomplish receiving the proper permission.

A Permission to Cablecast letter or form does not preclude or replace any documentation necessary for use of copyrighted material.

## Political Programming

SPA will not accept programming containing advertising that includes any advertising messages by or on behalf of a political candidate, ongoing political issues or ballot measures.

This shall not prevent the presentation of materials or programming that provides the opportunity for all candidates for a particular elected office or proponents of all sides of an issue to appear in an equitable manner; for example candidate forums.

## Technical Disclaimers

Although true “broadcast/cablecast standards” will not be used in considering programs for cablecast, a program may be rejected if the audio and/or video is not present or quality is so poor that the viewer will have difficulty watching or listening.

SPA may reject a program or ask a user to edit or re-submit a program if any of the following are found

- The DVD is in poor physical condition.
- Video displays too much generational loss (i.e., it is a copy of a copy of a copy).
- The picture is too noisy, snowy or grainy.
- Loss of control track.
- The video is unstable (e.g., the picture jumps or flickers).
- Audio has a loud hum or buzz on the normal audio track.
- The audio is distorted.
- The video/audio is not present.
- The program during cablecast causes technical interference with other channels on cable system lineup.
- Video and/or audio is over compressed.

In the event that a program submitted for cablecast is disclosed to contain or found to have a technical problem warranting the use of a technical disclaimer, SPA shall run the following disclaimer for 30 seconds in advance of the program.

*“The viewer may find the technical quality of some portions of the following program unsatisfactory.”*

SPA staff shall have full discretion to determine whether or not a program is acceptable for cablecast based on technical merit. SPA staff will notify users when a submission is found to have enough technical concern to merit a denial of cablecast.

## Adult Content

SPA strives to assist people in making informed viewing decisions while providing an opportunity for all forms of expression without censorship and in accordance with existing laws. It is the intention of SPA15 to notify parents or guardians up front when programming is cablecast that may be inappropriate for children.

Programs containing adult content or mature material such as, adult/vulgar language, nudity, physical violence, degradation, graphic depiction of invasive medical procedures, indecent material, etc., will be required to be preceded by a disclaimer advising viewer discretion.

Any and all programs containing adult content or mature-themed material will only be cablecast once and only between the hours of midnight and 6:00 a.m.

Users submitting programming shall be responsible for notifying SPA, via the Program Submission Form, if their program contains adult content or mature material. Users failing to notify SPA of such material will be subject to disciplinary action.

## Required Disclaimers

In the event that a program submitted for cablecast is disclosed to contain any adult content or mature-themed material, SPA shall run one or both of the following disclaimers for 30 seconds (each) in advance of the program.

“The following program contains adult content and may be offensive to some viewers. Viewer/parental discretion is advised.”

“The content and opinions presented in the following program are not necessarily those of Shakopee Public Access, the City of Shakopee, or Comcast Cable.”

## Business/Sponsorship Policy

A program may identify sponsors providing funds, equipment and items of value or volunteers according to the following policy:

- Business/sponsorship credits must be clearly identified as such. The following format is strongly encouraged: *“This program has been made possible in part by (Business/sponsor full name).”*
- Goods, services or money received from a business/sponsor are to be used ONLY to defer the costs of production.
- No discussion of products offered by the business/sponsor is permitted. Prices of products may not be given.
- No discussion of services offered by the business/sponsor is permitted.
- No commercial intent for a business/sponsor is permitted.
- The general location, community or neighborhood of a business/sponsor may be given, but specific addresses and phone numbers are prohibited.
- Corporate logos or still images of businesses/sponsors are permitted at the beginning and/or close of the program.
- Images of the business or sponsor product(s) are not permitted.
- Business/sponsorship credits may be no longer than 20 seconds per business and may appear only at the beginning and/or close of the program.
- Business/sponsorship credits may not contain comparative or qualitative language about the underwriter or its product.

## Policy Violations

Users who violate SPA rules may be suspended from submitting programs for cablecast. Users who violate SPA rules may also have programs in violation pulled from the cablecast schedule.

User privileges or programs may be revoked for any of the following reasons:

- Failure to abide by the policies, procedures and guidelines of SPA.
- Making statements to SPA, verbally or in written form, that are knowingly false, misleading, or incomplete.
- Using SPA facilities to facilitate or carry out any action that violates federal, state or local laws.
- Representing oneself as an employee or volunteer working on behalf of the City of Shakopee, Shakopee Public Access or Comcast.

City staff and/or the public should notify the City Telecommunications Coordinator of any issue or behavior they feel warrants suspension or other disciplinary action. The Telecommunications Coordinator will review the issue and make a decision whether or not to proceed with disciplinary action.

## Length of Suspensions

The length of suspension will be based on the severity of the violation and determined on a case-by-case basis. Severe violations, as determined by the Shakopee Telecommunications Advisory Commission, may result in permanent suspension.

## Appealing a Suspension or SPA Ruling

Any user who disagrees with a decision by the City's Telecommunications Coordinator to the application of any of the foregoing rules may request a review and determination by the Shakopee Telecommunications Advisory Commission.

- A review request must be made in writing to the Shakopee Telecommunications Advisory Commission within thirty (30) days from the time the person or entity is informed of the decision by the City's Telecommunications Coordinator.
- The Shakopee Telecommunications Advisory Commission will conduct the review and issue a written decision within thirty (30) days of the meeting following receipt of the review request.
- If the user disagrees with the Shakopee Telecommunications Advisory Commission's suspension decision, the suspended user may make an appeal in writing to the Shakopee City Council within thirty (30) days of the Shakopee Telecommunications Advisory Commission's decision.
- The Shakopee City Council will conduct a review and issue a written decision within thirty (30) days of the meeting following receipt of the review request.
- The review conducted by the Shakopee Telecommunications Advisory Committee or City Council shall afford the affected user the right to participate, be represented by an attorney, and present evidence and argument.

# **General Information**

## **Limits of Liability**

SPA is not liable if the program or material submitted is damaged, lost or stolen while in its custody. SPA will in no way be held responsible for any lost content on the DVD. Users are encouraged to submit a copy of their original or master program for cablecast.

## **Indemnification and Hold Harmless:**

All users shall indemnify and hold harmless: Shakopee Public Access, the City of Shakopee and Comcast Cable; their officers, directors, employees, agents and representatives from any and all liability, damage, injury, judgment, including cost of defending claims (including reasonable attorney's fees) arising from or in connection with any claim for failure to comply with any laws, rules or regulations of federal, state or local government, claims of liable, slander or invasion of privacy, claims of infringement of copyright, patent or unauthorized use of any material or trademark, service mark or image, or for any other injury or damage in law or in equity claimed as a result of or from or connected with their use of SPA cablecast time, SPA equipment, facilities or other resources.

## **Amendments to this Policy Handbook**

The City of Shakopee reserves the right to add to, delete from or otherwise amend this policy and its forms as needed for the protection of SPA users, staff, equipment and/or facilities.

## **Definitions**

**ADVERTISING** (p.6 & 9) refers to any material designed to promote the sale of commercial products or services including advertising by or on behalf of candidates for public office, the solicitation of donations, payment, trade or barter. Programs may not identify, promote or make reference to any product, service, trademark, brand name or business in any manner that does not further the noncommercial message of the program or would jeopardize the noncommercial mandate of SPA. Programs may not solicit funds or other property of value from viewers. Prices of products may not be mentioned. Programs fitting under these descriptions will not be accepted.

**BALLOT MEASURE** (p.12) (*also known as a ballot proposition, ballot initiative or referendum*) refers to any policy question that is decided by voters, typically on the state or local level. Measures can be binding (i.e., the voters' decision becomes law) or nonbinding.

**INDEMNIFY** (p.11) to provide somebody with protection, especially financial protection, against possible loss, damage, or liability.

**OBSCENE MATERIAL** (p.10) refers to any material that is obscene under applicable local, state or federal law. The Supreme Court generally uses the case of *Miller v. California*, 413 U.S. 15 (1973) as a standard. The case establishes a three-part test to determine whether material is obscene:

1. Whether the average person, applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest (*a morbid, degrading and unhealthy interest in sex, as distinguished from a mere candid interest in sex.*);
2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable state law; and
3. Whether the work, taken as a whole, lacks serious literary, artistic, political or scientific value.



Shakopee Public Access Cable Channel 15 (SPA15)

## User / Organization Registration

This form must be complete and legible -- please print or type.

### Applicant

How did you hear about SPA?

Name:

Date:

Address:

City:

State:

Zip:

Organization (if applicable):

Phone (day):

Title (if applicable):

Phone (evening):

Email:

I am a

(check only one)

Shakopee resident

Shakopee organization

I am a

(check only one)

New user

Renewing user

### Organizations - Please fill-in

Organizations may have up to 10 members as part of their membership

(underage members must list age, and if applicable, date permission ceases) -- please print.

Member name(s)

This person may (check only one)

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

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

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

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

Members listed will be required to become registered as an individual with the Shakopee Public Access facility in order to check out SPA equipment.

*Please complete other side*

**Statement of Compliance - Please read and sign**

1. I certify that I will always be thoroughly familiar with the contents of the programs I submit for playback on Shakopee Public Access, Cable Channel 15.
2. I certify that no advertising material or other commercial programming, lottery or lottery information, obscene material, material soliciting or promoting unlawful conduct, and slanderous or libelous material will be contained in my programs.
3. I certify that I will disclose on the program submission form if my programs contain any adult content or mature themed material. For example, adult language, graphic portrayals, and/or violent scenes.
4. I certify that I will disclose on the program submission form if my programs contain business and/or sponsorship slates. I will further disclose where on the program these slates can be found, beginning or end, for review.
5. I certify that prior to submission I will obtain any and all clearances for the cablecast and web-streaming of my program from cablecast stations, networks, sponsors, music and film licensing organizations, performers; representatives, authors, composers, and all other license or copyright holders for any content contained in my program, as required.
6. I certify that prior to submission I will obtain all necessary permissions from persons/organizations appearing in the program.
7. I request that programs I submit be shown on the City of Shakopee Public Access Channel. I authorize the subsequent replay of these programs at the discretion of the City Telecommunications Coordinator.
8. I accept full responsibility for the content of these programs and the consequences of their presentation. I acknowledge and agree that I am liable for any and all costs arising from the use of copyrighted or licensed materials.
9. I have read the Shakopee Public Access (SPA) policy handbook. I understand and agree to the rules and procedures surrounding the treatment of programming that violates the rules.
10. I hereby indemnify and hold harmless SPA, the City of Shakopee, Comcast Cable, and their respective officers, directors, employees, agents and representatives from any and all liability, damage, injury and judgments arising from the cablecast, playback, or production of any programming or other claim as set forth in the Shakopee Public Access (SPA) Policy Handbook.
11. I further attest that I have truthfully completed this User / Organization Registration Form.

\_\_\_\_\_  
*Applicant's signature*

\_\_\_\_\_  
*Applicant's printed name*

\_\_\_\_\_  
*Date*

**Parental Consent**

**Individuals under age 18 are required to have a parent, legal guardian or organization representative sign on their behalf.**

**If multiple individuals are listed above under "organizations" please leave the "date permission ceases" line empty below.**

\_\_\_\_\_  
*Parent, legal guardian, or organization representative printed name*

\_\_\_\_\_  
*Date permission ceases*

\_\_\_\_\_  
*Parent, legal guardian, or organization representative signature*

**This following section is for SPA or Community Center staff use ONLY**

**Valid ID Information:**

*Staff will request to see a valid state/government issued photo ID and a copy this ID will be made and attached to this form for internal records only.*



# Program Submission Form

This form must be complete and legible -- please print or type.

## SPA User

Name:

Date Submitted:

Of this program I am the *(check only one)*  Local producer  Local sponsor

## Program

Title:

Date Recorded:

Approx. Program Length (hrs/mins):

What is this program about?

## Discloser of Program Content *(check all that apply)*

Does this program contain adult content or mature themed material?  Yes  No  
*For example, adult language, graphic portrayals and/or violent scenes.*

Does this program contain business or sponsorship slates?  Yes  No

If business or sponsorship slates are present, where in the program can they be found?  Beginning  End

## Technical Disclaimer

Are you aware of any technical issues in this program?  Yes  No

Please describe the technical issues to the best of your ability:

## Duplication Request

Most programs cablecast on SPA15 are available to members of the public requesting a (DVD) copy. However, SPA does not make copies of programs where copyright protection is clearly indicated on the SPA Program Submission Form.

Is this program copyright protected?  No  Yes, by me  Yes, by another individual or organization

If another individual or organization holds the copyright SPA will not make any copies of the submitted program.

## Cablecast Requirements

Have you obtained the necessary permission to cablecast your submission?  Yes  No *If not, please read the statement of compliance below, specifically points 5, 6 and 7.) These are policies you are agreeing to have complied with upon making the submission.*

Have you obtained and submitted a signed Permission to Cablecast Form?  Yes  No  Not applicable *(If you believe this program does not require a permission form, please check here.)*

Have you properly labeled your submission materials?  Yes  No *If not, please label your submission materials with program name, your name and phone number).*

***Please complete other side***

## Cablecast Playback

Shakopee Public Access can only accept a program for cablecast if permission is provided for playback on our channel and then, in the case of copyright material, only if the rights to cablecast have been acquired. Therefore, if this is not an original creation and you did not purchase the cablecast and taping rights we cannot accept the program for cablecast. If such programs are submitted they will not be accepted and no copies will be made.

The City Telecommunications Coordinator will determine program replay, timeslot, and frequency. SPA15 schedules are published on the Shakopee Public Access website ([www.shakopeepublicaccess.com](http://www.shakopeepublicaccess.com)) and in the Shakopee Valley Newspaper. Published schedules are subject to change. Watch the Shakopee Public Access Cable Channel 15 bulletin board for the most up-to-date information regarding playback schedules.

## DVD Return

How will your materials be picked up or returned?     I will pick up personally     Please Mail: self-addressed, postage paid envelope provided     Please recycle

## Statement of Compliance

1. I certify that I will always be thoroughly familiar with the contents of the programs I submit for playback on Shakopee Public Access, Cable Channel 15.
2. I certify that no advertising material or other commercial programming, lottery or lottery information, obscene material, material soliciting or promoting unlawful conduct, and slanderous or libelous material will be contained in my programs.
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5. I certify that prior to submission I will obtain any and all clearances for the cablecast and web-streaming of my program from cablecast stations, networks, sponsors, music and film licensing organizations, performers; representatives, authors, composers, and all other license or copyright holders for any content contained in my program, as required.
6. I certify that prior to submission I will obtain all necessary permissions from persons/organizations appearing in the program.
7. I request that programs I submit be shown on the City of Shakopee Public Access Channel. I authorize the subsequent replay of these programs at the discretion of the City Telecommunications Coordinator.
8. I accept full responsibility for the content of these programs and the consequences of their presentation. I acknowledge and agree that I am liable for any and all costs arising from the use of copyrighted or licensed materials.
9. I have read the Shakopee Public Access (SPA) policy handbook. I understand and agree to the rules and procedures surrounding the treatment of programming that violates the rules.
10. I hereby indemnify and hold harmless SPA, the City of Shakopee, Comcast Cable, and their respective officers, directors, employees, agents and representatives from any and all liability, damage, injury and judgments arising from the cablecast, playback, or production of any programming or other claim as set forth in the Shakopee Public Access (SPA) Policy Handbook.
11. I further attest that I have truthfully completed this User / Organization Registration Form.

\_\_\_\_\_  
*Applicant's signature*

\_\_\_\_\_  
*Applicant's printed name*

\_\_\_\_\_  
*Date*

## STAFF USE ONLY

Cablecast Show ID number / Notes:



# Permission to Cablecast Form

This form must be complete and legible -- please print or type.

## Program

Title:

What is this program about?

Taped/Produced By:

Date Taped:

### HOLDER OF RIGHTS ONLY -- Please read, fill-in and sign

I (*print first & last name*) \_\_\_\_\_, hereby grant permission to (*person identified above as taped/produced by*) to videotape images and audio from the event or program listed above and to submit that tape for cablecast on Shakopee Public Access Cable Channel 15. I hereby indemnify and hold harmless Shakopee Public Access, the Shakopee Telecommunications Advisory Commission, the City of Shakopee, Comcast Cable, the Shakopee Public Access facility and staff, respective officers, directors, managers, agents and representatives from any and all liability, damage, injury and judgments arising from the cablecast or playback of this program.

For how long are you granting permission to have this cablecast?  
(For example, one week, two months, certain month of certain year)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization (*if applicable*): \_\_\_\_\_ Phone (day): \_\_\_\_\_

Title (*if applicable*): \_\_\_\_\_ Phone (evening): \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

### HOLDER OF RIGHTS ONLY -- Copyright

Does this program contain copyright material  Yes  No

If yes, did you purchase the cablecast and taping rights?  Yes  No

If yes, please attach a copy of that agreement to this form.

If no, please explain.

### Cablecast Playback

Shakopee Public Access can only accept a program for cablecast if permission is provided for playback on our channel and then, in the case of copyright material, only if the rights to cablecast have been acquired. Therefore, if this is not an original creation and you did not purchase the cablecast and taping rights we cannot accept the program for cablecast. If such programs are submitted they will not be accepted and no copies will be made.

### Please send this form to

Email: [channel15@ci.shakopee.mn.us](mailto:channel15@ci.shakopee.mn.us) -- Fax: 952-233-3801 Attn: Public Access  
Mail: Public Access | 129 Holmes St. S | Shakopee, MN 555379