



CITY OF MILAN
FUNDRAISER, PARADE, SOLICITATION AND SPECIAL EVENT REQUEST FORM

NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

TYPE OF REQUEST: \*FUNDRAISER \*\*PARADE \*\*\*SOLICITATION \*\*\*\*SPECIAL EVENT

DESCRIPTION OF FUNDRAISER, PARADE ROUTE (include map) OR SPECIAL EVENT DETAILS:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

\*\* Dates of Event: \*\* Time of Event- From: To:

\*(The City of Milan requires that all door-to-door solicitation end by 8:00p.m., unless otherwise specified)

\*\*\* (Solicitation without fundraising)

\*\*\*\* (Attach map, event schedule, special needs)

\*\*\*\* PARADE PERMIT \*\*\* NOTHING SHALL BE PROJECTED INTO THE CROWD INCLUDING BUT NOT LIMITED TO WATER, CANDY, SILLY STRING, FOAM, CONFETTI, ETC.

REQUEST TO PUT ON CABLE: YES NO IF YES, REQUESTED DATES TO RUN: \_\_\_\_\_
(see attached policy- must fill out Acknowledgement of Operating Policy and Request Form)

SIGNATURE: \_\_\_\_\_

OFFICE USE ONLY
City Administrator: \_\_\_\_\_
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_
Chief of Police: \_\_\_\_\_
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_



CITY OF MILAN, MICHIGAN  
CHANNEL 18  
OPERATING POLICY

Xfinity allocates the City of Milan's municipal channel (channel 18). The goal of the municipal channel is to provide a means and opportunity to inform citizens about city and school services, events, regulations, and about decisions made by their representatives, both elected and appointed. This goal will be met through the use of a community calendar bulletin board and locally produced programming.

The daily programming and monitoring of the channel is the responsibility of the City Administrator or his designee. He is also responsible for policy monitoring and assists in new program development.

Programs airing on Channel 18 may be live or taped. While priority will be given to shows produced by the City of Milan staff, other programs may also be shown if they fall within the guidelines established in this section. The following types of programs (in order of priority) will be aired on Channel 18:

- A. City Council meetings.
- B. Meeting of other city boards and commissions, as requested.
- C. City sponsored programs and events.
- D. Milan Area School District meetings and events.
- E. City related programs and events (including service clubs).
- F. Washtenaw/Monroe County programs and events.
- G. Video produced by other municipalities or nonprofit organizations, if the subject is likely to be of interest to the City of Milan.

The following is unacceptable and will not be broadcast by Channel 18:

- A. Any advertising material designed to promote the sale of commercial products or services, including advertising by or on behalf of candidates seeking public office.
- B. Any obscene or indecent material.
- C. Any advertisement of or information concerning any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part on chance, except where it is run by and completely for the benefit of a City of Milan department or nonprofit organization.
- D. Use of unauthorized copyrighted material.
- E. Any direct solicitation of funds that would benefit the user or his/her agent, except where the funds would be completely for the benefit of the City of Milan or Milan Nonprofit Organizations.
- F. Material that defames any racial, ethnic, sexual, age or religious group.
- G. Any avocation of violence or fighting words designed to invoke violence.
- H. Noncompliance with applicable Federal, State and local laws and regulations.
- I. Any slanderous or libelous materials.
- J. Any deliberate misinformation, which may result in harm to any individuals.

## MESSAGE SCREENS

1. Requests for messages must be submitted on the forms provided to the City Clerk's Office, 147 Wabash St.
2. Messages for a single event may not exceed 2 pages in length. Each page will be displayed for 20 seconds.
3. Messages may be displayed for a period not exceeding 2 weeks.
4. Messages must be received at least 3 working days prior to the desired start date.
5. Messages must be for a City of Milan organization or event that takes place in Milan. Organizations must be governmental or non-profit organizations, and events must be events of these organizations. Sponsor (s) of an event may be listed, but any commercial statement or mention of a product, service or any other activity by which the sponsor might generate a profit is prohibited. Proof of non-profit status must be provided.

## VIDEO/INFORMATION

1. Video/*Information or material*) must be received at least 3 working days prior to the desired start date.
2. *Information* must be submitted, with the forms provided, to the City Clerk's Office, 147 Wabash St.
3. The length of the program, from the start of the video to the end of the program must be shown on the form. Videos must be in MP4 or WMA Format on DVD or Flash Drive
4. Except for the program to be aired, the video must be blank.
5. Programs must be for a Milan organization or event that takes place in Milan. Organizations must be governmental or non-profit organizations, and events must be events of these organizations. Identification of sponsor (s) is permitted for maximum of 10 seconds. Any commercial statement or mention of a product, service or any other activity by which the sponsor might generate a profit is prohibited. The specific address and phone number is permitted only for sponsors of non-profit status. Any deliberate presentation or emphasis on any visual sign, banner, logo or other item identifying the sponsor, other than the 10 seconds maximum identification is prohibited. Proof of non-profit status must be provided.

Request for channel time will be processed on first come first served basis.

"City of Milan Organizations" shall include only organizations located within the City of Milan.

Channel 18 use limitations will be applied only in cases where the public interest is not being maintained, as determined by the City. It is not the intent to inhibit access to the public channel, but to ensure in as fair a manner as possible, that all persons and groups wishing to use the public access facilities have an equal and fair opportunity to take advantage of communication potentials in public access.

The applicant is responsible to assure that materials are not copyrighted or that the appropriate copyrighted clearances have been obtained. Written documentation of copyright clearance may be required.

The City reserves the right to fully preview all material submitted for public access to determine compliance with the requirements set forth in this Policy, and to reject any materials, which do not comply. In the event any material is deemed by the City to expose it to an unreasonable risk of liability, the material may either be rejected or, after receiving satisfactory assurances of indemnification, accepted.

Indemnification-As a precondition to use of the public access channel, any person who submits material for broadcast must agree to defend, indemnify and hold harmless the City of Milan from and against any and all claims, demands, causes of action, liabilities, judgments, cost and expenses (including legal fees) arising out of the use of the access channel. Furthermore, the City of Milan will not assume responsibility for answering any complaints that may be received from the public as to the quality or contents of such programming. Any person submitting material for broadcast on the access channel will be expected to assume full and complete responsibility for and to answer any inquires which are received from any regulatory body, including the Federal Communications Commission, respecting such programming.

These guidelines shall be subject to periodic revision by the City of Milan.

I have read and understand the City of Milan Community Access television Channel Rules and Procedures and agree to comply with the requirements therein, including the acceptance of liability resulting from materials for broadcast that I have submitted.

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Organization

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Name of Individual Submitting Article/  
Ad/Message

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Date

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Telephone Number

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E-Mail Address



**MILAN**

*Connect with what matters*

The City of Milan's Cable T.V. Channel18 provides these announcements to the residents of the City of Milan as a community service. The messages are to be of a timely, informational nature and contain no commercial announcements. They may be edited to conform to System Standards and displayed at the discretion of the City Administrator.

**INSTRUCTION:** Please use a separate form for each separate message. Use a blank line for each letter, punctuation mark or space between words. Standard abbreviations are suggested whenever possible. When the message form is completed, send it to City of Milan, Cable Channel 18, 147 Wabash St., Milan, MI 48160.

LINE 1: \_\_\_\_\_

LINE2: \_\_\_\_\_

LINE 3: \_\_\_\_\_

LINE4: \_\_\_\_\_

LINE 5: \_\_\_\_\_

LINE 6: \_\_\_\_\_

LINE 7: \_\_\_\_\_

Video Submitted \_\_\_\_\_ Start: \_\_\_\_\_ End \_\_\_\_\_

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Suggested start date \_\_\_\_\_ End date \_\_\_\_\_ (FOR

STAFF USE ONLY)

Entered by \_\_\_\_\_ Date \_\_\_\_\_