

SINGLE



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Manhattan Neighborhood Network

Use this form to schedule time for a single program. Submit this request with your completed program episode and a signed Program Agreement to the Programming Department. MNN will contact you by telephone within two - four weeks with the channels, dates, and times that your program is scheduled to air.

Personal Information

Name (first & last): _____ Date: _____

Email: _____ Phone: _____

Residence Address: _____

City: _____ State: _____ Zip: _____

Member ID: _____ Project ID: _____

Are you 18 years of age or older? yes no (if under 18, parent/guardian is required to sign the Program Agreement)

Program Information

Program Title: _____

Program Description:

Producer(s): _____

Website(s): _____

Facebook: _____ Twitter: _____

Program Length: Half hour time slot (receive three time slots & should be no longer than 28 min.)
 One hour time slot (receive two time slots & should be no longer than 58 min.)
 Longer than an hour (show will receive one time slot, subject to availability.)
 Indicate exact length. _____

Public Information (should viewers ask to contact you, this information will be released to the public - include email, address and/or phone number, website, social media sites)

Time slot Preference

My three preferences for a time slot are:

1. Day	_____	Time	_____	AM	PM
2. Day	_____	Time	_____	AM	PM
3. Day	_____	Time	_____	AM	PM

(Circle)

MNN will make best efforts to schedule your program according to your preferences. All time slots are scheduled at the sole discretion of MNN's Programming Department.



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Please answer the following questions. Circle yes or no.

Does this program require a disclaimer under Manhattan Neighborhood Network's Program Policies for adult, violent, or medically graphic programming?

No Yes **If yes, program will be scheduled after 11 P.M.**

Do you currently have another program scheduled on MNN?

No Yes If yes, what program?

Is this program host regularly seen on another program on MNN?

No Yes If yes, what program?

Who is your audience? Is your program addressing a particular population? Select **ONE AUDIENCE.**

- Adult Only
- African/African-American
- Asian/Asian-American
- Children
- Christian
- Differently-abled
- European/Euro-American
- LGBTQ
- General/Not Applicable
- Indigenous American
- Judaism
- Latin/Latin-American
- Men
- Middle Eastern/Arab
- Muslim
- New Yorkers
- Seniors
- South Asian
- Women
- Youth
- Other

What is your program about? Select **ONE TOPIC.**

- Animals/Pets
- Community Affairs
- Cultural Issues
- Environment
- Erotic
- Fashion
- Film
- Financial Business
- Food
- Health
- History
- LGBTQ
- Music
- New Age
- Political Advocacy
- PSA
- Psychic
- Religion
- Self Help
- Sports/Outdoors
- Women's Issues
- Youth
- Spirituality
- Other

What is the PRIMARY language spoken on the show? Select **ONE LANGUAGE.**

- Albanian
- AM. Sign Language
- Chinese
- Creole
- English
- French
- Greek
- Hebrew
- Hindi
- Hungarian
- Italian
- Patois
- Russian
- Slavic
- Spanish
- Other

What is this program's genre? Select **ONE GENRE.**

- Animation
- Cooking
- Documentary
- Drama
- Experimental
- Fix it /How to
- Music Videos
- News/Magazine
- Performance
- Sitcom
- Sketch Comedy
- Talk Show
- Variety
- Entertainment
- Other

MNN Channel Listings

	TWC	RCN	FiOS
1 Community	34	82	33
2 Lifestyle	56	83	34
3 Spirit	1997	84	35
4 Culture	67	85	36

I agree, as condition of the cablecast, to indemnify and hold harmless Time Warner NY Cable LLC, RCN Telecomm Services of New York, Inc., Verizon NY Inc, Manhattan Community Access Corporation d/b/a Manhattan Neighborhood Network or their respective directors, officers, employees and agents from all loss, liability and damage, including attorney costs, arising out of or caused by the cablecast of my program, including, but not limited to, libel, slander, indecency, obscenity, invasion of privacy or public rights, unauthorized use of copyright material or non-compliance with, or in violation of, any applicable local, state or federal laws, rules or regulations. I acknowledge that I have read and understand MNN Programming Policies and Community Standards online at <http://www.mnn.org/policies>. As specified in these policies, I understand that I am responsible for my program content and my personal conduct while using MNN facilities, equipment and services and that I may be subject to disciplinary action up to and including suspension for violating MNN policies.

Signature: _____

Date: _____



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Program Agreement

1. Channel User ("User") assumes all responsibility as producer, originator, author, or distributor of any of the User's programming carried on the Public Access Channels of Manhattan Community Access Corporation, d.b.a. Manhattan Neighborhood Network ("MNN"), or any system on which the programming is carried (collectively, the "Public Access Channels"). User agrees, as condition of the cablecast, to indemnify and hold harmless Time Warner NY Cable LLC, RCN Telecomm Services of New York, Inc., Verizon NY Inc., Manhattan Community Access Corporation d/b/a Manhattan Neighborhood Network or their respective directors, officers, employees and agents ("Indemnified Persons") from all loss, liability and damage, including attorney costs, arising out of or caused by the cablecast or streaming of User's program, including, but not limited to, libel, slander, indecency, obscenity, invasion of privacy or public rights, unauthorized use of copyright material or non-compliance with, or in violation of, any applicable local, state or federal laws, rules or regulations.

2. Without limiting the generality of the foregoing, User further agrees to indemnify, hold harmless, and defend the Indemnified Persons from any claims, liability, loss or damage of any nature whatsoever, including reasonable attorney costs, arising out of or in connection with any material carried on, transmitted or disseminated by the User on the Public Access Channels in violation of or infringement upon the rights, trade names, or the right of privacy of any other owner, licensor, copyright holder, writer, composer, person, corporation, partnership or legal entity.

3. User agrees to defend all actions to which any indemnity stated herein applies and to conduct defense thereof at its own expense and by its own counsel. MNN shall have the right to participate in such defense with counsel selected by it at the User's expense and User agrees that it will cause its counsel to cooperate with MNN and its counsel.

4. User individually and, if applicable, on behalf of all members of the organization of which the User is a member, hereby releases MNN from any action, claim, and demand whatsoever which the User or its organization ever had, has, and may have against MNN or the other Indemnified Persons, in connection with the programming or delivery of material carried on the Public Access Channels including, any mistakes, omissions, interruptions in the cablecast or streaming of User's material, changes in scheduling User's material or failure to cablecast and/or stream such material, or unauthorized use of the User's programming by third parties.

5. User warrants and represents that the program does not contain:

- a) solicitation, advertising, bartering, or promotion of commercial products, services or transactions;
- b) material that is, slanderous, libelous, an invasion of privacy or made unlawful;
- c) material that is obscene;
- d) material concerning lottery information, gift enterprise, or similar scheme;
- e) unlawful use of material requiring union residual, or other payment including but not limited to the talent and crew; or
- f) unlawful use of material that is copyrighted or subject to ownership or royalty rights, right of publicity, or other payment.

6. Tapes submitted for cablecast and/or streaming on the Public Access Channels are the property of the producer of record. Producer of record is identified as the User on the Program Agreement. Program tapes will be checked out of the facility to the User only, unless the User gives written authorization to MNN to give the tapes to another person. Tapes can be removed from MNN without permission of the User as may be required by applicable law (including, but not limited to, subpoenas in legal proceedings).



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Time slot Request

7. User releases MNN, its directors and officers, agents, employees, and representatives and their respective successors and assigns from all liability if the program or material submitted is damaged, lost, or stolen (including, without limitation, unauthorized access and use by third parties of the User's programs available in electronic format on MNN's website for streaming) while in their custody except in the case of gross negligence on the part of MNN resulting in damage or loss of submitted tapes. In such cases of gross negligence, liability will be limited to the cost of replacing blank videotape in exchange for tapes submitted. MNN will not be liable for and will be held harmless with respect to any and all damages, consequential or otherwise, including without limitation, the cost of producing the tape as well as any other related expenses.

8. If this program is submitted on behalf of an organization, this Program Agreement must be submitted along with a letter from the chief operating officer of the organization on company letterhead. The letter must indicate who within the organization will take responsibility for submitting programs.

Name of organization (if applicable): _____

If someone other than the producer of record handles the dropping off and collecting of tapes for this program, the names of the or these persons are required below.

Name of authorized person: _____

I, User, acknowledge that I have read and understand MNN Programming Policies and Community Standards online at <http://www.mnn.org/policies>. As specified in these policies, I understand that I am responsible for my program content and my personal conduct while using MNN facilities, equipment and services and that I may be subject to disciplinary action including suspension for violating MNN policies.

Program Title

Signature of User

Program ID (if applicable)

Print Name (legibly)

Date