

Cape Girardeau and Jackson Resident / Organization

Application for Channel 5 Cape Update Message Line and Cablecast

The Channel 5 Message Line and Cablecast is a service provided by the City of Cape Girardeau for residents and organizations located within Cape Girardeau and Jackson. The following information must be completed before your first message is displayed.

NOTE: Once your message is approved to post on Channel 5, you may submit new slides or recordings at your convenience by email, fax or mail. This form is not necessary for each submission.

TERMS AND CONDITIONS

Applicant herewith applies to the City of Cape Girardeau for use of Channel 5 with the following terms and conditions:

1. In recognition of the fact that the City has no control over the content of the Applicant's messages or cablecast, the Applicant must agree to indemnify and hold the City harmless from any and all liability or other injury (including reasonable costs of defending claims or litigations) arising from or in connection with claims for failure to comply with any applicable laws, rules, regulations, or other requirements of local, state, or federal authorities; for claims of libel, slander, invasion of privacy, or infringement of common law or statutory copyright, for unauthorized use of trademark, trade name, or service mark; for breach of contractual or other obligations owing to third parties by the City; and for any other injury or damage in law or equity which claims result from the Applicant's use of the City of Cape Girardeau's Channel 5.
2. I acknowledge that the program material submitted does not contain the following content:
 - a. Direct solicitation for funds, goods, or services for material compensation;
 - b. Advertising material designed to promote the sale of commercial products or services, including advertising by and on behalf of candidates for public office;
 - c. A game of chance or any advertisement or information concerning a game of chance; and
 - d. Any obscene or indecent materials or materials that advocate criminal acts.
3. Those submitting requests for taped materials must agree to make all appropriate arrangements with, and to obtain all clearances from broadcast stations, networks, sponsors, music licensing organizations, performers' representatives, and, without limitation from the foregoing, any and all other persons (natural or otherwise) as may be necessary to transmit its program material over the City's cable television system. In addition, each taped material submitted not obviously connected to the City of Cape Girardeau shall have a "wrap around" consisting of a message prior to and at the completion of the taped material stating the following:
 - a. How the taped material is connected to the community;
 - b. How the individual or entity submitting the request is connected with the community; and
 - c. The full name and local address of the individual or entity submitting the request.
4. The City of Cape Girardeau, through its Public Information Officer (PIO), retains the right to accept or reject submitted material based upon the above criteria, regardless of how the message material was received by the PIO (form, fax, email or mail). Those submitting requests that are denied access to Channel 5 shall receive written notice of such denial and shall have an opportunity to provide written appeal to the Cape Girardeau City Manager's office within thirty (30) days of said denial. The City Manager will review said written appeal within thirty (30) days. Such written notice and written appeal shall be investigated by the City Manager's office with the decision rendered regarding said investigation to be final. The party appealing will be provided written notice of the City Manager's final decision by the Public Information Officer.
5. The City of Cape Girardeau retains the right to maintain available for public inspection a record of all persons applying for use of Channel 5, and agrees that this application, emails, faxes and other communications between your organization and the PIO may be used for such record.

MESSAGE ACKNOWLEDGMENT

I, _____ (print), hereby acknowledge that I have read the terms and conditions, and the message material submitted by my organization, both now and in the future, does not / will not contain the following content:

- a. Direct solicitation for funds, goods, or services for material compensation;
- b. Advertising material designed to promote the sale of commercial products or services, including advertising by and on behalf of candidates for public office;
- c. A game of chance or any advertisement or information concerning a game of chance; and
- d. Any obscene or indecent materials or materials that advocate criminal acts.

I have read the above materials and acknowledge and agree to all terms and conditions contained herein:

SIGNATURE: _____ **DATE:** _____

<p>INSTRUCTIONS</p> <ol style="list-style-type: none">1. All messages must be typed in an email or clearly printed within the box provided if faxed or mailed.2. Submitted images, including logos, must be in JPEG (.jpeg) format sized to 500 x 700 pixels or less.3. VHS tapes and DVDs may be submitted for cablecast.4. The Public Information Office of the City of Cape Girardeau reserves the right to edit messages for clarity and space requirements.5. Messages must be received by the Public Information Office at least five work days before the display date. If received in fewer than five work days, the Public Information Office shall make a reasonable effort to accommodate the request.6. Slides will have a maximum display time of three months. Entries received will post no more than three weeks in advance of an event.7. The maximum number of slides running concurrently per person or organization is two.	<p>RETURN COMPLETED FORMS TO:</p> <p>Cable Access Channel 5 401 Independence Cape Girardeau, MO 63701 Phone: 339-6391 Fax: 339-6302 channel5@cityofcapegirardeau.org</p> <p><i>Should you have any questions regarding the completion of this form, please call the Public Information Office at 339-6391, between the hours of 8 a.m. and 5 p.m., Monday - Friday. Please keep a copy of this original form submission for your records.</i></p>
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NAME: _____ **DAYTIME PHONE:** _____

ADDRESS: _____

ORGANIZATION: _____ **BUSINESS PHONE:** _____

Where do you reside? (circle answer): CAPE GIRARDEAU JACKSON

OR where is your organization located? (circle answer): CAPE GIRARDEAU JACKSON

Is your item of interest or event located within thirty (30) miles of either Cape Girardeau or Jackson? (circle answer): YES NO

Dates you wish your message to be displayed: ____/____/____ TO ____/____/____

MESSAGE TEXT or PROGRAM TITLE / CONTENT:
