

**G-6 WEBSITE CALENDAR**Approved By:  
City ManagerIssued Date:  
06/21/2021Revision Date:  
N/APrior Reference:  
MAP CM-71**PURPOSE**

This Administrative Policy provides guidance to employees and contractors of the City of Moorpark who administer the City website's Community Events Calendar and clarifies the types of community events that may be posted there. Nothing in this Administrative Policy affects whether a proposed event may take place or whether the City will issue a required permit. This Administrative Policy only governs the posting of content in the Community Events Calendar.

**GUIDELINES**

The City Council's 2021-2023 Goals include Objective 4.1, to "Create a community calendar on the City website." This objective is part of the City Council Goal to "**Find ways to help the community develop, sustain, and enhance arts, culture, entertainment, and public events.**" This Administrative Policy is intended to ensure that the Community Events Calendar fulfills its purpose of conveying information to residents and the outside world about the City. The Community Events Calendar is not a public forum, nor is it intended to be a comprehensive list of City events.

1. Guidelines for City Events. Events produced or sponsored by the City are eligible for posting in the Community Events Calendar. The Community Events Calendar is not intended to be a list of regular public meetings, but rather is meant to identify major community events that advance the City Council Goal referenced above. Examples of City events appropriately posted to the Community Events Calendar include: Breakfast with Santa; July 3 Fireworks Extravaganza; Movies in the Park; Concerts in the Park; Senior Games; Bingo Bash; and one-time public workshops and outreach events.
2. Guidelines for Other Governmental Events. Events that are produced or sponsored by other governmental entities with jurisdiction within the Moorpark city limits, and that advance the City Council Goal referenced above, are eligible for posting in the City Events Calendar.
3. Guidelines for Privately-Produced Events. Organizers of privately-produced events may submit requests for their events to be posted in the Community Events Calendar. To be eligible for posting, a privately-produced event must meet all of the following criteria:
  - a. Event must advance the City Council Goal referenced above.
  - b. Event either must take place within the Moorpark city limits, or must take place within Ventura County and be produced by a Moorpark-based non-profit organization.
  - c. Event must be open to the public (charging for admission/tickets is allowed).
  - d. Event must have a recurrence of monthly or less frequently.
  - e. Event must reasonably expect at least 50 people in attendance.

- f. Event must not have a primary purpose that is political or religious in nature.
4. Ineligible Events. The following types of events are ineligible for posting on the Community Events Calendar:
    - a. Events whose primary purpose is to promote the commercial interest of a specific business (e.g., sidewalk sales, anniversary sales, business grand openings, and garage/yard sales).
    - b. Events that promote or disparage a specific political belief or activity.
    - c. Events that promote or disparage a specific religious belief or activity.
    - d. Events that promote discrimination on the basis of race, color, creed, religion, age, gender, marital status, national origin, physical or mental disability, sexual orientation, or any other classification protected by law.
    - e. Events that promote illegal activity.
    - f. Events that would violate any law.
  5. Other Clarifications and Guidance
    - a. Sponsorship or co-sponsorship by a religious institution does not, by itself, make an event ineligible for posting on the Community Events Calendar. For example, an otherwise eligible carnival would not be disqualified if it is produced by a religious institution.
    - b. Sponsorship or co-sponsorship by an elected official or political candidate does not, by itself, make an event ineligible for posting on the Community Events Calendar. For example, an otherwise eligible street fair would not be disqualified if it was sponsored by a political candidate.
    - c. Presence of political or religious booths does not, by itself, make an event ineligible for posting on the Community Events Calendar. For example, an otherwise eligible street fair would not be disqualified if it includes booths for political candidates or religious institutions.
    - d. Profane, obscene, violent, or pornographic content shall not be posted on the Community Events Calendar.
    - e. The City shall deny a request to post an event if the submission for inclusion on the Community Calendar does not satisfy the standards contained in this policy.
    - f. All requests submitted to the City are public records subject to the California Public Records Act and the City's Records Retention Schedule.

## **PROCEDURES**

1. Posting of City and Other Governmental Events. The Public Information and Legislative Affairs Division shall provide Calendar Module training for City staff and contractors (such as Moorpark City Library contracted staff) with access to the City website's Calendar Module. Upon receiving the training, such staff and contractors may post in the Community Events Calendar eligible City events and other governmental events.

2. Posting of Privately-Produced Events. The Public Information and Legislative Affairs Division shall create an application form and process requests for privately-produced events to be posted in the Community Events Calendar. Requests shall be approved or denied based on the eligibility criteria specified in this Administrative Policy. As necessary grammar and spelling corrections may be made to the text of a posting for an approved request.
3. Disclaimers for Privately-Produced Events. Each posting in the Community Events Calendar of a privately-produced event shall include a disclaimer indicating that the event is not produced or endorsed by the City.
4. Removals. City staff may remove a posted event from the Community Events Calendar if the event has been cancelled (e.g., due to weather) or modified such that it no longer meets eligibility criteria.