



COMMUNITY CALENDAR POLICY

Applies to:	All Community Calendar Posts
Select Board Original Adoption:	06.21.2022
Amended on:	--
Last Reviewed by the Select Board:	

Policy Statement

This policy applies to all requests for posting on the Town's Community Calendar page of our website, <https://www.townofpaxton.net/>.

Definitions

Events sponsored to benefit the Town of Paxton public- Red Cross Blood Drive, and other similar organizations/events.

Other Non-profits/fundraising events -Chamber of Commerce, Boy Scouts, Girl Scouts, Garden Club, Lion's Club, American Legion, WRHS Alumni, church groups and similar organizations.

Town-affiliated non-profits- Parent/Teacher Associations/Organizations, Friends of the COA, Friends of the Richard Memorial Library, and other similar organizations.

Policy Description

1. Calendar Post Details. All calendar posts shall include the following information pertaining to the event or the activity:
 - (1) Organization/Department running the event/activity;
 - (2) Date;
 - (3) Time (start to finish);
 - (4) Address of the event/activity;
 - (5) Description of event;
 - (6) Cost of the event, if applicable; and
 - (7) Contact person, along with phone number and email.
2. Prohibited Content. The Town reserves the right to refuse any content at its discretion. The following content is strictly prohibited:
 - a. Political activities/events unless a candidate's debate sponsored by an impartial group such as the League of Women Voters for local elections
 - b. Objectionable content – to be determined by Town Administrator
 - c. Outside groups

- d. For profit organizations
- e. Religious Events

3. Request Process –

- a. *Form of Request.* All requests must be in writing, either email or hard copy.
- b. *Submit to Town Clerk.* All requests must be submitted to the Town Clerk.
- c. *Review.* Requests will be reviewed by the Town Clerk and requestor will be notified only if their request was not approved and/or if there is a requested modification or change to the submittal.