Rules and Regulations for Mt. Lebanon's Community Cable Bulletin Board
Mt. Lebanon Municipality
710 Washington Road
Pittsburgh, PA 15228

www.mtlebanon.org

Mt. Lebanon's Community Cable Bulletin Board is a service for residents and local organizations to cablecast non-commercial, non-discriminatory messages on the Municipality's Community Channel, which –consists of information about events, programs and services of interest to Mt. Lebanon residents. All submissions must be made according to the following regulations.

A. PRODUCERS

1. All persons who submit messages must be Mt. Lebanon residents or representatives of groups/ or organizations that are based in Mt. Lebanon.

2. All persons who submit messages must be at least 18 years of age, or if under 18 years of age, must be directly supervised by a parent or guardian who shall assume responsibility for such person or persons.

B. CONTENT

1. All material submitted must comply with the laws of Mt. Lebanon Municipality, Allegheny County, the Commonwealth of Pennsylvania and the Federal government.

2. Messages concerning events and activities taking place in Mt. Lebanon will receive top priority.

3. All messages are subject to verification and may be edited or reformatted by the Municipality in its sole discretion.

4. The following messages will not be accepted for posting on the Community Bulletin Board:
    a. Obscene material
    b. Material that promote products of services presented for the purpose of soliciting money or other items of value
    c. Lottery programming or lottery information

d. Material that constitutes libel, slander, invasion of privacy or public rights, violation of trademark or copyright law.

5. Mt. Lebanon Municipality reserves the right in its sole discretion to limit the number of messages running from any single organization and/or individual at any one time.

6. Mt. Lebanon Municipality makes no guarantee that items submitted will be cablecast.

C. SCHEDULING

1. The scheduling of messages on the community bulletin board shall be subject to reasonable and practical time, place, and manner limitations.

D. INDEMNIFICATION

1. All those who submit messages must agree in writing to indemnify and hold harmless the Municipality of Mt. Lebanon, its elected and appointed officials, officers, agents and employees, and their successors and assigns, from any and all liability, loss, injury, cost or expense, including reasonable attorneys' fees and costs, arising from or in connection with claims for failure to comply with applicable federal, state, or local laws or regulations that result from any announcement they have produced or the use of any equipment or facilities owned or managed by the Municipality of Mt. Lebanon. Such claims include, but are not limited to, claims for libel, slander, invasion of privacy or the infringement of common law or statutory copyright; claims for unauthorized use of trademark, trade name, or service mark; claims for breach of contractual or other obligations owing to third parties; claims for obscenity; claims for personal injury or property damage; and claims for any other injury or damage in law or equity.

E. SUBMISSION GUIDELINES

1. Messages must be submitted in writing, following the guidelines that are available at the Municipal Building or on the Municipality's website (www.mtlebanon.org).

2. Messages with incomplete information will not be aired.

3. Messages may be submitted via the mail to Mt. Lebanon Municipality, Community Bulletin Board, Mt. Lebanon Municipal Building, 710 Washington

Road, Pittsburgh, PA 15228. Messages also may be submitted via e-mail to LeboCable@mtlebanon.org, faxed to 412-343-3753, or dropped off at the customer service center in the Municipal Building.

4. Pre-formatted forms for messages are available at the customer service center in the Municipal Building and may be downloaded at www.mtlebanon.org.

5. Messages may be cablecast for up to two weeks prior to an event subject to time and scheduling constraints. Community cable messages may run for a period of two weeks, after which they may be resubmitted. If accepted after resubmission, they will run for a period of two weeks following a two-week hiatus.

6. All requests must include a beginning and ending air date. Requests must be made at least one week prior to the requested time of airing.

7. All messages must have a one-line heading. Messages must conform to a format of no more than eight lines, with no more than 30 spaces per line. Words may not run from one line to the next.

8. It is within the sole discretion of the Municipality as to when and how frequently to cablecast messages.

September 1, 2009