Village of Lincolnshire
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COMMUNITY CULTURAL CALENDAR POLICY

NOVEMBER 2012

Policy Statement

The Village of Lincolnshire Community Cultural Calendar is as a limited public forum for eligible organizations to announce literary, artistic or cultural Events occurring within the Village's corporate limits, subject to compliance with the terms and conditions contained in this policy. The Village does not promise to continue the Calendar and may terminate its presentation on the Village website at any time in its sole discretion. Placement of an Event Announcement on the Calendar should not imply or be deemed an expression of the Village's support, or agreement with, the form of speech or expression presented during an event.

Criteria for Use

The following criteria must be met to place *Event Announcements* in the *Lincolnshire Community Cultural Calendar*. An organization must meet at least one of the criteria to be eligible to place an *Event Announcement* in the *Calendar*.

1. The organization must have a significant relationship to the Lincolnshire community. A significant relationship can be demonstrated by meeting one of the following:

   A. 55% or more members or participants reside within the corporate limits of the Village; or

   B. Have a charter or other official recognition by a parent, state or national organization designating it a Lincolnshire chapter; or

   C. Have a principal place of business located within the corporate limits of the Village; and

   D. Be in good standing for all local registrations, licenses, permits and regulations.

2. Be one of the following governmental entities serving Village residents:

   Lincolnshire-Riverwoods Fire Protection District
   School District #103
   School District #125
   Vernon Area Public Library Representative
   Vernon Township
   West Deerfield Township

3. Be one of the following entities serving the Village:

   Federal and State Representatives announcing the place and time of Town Meetings
   An organization of Lincolnshire businesses whose purpose is to support and encourage business within the Village

4. Be an organization providing a recreational service within Lincolnshire.

5. Be an organization providing services for Village residents with special needs:

   Special Recreation Association of Central Lake County (SRACLC)
   Riverside Foundation.

6. Other §501(c) organizations recognized by the Internal Revenue Service substantially similar to the organizations described above.

Registration

Upon meeting the eligibility criteria set forth above, any organization wishing to post a Calendar Event Announcement must register annually with the Community Development Department. Registration shall require identification of a contact person, the business address, a contact number and e-mail and a business website, if any, and payment of a fee described in the Comprehensive Fee Schedule.

Time, Space and Manner Limitations

1. The Calendar is intended to provide announcements for events providing literary, artistic or cultural value occurring within the Village's corporate limits. Except where the material is unlawful, the content or form of expression presented during the event itself shall not be relevant to whether the event is posted on the Calendar. An event providing literary, artistic or cultural value is one where the sponsoring organization: (a) presents a dramatic or musical performance, (b) displays food or beverage for sale from three (3) or more vendors in a public setting, or (c) displays artistic merchandise from three (3) or more vendors in a public setting for viewing and/or purchase.

2. The content of the announcement shall be limited to providing a time, date and place for the event, a contact person and a phone number to call for additional information; it may not contain language tending to promote a commercial or non-commercial or political or religious position or belief except to the extent it is incidental to the name of the event or the identity of the host/sponsor.

3. The Event Announcement may contain one hyperlink to the event host or sponsor's website. The Village shall not be responsible for the content of any website not under its exclusive control. The Village reserves the right to remove links to websites containing malware, viruses, Trojan horses or other destructive or malicious computer code designed to affect the operation or privacy of a computer or network.

4. Eligible organizations may list not more than one sponsor in the Event Announcement, which may or may not be, based in Lincolnshire, such as newspapers, radio stations, etc. However, no Event Announcements may contain any type of advertising whatsoever for specific products or services.

5. Event Announcements shall be posted on a first come, first serve basis; provided Event Announcements may not be submitted more then 90 days in advance.

6. Event Announcements must be submitted at least ten (10) business days prior to the date of the event to permit the Village adequate time to post the Event Announcement on the Calendar. The Village does not guarantee any minimum duration for the display of the Event Announcement. The Village may remove Event Announcements for events which have already occurred. The Village shall not be liable for the manner or appearance in which Event Announcements are posted or for negligently failing to post Event Announcements.

Village Announcements

7. The Village staff may from time to time create Event Announcements and other editorial content designed to make the Calendar more useful for residents and visitors to the Village of Lincolnshire.

8. The Village staff may from time to time create a list of registered organizations located in the Village that host or sponsor Events having literary, artistic or cultural value. Such a list may also contain a hyperlink to the venue's website. The Village shall not be responsible for the content of any website not under its exclusive control. The Village reserves the right to remove links to websites containing malware, viruses, Trojan horses or other destructive or malicious computer code designed to affect the operation or privacy of a computer or network.

9. The time, space and manner restrictions described in the preceding section do not apply to the content created by Village staff.

Approved this 26th day of November, 2012.

Brett Blomberg, Mayor