

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

The Nationalcityca.gov Community Events Calendar is a feature of the City of National City's website which allows the City and members of the community to advertise community events in a central location viewed by the general public.

All events must be open to the public and be held in National City. All events submitted to the Nationalcityca.gov Community Events Calendar are subject to public disclosure under applicable local, state and/or Federal laws.

The City of National City 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 designee) shall make the final determination as to whether to restrict or remove any content on the Calendar.

### **Acceptable Events**

Examples of events submitted to the Nationalcityca.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.

### **Prohibited Postings**

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

- A.) Profane language or content.
- B.) Events promoting a specific religious or political activity or belief.
- C.) Sexual content or links to sexual content.
- D.) Content promoting, fostering, or perpetuating 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 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 completes request via city website at:  
<http://www.nationalcityca.gov/eventcalendar>
- 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 a phone number, including area code (619-123-4567). 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 National City reserves the right to make changes or corrections to any requested posting as appropriate.

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