



City of Zimmerman

12980 Fremont Avenue
Zimmerman, MN 55398

Telephone 763-856-4666 * Fax 763-856-4787
www.zimmerman.govoffice.com

Zimmerman Government Community Information Channel Request for Cablecast

Applicant name _____

Representing Group or Organization _____

Address _____ City _____ State _____ Zip _____

Date of Application _____ Phone number _____

By requesting air time on the local cable access channel I hereby agree that:

- a. My message promotes public good or a public event
- b. Contains NO obscene or indecent material
- c. Contains NO advertising material
- d. Contains NO Lottery or lottery information
- e. Contains NO direct solicitation of funds – promotion of fundraising events are allowed
- f. Contains NO promotion by or on behalf of any legally qualified candidate

The above conditions apply to live or recorded programming submitted for airing, as well as scrolling continuous script messages.

SCROLLING CONTINUOUS SCRIPT MESSAGES:

Please write out your text on the back of this form. There are a maximum of seven lines per screen, and for maximum effect, allow 20 characters max per line. More than one screen may be used.

Date you would like your message to begin _____ and end _____.

PRE-RECORDED VIDEO TAPES

Review your tape for the above restrictions. Also, you may need permission from the video participants to have their image viewed in public. The City reserves the right to refuse any video from public view.

Date you would like your video message to run _____ time _____.

Videos may only be aired during the regular office hours of City Hall. For evening broadcasts, please contact the City Cable Administrator.

Repeat airing of the video _____

Other instructions _____

If you want your video materials returned to you, please leave detailed instructions and address.

SCROLLING CONTINUOUS SCRIPT MESSAGES:

For office use only: Date Received: _____ Received by: _____ Date Posted: _____

Please write out your text. We recommend using 5 lines per screen, with a maximum of seven lines per screen. For best effect, allow 20 characters max per line. More than one screen may be used. Remember to include:

Name of Event or Project Date Time Place Contact Name and Phone Number

Other information that may be appropriate:

Who is Sponsoring Who Benefits Who is Eligible

Screen 1

Screen 2

Screen 3

CITY OF ZIMMERMAN PUBLIC ACCESS CHANNEL POLICY

The City of Zimmerman, in cooperation with our local cable service providers, is proud to serve its citizens with a Public Access Channel. Air time will be available to any person, group, organization or entity consistent with the following guidelines.

1. The following rules shall apply to requests for channel time:
 - a) Access priority shall be given to local government agencies and local education districts.
 - b) Priority may be given to users from the Zimmerman/Livonia TV service area.
 - c) No programs will be broadcast live except for Zimmerman City Council meetings and/or related events.
2. No program, production or presentation involving obscene or indecent material shall be cablecast or permitted to be cablecast on the public access channel.
3. An application for program time should be made at least one week prior to the date requested. This rule does not in any way preclude last minute requests due to special situations. In those cases, City staff will attempt to accommodate requests as quickly as possible.
4. The following is a list of groups and activities that will be allowed to advertise on the Zimmerman Public Access Channel:
 - a) City of Zimmerman, Independent School District 728, and Community Education meetings, events, announcements, and activities
 - b) City of Zimmerman, Livonia Township and Sherburne County emergency announcements (not including storm, severe weather or tornado watches and warnings)
 - c) Zimmerman Civic Club events and announcements
 - d) Greater Zimmerman Area Chamber of Commerce events and announcements
 - e) Local Youth Athletic Association activity information
 - f) Non-profit group meetings, fund raisers and announcements
5. The following types of announcements will not be allowed on the Public Access Channel:
 - a) Advertising material designed to directly promote the sale of commercial and retail products or services
 - b) No program, production or presentation which involves directly or indirectly any lottery information or which involves a lottery
 - c) No personal business "For Profit" ads
6. Request for air time should be made to the City Administrative Assistant on a Cablecast Request Form (available at www.zimmerman.govoffice.com) at least one week prior to the date requested, as stated in item 4 of this policy. No ads will be accepted without the Cablecast Request Form. Groups and individuals may use one of the following means to submit their ad:
 - a) Via fax to 763-856-4787
 - b) Via email to kmconville@windstream.net
 - c) Via mail to City of Zimmerman, 12980 Fremont Avenue, Zimmerman, MN 55398
7. The City of Zimmerman reserves the right to edit all submissions to accommodate space limitations as necessary. All disputes arising from use of public access time shall be resolved by the City Administrator or referred to the Zimmerman City Council.