



Polk County, Wisconsin

Website Calendar Guidelines

Edited 7/26/2023

Purpose

The purpose of this guideline is to establish rules for posting and sharing events on the county website calendar. The county website calendar is an interactive, web-based tool that serves as a valuable resource for residents and visitors to stay informed about community events, and enables the public to post about events of broad interest to the community. It is specifically designed to house information about special events and public meetings.

Overview

Calendar postings are to announce one-time or special events or programs, not regularly scheduled activities (e.g., church services, exercise classes, etc.), with exception to the regularly scheduled standing committee and county board of supervisors meetings. All events submitted to the polkcountywi.gov Event Calendar are subject to public disclosure, under applicable local, state and/or Federal law.

The Calendar may be used to promote:

Educational, social, cultural or recreational events in Polk County open to the general public sponsored by non-profit, civic, social, charitable, fraternal or educational organizations. All events must be free admission, open to the public and all ages, and contribute to the cultural, artistic, recreational, or educational enrichment of the community.

The Calendar may not be used to promote:

The Calendar may not be used to promote political or commercial events. All events must be open to the general public, no "invite only" events. K-12 sporting events, church services and political fundraisers are not eligible for posting on the Calendar. No solicitations will be accepted. Community fundraisers may be accepted at the discretion of Polk County. No individual events will be permitted on the calendar (i.e., garage sales, individual fundraisers, birthday parties). No events outside of Polk County, Wisconsin will be included on the calendar.

Events submitted to the polkcountywi.gov Calendar containing any of the following forms of content shall not be allowed for posting:

- Profane language or content;
- 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;
- Sexual content or links to sexual content;
- Solicitations of commerce or events with a clear purpose of upselling products or services;
- Classes or coursework not associated with an overarching event, including those that are generally recurring and/or require more than a nominal fee;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems; or
- Content that violates a legal ownership interest of any other party

Event Submission Process

To have an event considered for inclusion on the county website calendar, event organizers must follow the designated submission process established by the county. The process may include completing an online form or contacting the designated county office responsible for calendar management.

- a) **Required Information:** Event organizers must provide accurate and complete information about the event, including the event title, date, time, location, a brief description, and relevant contact details.
- b) **Review and Approval:** The county will review all event submissions to ensure they comply with this policy and align with the county's objectives. The county reserves the right to reject event submissions that do not meet the established criteria or that may be considered inappropriate, offensive, or contrary to the county's interests.
- c) **Timely Submission:** Event organizers are encouraged to submit their event information well in advance to allow sufficient time for review, processing, and posting on the county website calendar.

Modifications and Removal

Polk County reserves the right to modify or remove event listings from the county website calendar at its discretion. This may include instances where event details change, events are canceled, or there are concerns about the accuracy, relevance, or appropriateness of the event listing.

Compliance and Enforcement

By submitting an event for inclusion on the county website calendar, event organizers acknowledge their understanding and compliance with this policy. Failure to adhere to this policy may result in the rejection or removal of event listings.