



## **CITY OF LINDSBORG**

### **WEBSITE COMMUNITY EVENTS CALENDAR SUBMISSION POLICY**

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#### **I. POLICY STATEMENT**

The City of Lindsborg website, [www.lindsborgcity.org](http://www.lindsborgcity.org), is a public service and information source for the City of Lindsborg and its citizens. The information posted on this website is meant to educate and inform website visitors of the City of Lindsborg's services, operations, public policy issues of importance, community businesses, community institutions and community events. The website community events calendar is meant to provide a schedule of the community events.

#### **II. PURPOSE**

The purpose of this policy is to define the function of the City of Lindsborg community events web calendar and to provide direction to City staff and assist the public in the understanding of the requirements for posting events on the calendar.

Objectives include:

- Providing information of the date, time and location of meeting of government agencies, boards, commissions and government supported agencies
- Utilize the community events web calendar as a public information tool
- Provide information of the date, time and location to encourage participation by citizens of the community
- Inform citizens of the date, time and location of community events to aid in building community attachment

#### **III. POLICY**

The Governing Body determines the content of the community events to be displayed on the City of Lindsborg website community events calendar through the guidelines established in this policy. The City Administrator shall be responsible for maintaining the integrity of the community events placed on the website community events calendar based on the policies and intention outlined by the City Council. Request for events to be placed on the website community events calendar shall be made through the "Submit Event" link on the City of Lindsborg website. Issues raised concerning exceptions, variations or modifications to this policy should be appealed to the City Administrator. The City Administrator's recommendation will be forwarded to City Council. The City of Lindsborg reserves the right to refuse a request for publication of a community event which is illegal under City, State or Federal law or is in violation of the mission and goals of the website community events calendar. The City of Lindsborg, elected officials, appointed officers or employees are not liable for inaccuracy of the information or for actions taken by anyone as a result of inaccurate information.

Website community events shall fall within one of the following categories:

- Governmental Decision Making – Events which provide information regarding the meetings of City of Lindsborg elected or appointed bodies, as well as coverage of selected public issues forums.
- Community Information/Affairs – Events which provide information about City Government or events of local interest to Lindsborg.
- Community Events – Events that celebrate the achievements and accomplishments of Lindsborg and/or its citizens.

Eligible Participants Include:

- Local government
- Local public and private educational institutions
- Local nonprofit organizations
- Local service groups
- Local social and recreational clubs

#### IV. **USE GUIDELINES**

Events posting for the website community events calendar are listed as follows:

- Events, activities or programs concerning emergencies affecting citizens' health, safety and welfare.
- Events of regularly scheduled or special meetings of the City Council, the City's Boards and Commissions or issues involving the City.
- Events relating to City or community agencies, organizations, activities or programs occurring in the City of Lindsborg and intended to involve or benefit citizens.
- Events, activities or programs that is one-time, special or non-regular informational activities occurring in the City of Lindsborg.

Prohibited posting on the website community events calendar shall include, but not be limited to the following:

- Events, programs, activities, agencies and organizations that do not comply with the mission of the City Website Community Events Calendar or these guidelines.
- Events, programs, activities, agencies and organizations that are commercial/for-profit making enterprises, trade or business announcements.
- Events, programs, activities, agencies and organizations that promote obscene, indecent, libelous or slanderous speech, lottery information or other illegal activities.
- Events, programs, activities, agencies and organizations which promotes political candidates, issues or viewpoints except as provided for in City sanctioned debates or forums.
- Events, programs, activities, agencies and organizations that attempt to defraud readers or attempt to obtain money by fraudulent pretenses, representations or promises.
- Events, programs, activities, agencies and organizations that promote commercial advertising.
- Events, programs, activities, agencies and organizations that promote discrimination against any person on the basis of race, color, religion, sex, national origin, age, marital status or disability.