TOWN OF ELLINGTON
Policies & Procedures

Community Calendar Policy

Purpose

This policy establishes guidelines for the posting of events by residents and community members to a community calendar on the Town website. The Community Calendar is a tool for the public to promote community events and activities. Community events include any municipal, non-profit, educational, cultural, or recreational events taking place in the Town of Ellington (The Town).

Posting Guidelines

Individuals shall submit a calendar item online through the Community Calendar Submission Form.

Calendar events must be open to the general public, and must be taking place in Ellington. Both free and ticketed events are eligible; however, if there is a fee, the amount and any fee details must be included in the posting.

The more information provided by the submitter, the easier it is for the Town to determine whether the event is appropriate for posting. Submitters are encouraged to fill out the online form completely with all pertinent information regarding the event. This information includes:

- Event Title
- Date(s) including rain date (if applicable)
- Time(s)
- Location (Street Address)
- Fee, if any, including how and when it needs to be paid
- Public Contact (for more information/to RSVP)
- Contact name, email, and phone number to enable Town staff to follow up with any questions (this will not be published).
- Event/Sponsor and Website (if applicable)
- Event Details

Note: Anonymous and/or incomplete submissions will not be posted.

Qualifying Events

A qualifying event is a carefully planned, legal gathering that is open to the public; these events may include entertainment, programming, and/or activities.

Qualifying events include community fairs, farmers markets, fundraising events for non-profit agencies, local school events, theater productions, and sporting events.

Non-Qualifying Events/Postings

The following are non-qualifying events and shall not be approved:

- Political events

- Cause or opinion-based activities which violate any existing Town policies or procedures
- Events not open to all members of the public
- Postings that contain profane language or content
- Events that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender identity or expression, disability, national origin, or sexual orientation
- Any posting that promotes illegal activity
- Sexual content
- Any information that may compromise the safety or security of the public

Procedure

1. All Town of Ellington Community Calendar entries will require approval from a Town-authorized Calendar Moderator prior to their publication.
2. Community Calendar requests should be submitted **at least** fifteen days prior to the event.
3. To submit an event, visit the Town website at https://www.ellington-ct.gov > Things to Do > Community Calendar > Submit Event.
4. Submissions will be approved, revised or rejected within five (5) business days.
5. Event applicants will be notified via email upon approval, revision or rejection of their submission.

Disclaimer

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

- The Town reserves the right to review, edit and/or reject any event submission.
- The Town 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.
- All persons or entities submitting postings hereby agree to indemnify, defend and hold harmless the Town and its individual members, officials, committees, officers, agents and employees from any and all third party claims that the content violates a third party's right of privacy or contains any inaccurate content or violates any state, federal or local law or regulation.
- All events submitted are subject to public disclosure under applicable local, state and/or federal law.
- Event submission constitutes agreement to all guidelines and information contained in this policy.
- The posting on the Community Calendar does not eliminate the need to obtain any other required approvals and permits for the event.

BOS APPROVED: **04/12/2021**