

# TOWN OF SUFFIELD

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## **Town of Suffield Community Calendar Policy**

As adopted by the Board of Selectmen, August 22, 2018

The Community Calendar is a Town website tool which allows the posting of events and activities in a common location for their advertisement community-wide. Community events include any charitable, educational, cultural or recreational event taking place in the Town of Suffield and open to the public.

### **Posting Procedure:**

- Go to the Community Calendar website page ([www.suffieldct.gov/community](http://www.suffieldct.gov/community)).
- Submit a community event form and include the following:
  - Name of group, organization or person sponsoring the event
  - Contact name
  - Contact email address
  - Contact phone number
  - Title of event
  - Date of event
  - Rain/snow date of event, if applicable
  - Time of event
  - Location of event
  - Concise description of event
  - Admission/fee, if applicable
  - Upload flyer, if desired, in pdf format
- Submissions will be approved, revised or rejected for posting by the Town within five (5) business days.

## **Town of Suffield Community Calendar Policy (continued)**

- Applicant to be notified via email when event is posted on Community Calendar.
- The Town reserves the right to make changes, corrections or to remove any requested posting as appropriate.

### **Guidelines for Community Calendar:**

- A. Calendar events should be for one-time or special events, not regularly scheduled activities.
- B. Events must be open to the general public.
- C. Events must be held in the Town of Suffield; or the event is regional and its coverage includes the Town of Suffield or its residents (i.e., Relay for Life, North Central District Health).
- D. Both free and ticketed events are eligible; however, if there is a fee, the amount must be included in the posting.
- E. The Community Calendar is not to be used for profit making ventures. Non-profit organizations may use the calendar for events that charge fees or sell tickets but may not directly solicit funds.
- F. If workshops, classes or other events are free to the public and sponsored by a for-profit organization, these events may be included on Community Calendar so long as there is no attempt to influence monetary exchange.
- G. Fundraising events for non-profit organizations or individuals will be permitted with no direct solicitation for funds. These announcements shall be neutral in nature.
- H. Political activities which enable residents to participate in the democratic process as informed citizens (i.e., debates, meet & greets, caucus) are permitted.

### **Examples of Acceptable Events:**

- A. Events open to the public including community street fairs, farmer's markets, local school events, and other community activities.
- B. Fundraiser events for non-profit agencies, schools, social service or other organization.
- C. Informational seminars, clinics or meetings.
- D. Fundraising events for community members experiencing temporary hardship.

### **What is NOT Allowed:**

- A. Events that violate Town of Suffield policies.

## **Town of Suffield Community Calendar Policy (continued)**

- B. Events that do not take place in Suffield, Connecticut.
- C. Regularly scheduled events (fitness classes, athletic events, religious services, etc.).
- D. Third-party retail programs (i.e., for a fee), such as fitness classes, cooking classes, or first-aid workshops.
- E. Solicitations of commerce (i.e., yard sales, sidewalk sales, grand openings, anniversary sales, etc.).
- F. Events that promote a specific religious or political activity or belief.
- G. Events that promote particular commercial services or products.
- H. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, sex, gender identity or expression, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
- I. Events that conduct, encourage or promote illegal activity.
- J. Information that may tend to compromise the safety or security of the public or public systems.
- K. Content that violates a legal ownership interest of any other party.
- L. Profane or sexual language and/or content or links to such.
- M. Private events, such as family reunions or birthday parties.
- N. Spam, advertising, or solicitation.

### **Disclaimer:**

The Town of Suffield Community Calendar is provided as a community service to the residents of Suffield and community organizations.

- A. The Town reserves the right to restrict or remove any content that is deemed a violation of this event calendar policy or any applicable law. The Town shall make the final determination as to whether to restrict or remove any content on the Calendar.
- B. The Town of Suffield does not endorse, support or verify the legitimacy or accuracy of any organization or information posted on this calendar or any documents or information posed on any website linked to or from this calendar.
- C. The Town of Suffield does not monitor or maintain the status of the events that are posted.

## **Town of Suffield Community Calendar Policy (continued)**

- D. All persons or entities submitting postings hereby agree to indemnify, defend and hold harmless the Town of Suffield and its individual members, officials, committees, officers, agents, directors, and employees from any and all third-party claims that the content violates a third party's right of privacy or contains any defamatory or inaccurate content or violates any state, federal or local law or regulation.
- E. The Town of Suffield reserves the right to revise these guidelines at any time without notice.
- F. All events submitted to the Town of Suffield Community Calendar are subject to public disclosure under applicable local, state and/or Federal law.
- G. Event submission constitutes agreement to all guidelines and information contained in this document