

Community Events Calendar Policy

Community Event Announcements

The Village of Germantown believes that a strong sense of togetherness is a building block for a stronger and more vibrant community. To help promote that sense of togetherness and community, a section of the Village of Germantown's website is dedicated to the posting of community events. This section of the website is called the "Community Events Calendar" and can be accessed through the Village's main webpage. The Community Events Calendar is limited to announcements and notices that are intended to inform residents about upcoming community events. The Village's definition of a "Community Event" is any charitable, educational, cultural, or recreational event taking place within the boundaries of the Village of Germantown. Submissions to the Events Calendar by members of the public constitutes participation in a limited public forum and is thus subject to open records laws.

Requirements and Restrictions

The following information shall be required to be provided to the Village and will be the only information posted on the Calendar:

- The name of the group, person, or organization sponsoring the event.
- A concise description of the event (Approximately 150 words).
- The date and time of the event.
- The location of the event.
 - **Please note: Notifying the public of any changes to the time, place, or date of the event is the responsibility of the group or individual putting on the event.**

All events shall be reviewed for adherence to acceptable event standards laid out in this policy and then approved or denied by the Village Administrator. The Administrator will notify any submitters of a denial.

The Village reserves the right to restrict or remove any content that is deemed a violation of this Community Calendar policy or any applicable law or ordinance. Events submitted to the Village of Germantown Community Calendar containing any of the following forms of content shall not be allowed for posting:

- Profane language, content, or hate speech.
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, gender identity, marital status, sexual orientation, physical or mental disability, national origin, political identification, military status, or status with regard to public assistance.
- Sexual content, references to sexual content, or links to sexual content.
- Solicitation of commerce

- Conduct or encouragement of illegal activity
- Information that may tend to compromise the safety of the public or public systems.
- Content that violates a legal ownership interest of any other party.
- Content that promotes a specific religious ideology such as Bible studies or times of worship.
- Content that promotes a specific political viewpoint such as campaign rallies.
- Private events such as family reunions, weddings, and birthdays.

To submit an event for review and posting on the Community Events Calendar, please visit email bhubrich@village.germantown.wi.us with complete information.

In order for the event to be properly reviewed and posted on the Community Events calendar, groups or individuals should have their event submitted to the Administrator at least 10 business days prior to the event's date.

Disclaimer:

The Village of Germantown does not endorse any event or verify any information posted on the community calendar. The Village reserves the right to reject or remove any event that does not meet these guidelines or is deemed incomplete.

The Village reserves the right to deny any posting due to its appropriateness and not meeting the purpose and intent of the Community Events Calendar.

The Village reserves the right to deny any posting due to its size and/or may edit any requests as necessary due to space limitations.

The Village reserves the right to have Village requests take precedent over other requests or messages.

Questions:

Questions about the community events calendar policy should be referred to Ben Hubrich in the Village Clerk's Office, bhubrich@village.germantown.wi.us or 262-250-4742.