

City of Geneva Web Calendar Policy

The City of Geneva web calendar was created to showcase and provide easy, convenient access to City sponsored events and public meetings. These guidelines were formulated to ensure the calendar remains useful, as complete as possible, and uncluttered for ease of use.

Events may be posted as long as the events conform to these guidelines. If in doubt, please forward the request to cogcalendar@geneva.il.us and the City will make a determination.

Guidelines—

There is one, main guideline by which we ask all organizations to measure the events they request to be posted. The event must be of **GENERAL COMMUNITY INTEREST**.

Events must be held in the City of Geneva, open to the public, and have broad community appeal (festivals, performances, special exhibitions, etc.).

All posted events must be a public meeting (as defined by state statute), City-sponsored event, or an event sponsored by a Geneva not-for-profit organization, which has been endorsed or is co-sponsored by the City. Other events will not be posted.

Events must be non-commercial in nature—anything that could be construed as advertising, promoting or selling products or services of an **individual** business diminishes the calendar's value to residents and visitors. Events that promote the activities such as fundraisers for non-profits are welcome.

No advertising, garage sales, classified ads, lost-and-found, retail store sales, or grand openings.

Examples of approved and unapproved events are listed below.

Approved public meetings- City Council, Committee of the Whole, Plan Commission, Zoning Board of Appeals, Cultural Arts Commission, SPAC (and its sub-committees), Geneva Downtown Partnership, Historic Preservation Commission, Public Hearings, etc.

Unapproved meetings- Homeowners Associations, Scout meetings, Church meetings, Private Club meetings, etc.

Approved City events- Geneva Film Festival, First Fridays Gallery Walk, Swedish Days, Juliet's Weekend, etc.

Unapproved events- Live entertainment at a private establishment, Going out of business sale, etc.

The Small Print:

The City of Geneva reserves the right to modify the criteria, edit and refuse to post inappropriate requests, and decline content submitted from organizations when, in the opinion of the City, it violates a third party's right of privacy or contains any defamatory content or violates any state, federal or local laws or regulations, or does not conform to the Community Calendar guidelines.

All persons or entities requesting postings hereby agree to indemnify, defend and hold harmless the City of Geneva 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 content or violates any state, federal or local law or regulation.

The City of Geneva does not endorse, support or verify the legitimacy or accuracy of any organization or information posted on this calendar or any documents or information posted on any web site linked to or from this calendar.