



This is a legally binding agreement between you and, **Church of the Great Commission (CGC), P.O. Box 780609, Orlando, Florida 32878**. Please read this document very carefully before you agree to the terms and conditions contained herewith.

1. LICENSE.

1. For your submissions, and the use of your name in connection with your submission (as provided in Section 1.3), you hereby grant to CGC a royalty-free, worldwide, perpetual, irrevocable, non-exclusive transferable right in the communications, text, hyperlinks, photographs, graphics, animation, scripts, video and/or audio clips or any other items (hereinafter the "Content") for any medium now known or hereinafter developed, to use, copy, modify, adapt, display, and/or create derivative works thereof, or any other right afforded under the intellectual property laws, including but not limited to CGC's right to remove and edit names, dates, descriptions, and events that are contained in the Content.
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3. CGC requires you to submit your name and address along with the Content.
 1. If you specifically request, CGC will attribute you by name as the author of your Content.
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4. Except as specifically granted to CGC under this Agreement, no ownership in Content is transferred to CGC.
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1. You warrant that you have ownership or you have written authorization by a license with a third party to the rights in and to the Content submitted.
2. You warrant that you have the right to grant the licenses and rights set forth in this Agreement, and warrant this Agreement and the rights wherefrom do not violate any copyrights, trade secrets, or other proprietary rights.
3. You warrant that the Content is truthful and an accurate representation and account of your personal experiences. Moreover, you warrant that the Content does not contain any content, communication or materials that are defamatory, obscene, threatening or malicious.
4. You assume sole responsibility for the following: (a) acquiring any authorization(s) necessary for CGC to use the Content, including third party authorization or approval, and are attached to or submitted with the Content or this Agreement; and (b) the accuracy of materials licensed to CGC, including without limitation, Content, descriptive claims, names, warranties, guarantees, nature of business, and address where business is conducted.
5. You shall not use any trademarks, service marks, trade names, or properties owned, controlled, licensed or otherwise proprietary to either party, whether or not such materials are incorporated into the CGC web site, without the other party's prior written consent.

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3. LIMITATION OF LIABILITY AND INDEMNIFICATION.

1. CGC shall not be responsible for screening, policing, editing, or monitoring the Content, or additional materials licensed by you, or any third party, to CGC. If notified that the submitted material or Content is allegedly infringing, untruthful, defamatory, libelous, damaging, obscene, illegal, or offensive material, CGC's sole obligation will be to inform you of such allegations. CGC shall not be liable for any damages incurred by you because of any such claim or action. CGC shall not in any case be liable for any direct, indirect, special, incidental, consequential or punitive damages or any lost profits even if CGC has been advised of the possibility of such damages.
2. You at your own expense, shall defend, indemnify, and hold harmless CGC, its agents, board members, officers, directors, affiliates, successors, and assigns from any loss, liability, damage or expense, including but not limited to costs of investigation, defense, litigation and attorney's fees, with respect to any claim or action that arises out of or in connection with your act or omission under this Agreement, including but not limited to the representations made by You under Section 2 of this Agreement. CGC shall promptly notify you of any claim or action, and shall provide reasonable assistance in connection with the defense and/or settlement thereof.

4. General

1. Neither party shall assign its rights, duties, or obligations under this Agreement to any person or entity, in whole or in part, whether by assignment, merger, transfer of assets, sale of stock, operation of law or otherwise, and any attempt to do so, without the prior written consent of the non-assigning party, shall be deemed a material breach of this Agreement.
2. The waiver by either party of any breach or failure to enforce any of the terms and conditions of this Agreement at any time shall not affect, limit or waive either party's rights thereafter to enforce and compel strict compliance with every term and condition of this Agreement.
3. If any provision of this Agreement is determined to be invalid under any applicable statute or rule of law, it is to that extent deemed omitted. The balance of the Agreement shall remain enforceable.
4. The rights and liabilities of the parties hereto shall in all respects be governed by, the laws of the State of Florida. Any controversy or claim relating to this Agreement shall be submitted to non-binding mediation by authorized representatives of the disputing parties. If not settled by mediation within thirty (30) days of receipt of notice from the aggrieved party, and the aggrieved party wishes to pursue the matter further, it shall be brought and venued in The United States District Court for the city of Orlando, FL (Orange County), or the Florida Supreme Court if federal court jurisdiction is unavailable. Both parties consent to such jurisdiction and venue.
5. This Agreement, including any attachments annexed hereto, sets forth the entire agreement between the parties on this subject and supersedes all prior negotiations, understandings, and agreements between the parties concerning the subject matter. No amendment or modification hereof shall be binding unless in writing and duly executed by both parties.

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CHURCH OF THE GREAT COMMISSION – Web Content Submission Form
Web Development Services

Complete and Submit with Content.

Submitting Ministry/Organization Information

Ministry/Organization Name		Code (Office Use Only)	
Person Submitting Content		Title	
Address			
Phone	Fax	Mobile	Email

Content Submitted

You must submit finalized [proofed, edited and CGC Leadership (*Elders or Elder approved Ministry Leader*) approved] Content (text and/or desired images, links, audio/video clips) as separate files on a 3.5 Floppy Disk, CD or Emailed as Attachments.

Content must be submitted at least:

- **Two (2) weeks in advance** for content that requires **no** formatting.
- **Three (3) weeks in advance** for content that requires formatting.
- Special CGC Events (*i.e. Church Anniversary*) **at least three to six (3-6) months** prior to event.
- Mission Trip information must be submitted, in its entirety, **at least three to six (3-6) months** prior to trip.

Type of Submission	Media Submitted On
<input type="checkbox"/> Announcement/Article of Interest	<input type="checkbox"/> 3.5 Double/High Density Floppy Disk
<input type="checkbox"/> Discipleship Lesson (Handouts/Worksheets/Charts)	<input type="checkbox"/> CD
<input type="checkbox"/> Form	<input type="checkbox"/> Emailed as an Attachment
<input type="checkbox"/> Missions Related (Trip Information, Fellowships)	
<input type="checkbox"/> Hyperlink (Link)	
<input type="checkbox"/> Other: _____	

Approved by: _____	Date: _____	Submission Re-occur? <input type="checkbox"/> Yes <input type="checkbox"/> No	Target Date: _____
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Content File Information

Please list the file names and mark the file types of all documents supplied on 3.5 Floppy Disk, CD or Emailed as an Attachment.

File Name (List Additional Files in a Separate Document)	Type
1. _____	File: <input type="checkbox"/> .doc <input type="checkbox"/> .rtf <input type="checkbox"/> .pdf Specified Images: <input type="checkbox"/> .jpg <input type="checkbox"/> .gif <input type="checkbox"/> .bmp <input type="checkbox"/> Other
2. _____	File: <input type="checkbox"/> .doc <input type="checkbox"/> .rtf <input type="checkbox"/> .pdf Specified Images: <input type="checkbox"/> .jpg <input type="checkbox"/> .gif <input type="checkbox"/> .bmp <input type="checkbox"/> Other
3. _____	File: <input type="checkbox"/> .doc <input type="checkbox"/> .rtf <input type="checkbox"/> .pdf Specified Images: <input type="checkbox"/> .jpg <input type="checkbox"/> .gif <input type="checkbox"/> .bmp <input type="checkbox"/> Other

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Signature	Date
_____	_____

Office Use Only

Content Submitted Via: <input type="checkbox"/> 3.5 Floppy Disk <input type="checkbox"/> CD <input type="checkbox"/> Emailed as an Attachment					
Form Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Approved by: _____		Re-Occurring: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dept.	Date Assigned	Assigned To	Target Date	Amended Target Date	Number of Documents
Start Date: _____		Initials: _____		Completion Date: _____	

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