

CCStv CHARACTER GENERATOR POLICY

The policy below has been adopted by Coldwater Community Schools to govern the use and availability of the Character Generator display of messages and news on CCStv.

1. Messages must be submitted on the MESSAGE REQUEST FORM. Messages will **not** be accepted over the telephone.
2. Messages will be accepted on a first come, non-discriminatory basis. Due to a limited number of display pages, we cannot guarantee that every message will be displayed.
3. Applicant is responsible for editing the message to the proper format: 8 lines per page, 32 characters per line. CCStv staff will not be responsible for editing submitted material.
4. Messages will be displayed on CCStv on the first available day, and removed as soon as possible after the event has occurred.
5. We will cablecast messages from non-profit organizations that contain public service information for the community and other messages sponsored for non-profit purposes. **No messages which contain lottery information, advertising material to promote the sale of commercial products or services, political advertisements, or anything else which is prohibited by Federal Communications Commission rules and regulations will be cablecast on CCStv.**
6. CCStv reserves the right to pre-empt messages at any given time.
7. There will be no charge for messages on the CCStv Character Generator.