

## Guidelines to Posting on Hillsborough Events Calendar

The Hillsborough Community Events Calendar is a feature of the Township of Hillsborough's website which allows the Township and community members to post events in a common location that is viewed by the general public to advertise community wide events. Calendar Postings are designed to announce one-time or special events for programs of Township-wide significance, not regularly scheduled or private activities (i.e., church services, exercise classes, etc.) All events must be open to the public.

All events submitted to the Hillsborough Township Community Events Calendar are subject to public disclosure under applicable local, State and/or Federal law.

The Township of Hillsborough reserves the right to restrict or remove any content that is deemed a violation of this event calendar policy or any applicable law. The Township Administrator (or his 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 Hillsborough Community Events Calendar include:

- A. Events open to the public including community street fairs, farmers markets, local school events, summer camps, local shows, 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.
- D. Promotional events such as grand openings, open houses, and occasional anniversary sales.
- E. Seasonal events such as holiday activities and charities.

### Unacceptable Postings

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

- A. Profane language or content.
- B. Sexual content or links to sexual content.
- C. 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.
- D. Solicitations of commerce unaffiliated with a business (i.e., yard sales)
- E. Posting continuous promotions or sales; these should be limited.
- 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:

1. Community member fills in request via city website at: <http://www.hillsborough-nj.org/>
2. Click on the button **Submit Event**.
3. Requestor must include a valid name, email address, and phone number with area code such as (908) XXX-XXXX. Anonymous posting are not permitted.
4. Township staff reviews request within five (5) business days.
5. Providing request meets all appropriate criteria, township staff approves for posting.
6. The Township of Hillsborough reserves the right to make changes or corrections to any requested posting as appropriate.

### DISCLAIMER

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