

## **Guidelines to Posting on Community Events Calendar**

The Chulavistaca.gov Calendar is a feature of the City of Chula Vista's website which allows the City and community members to post events in a common location that is viewed by the general public to advertise community wide events. All events must be open to the public and be held in Chula Vista

All events submitted to the Chulavistaca.gov Calendar are subject to public disclosure under applicable local, state and/or Federal law.

The City of Chula Vista reserves the right to restrict or remove any content that is deemed a violation of this event calendar policy or any applicable law. The City Manager ( or his designee) shall make the final determination as to whether to restrict o remove any content on the Calendar.

### **Acceptable Events**

Examples of events submitted to the chulavistaca.gov Community Events Calendar include:

- A.) Events open to the public including community street fairs, farmer's markets, local school events, summer camps, local sporting events and other community activities.
- B.) Fundraiser events for non-profit agencies, schools, social service or other organizations.
- C.) Informational seminars, clinics or meetings.

### **Unacceptable Postings**

Events submitted for posting containing any of the following shall not be approved for posting:

- A.) Profane language or content.
- B.) Events that promote a specific religious or political activity or belief.
- C.) Sexual content or links to sexual content.
- D.) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- E.) Solicitations of commerce(i.e., yard sales, sidewalk sales, grand openings, anniversary sales, etc)
- F.) Conduct or encouragement of illegal activity.
- G.) Information that may tend to compromise the safety or security of the public or public systems.
- H.) Content that violates a legal ownership interest of any other party.

## Posting Procedure:

- I. Community member fills in request via city website at:  
<http://www.chulavistaca.gov/residents/city-calendar>
- II. Click on the link **Submit Your Event Online**.
- III. Login to your account or register for a new account.
- IV. Requestor must include a valid name, email address, and phone number with area code such as (619) 691-XXXX. Anonymous posting are not permitted.
- V. City staff reviews request within five (5) business days; the request will be listed as “pending” upon approval.
- VI. Providing request meets all appropriate criteria, city staff approves for posting.
- VII. Event applicant is notified via email when event is posted on the Community Events Calendar.
- VIII. The City of Chula Vista reserves the right to make changes or corrections to any requested posting as appropriate.

## DISCLAIMER

The chulavistaca.gov Community Events Calendar is provided as a community service to Chula Vista citizens and community organizations. Though the calendar is moderated for posting acceptable events, the City of Chula Vista does not endorse nor verify the information included. If an entry includes a link to a web site that does not end in chulavistaca.gov, the City does not control nor review the content or operation of that web site. The City of Chula Vista guarantees neither the authenticity, accuracy, appropriateness nor security of the link, web site or content linked thereto. The City of Chula Vista urges you to exercise caution when accessing any unfamiliar web site.