## **PROJECT APPLICATION**

Please allow at least 1 week for application approval. The application will be reviewed by the LTC staff to ensure that you are eligible to reserve any resources necessary for the completion of this project. Please aid the process by making sure you are current in your dues and have taken the proper prerequisite classes. Failure to do so will delay this procedure. When your project is approved or denied you will be contacted. Only upon approval will you be allowed to reserve resources.

Date/	Planned End/	Is this your FIRST PRO	ODUCTION	
Producer's Last Name_		First		
Co-Producer (or Sponso	or's) Last Name			
Project Title				
Organization (If Applica	able)		_	
Series Y N	Number of Programs Planne	ed Program Le	Program Length	
Any Sponsorships or Ur	nderwriters Yes No	If so, please provide de	tails and written approvals	
	sCheck one fro			
PROJECT SUBJECT	PRODUCTION TYPE	SIGNAL SOURCE	ORIGIN	
Arts/Culture	Studio A	Computer	In-House	
Community Service	Studio B	Live	Member	
Education, Adult	Field Production Tape	Satellite	Sponsored	
Education, Child	International	Videotape		
International	Radio Live	Web / Internet	VARIABLE LENGTH	
Internet	Remote Other Source	DVD	Yes	
Music - Live	Remote Rig		No	
Music - Tape	Satellite Live	ADULT CONTENT		
Other- Description	Import/Sponsored	Yes	OWNER	
Promotion		No	City Government	
PSA			External	
Public Affairs			Internal	
Religion/Spiritual			Producer	
I have requested that Lowe and take full responsibility producer of record cablecas	ed to obtain and present if relation Corporation for the content of this program. I give Listing the above program. I give Listing when LTC chooses, for at less	n cablecast the program detaile I give LTC permission to release TC permission to keep a copy o	ed above. I am a member of LTC on my name, if necessary, as the f this tape to use for cablecast	
Signature		Phone No.	date	
Approved by			Date	

## Agreement with the Rules and Procedures

By signing this form you are indicating your agreement with the full LTC Rules and Procedures. These rules have evolved in order to ensure a smooth and productive experience for all members; and to make sure everyone understands their legal responsibilities. If you have questions about these or other procedures at LTC you are invited to bring them to a staff member for explanation as soon as possible.

soon as	possible.			
1	I also understand that LTC's facilities are to be used only for production of local programming, job skill enhancement of community development activities; <i>not</i> for personal financial gain.			
2	I am thoroughly familiar with the nature of the program material produced with LTC's resources (computer, television or radio based) and I take full responsibility for its content. I agree to obtain all necessary clearances, releases, permissions etc., from any and all organizations, groups or individuals as required for projects.			
3	I understand that the following material is prohibited from being produced, displayed, copied, distributed or programme from any LTC production platform:  a) Any commercial programming or advertising; b.) Any material which constitutes libel, slander or invasion of privacy; c.) Any obscene material or pornography; d.) Any unauthorized use of copyrighted material, unlicensed software or publicity rights; e.) Any material in violation of FCC regulations; and, f.) Any activity or material which violates local, state or federal laws.			
4	I understand that LTC's Computers have full, uncensored access to the Internet and that access to such resources require critical, discretionary use by everyone.			
5	I understand that I am ultimately responsible for all LTC equipment and facilities that I use. I agree to fully cooperate wit the LTC insurance carrier in any claims. In the event Carrier denies the claim, I agree to pay for the replacement of any and all equipment damaged or destroyed while being used by me.			
6	I understand I am responsible and agree to hold harmless the City of Lowell, Lowell Telecommunications Corporation, Comcast, their directors, employees, or successors, for any liability, loss, claim, cost or damage of any nature whatsoever which may arise by reason of any claim, that any material produced by me, from any output device, infringes or violates any rights of any person or organization.			
7	As an LTC member I understand that I am expected to respect the rights and opinions of others at LTC at all times. It is everyone's responsibility to maintain a safe and productive working environment. LTC staff reserves the right to ask anyone to leave if these rules are being broken. There might be additional consequences for breaking these rules, including suspension from the facilities.			
	Signature:	Date:		
	Name:			
	Signature of Parent: (if Member is under 18)	Date:		

Minor Name:

Age of child: