

CITY OF HILLSDALE COMMUNITY CALENDAR

The City of Hillsdale Community Calendar is intended to and will provide the community and website visitors with a resource for listing and identifying public and community-based meetings, events, and activities within the City of Hillsdale. The calendar includes postings of community events and activities by the City of Hillsdale, as well as approved postings of community events, and activities that non-profit community and service organizations submit on-line.

This policy sets out the guidelines that will be applied and followed with respect to submissions, the approval process to which submissions will be subject, as well as the maintenance of the calendar.

1. In addition to the City of Hillsdale's postings, Hillsdale County based non-profit organizations with 501(c)(3) or similar tax-free status may submit requests to post notices and information concerning community events and activities that are to occur within the City of Hillsdale on the City's Community Calendar.

2. All submissions by such non-profit organizations for posting on the City's Community Calendar must be made on-line utilizing the form provided on this website.

3. The posting of submissions by such non-profit organizations, as a condition precedent to posting, shall be and are subject to the approval of the City department and staff, as the City Manager shall from time-to-time designate.

4. To be considered for posting approval, the proposed events and activities must, as a minimum, be open to the general public and, in the sole opinion of the City's reviewing staff, have broad community appeal. By way of example, but not limitation, such events and activities include festivals, performances, special exhibitions, fund raising events for the benefit of a non-profit, etc.

5. By way of example, but not limitation, events and activities of the following type will not be considered for posting:

- A. Events or activities of a commercial nature or purpose.
- B. Events or activities that directly or indirectly benefit a private individual, group or for-profit business or organization.
- C. Events or activities that directly or indirectly advertise, promote, sell or offer to sell products or services of a private individual, group or for-profit business or organization.
- D. Events or activities promoting, advertising or providing notice of garage sales, church services, classified ads, individual fundraisers, lost and found items, or the sale of items at wholesale or retail.

6. The event or activity sponsor is solely responsible for the accuracy of all information submitted for posting on the on-line application. The event or activity sponsor shall promptly notify the City of Hillsdale as to the cancellation of or changes to any posted event or activity information, such as with respect to its location, date, time, or content. All planned changes in a posted event or activity must be first submitted for approval consideration to the City of Hillsdale as a condition precedent to posting.

7. The City of Hillsdale will use reasonable efforts to post approved events and activities within 5 business days of the date they are approved. The City of Hillsdale reserves the sole right and discretion to accept or reject the posting of any event or activity on its Community Calendar, and to remove any event or activity from a posting previously allowed.

8. Notice of cancellation of or changes to a posted event or activity shall be provided to the City of Hillsdale not less than 72 hours in advance of the affected event or activity except in cases involving circumstances that the City of Hillsdale determines to be beyond the control of the event or activity sponsor based on information, deemed satisfactory by the City, which the sponsor provides. The decision to approve or reject the posting of a notice of cancellation or change is reserved to and within the sole discretion of the City.

9. All submissions of requests for posting shall be submitted to the City of Hillsdale by completing and submitting the on-line form that is provided on this website. Notification of cancellations or changes in a posted event or activity shall be submitted to the City of Hillsdale via e-mail at econdev@cityofhillsdale.org or in a writing that is either personally delivered to or otherwise received by the City in the office of the Hillsdale Economic Development Director, Hillsdale City Hall, 97 N. Broad Street, Hillsdale, Michigan 49242. The effective date of a submission shall be the date it is received by the City.

10. The City of Hillsdale does not endorse, support or verify the legitimacy of any sponsoring organization, nor does it verify or attest to the accuracy or truth of any statements, documents or other information submitted or accepted for posting, or which is actually posted on the City's Community Calendar.

11. All persons and entities, by submitting and requesting postings in the City of Hillsdale's Community Calendar, shall agree to indemnify, defend and hold the City of Hillsdale, its employees, officials, and agents harmless from any and all third party claims that arise because or as a result of a posting or any of the statements, documents or other information that it contains, including but not limited to claims that the posting or its contents cause injury or damage of any kind or nature, violate a third party's right of privacy, that it or they contain defamatory material, or otherwise violate any federal, state or local statute, ordinance, rule or regulation.

12. All persons or entities, by submitting and requesting postings in the City of Hillsdale's Community Calendar, shall agree and consent to the release of all documents submitted by it in response to a Freedom of Information Act (FOIA) request, a court order or as otherwise determined by the City in its sole discretion.

13. Questions regarding the Community Calendar, the manner and method of posting and feedback or comment on any other issues pertaining to it may be directed via email to econdev@cityofhillsdale.org or submitted in writing to the office of the Hillsdale Economic Development Director, Hillsdale City Hall, 97 N. Broad Street, Hillsdale, Michigan 49242.