

ALPHA PARK PUBLIC LIBRARY DISTRICT POLICIES

Calendar of Events – Public

The Alpha Park Public Library District offers a community calendar as a service to provide information about events, attractions, meetings, etc., of interest to the residents of the Library District. Events must be sponsored by a not-for-profit or community group engaged in educational, cultural, intellectual, or charitable activities which are in the Library District, or which include at least one participant who lives in the Library District (serving Bartonville, Bellevue, Glasford, Kingston Mines, Mapleton, Norwood, and all of the Illini Bluffs and Limestone Community High School Districts).

Policy for posting events:

- Community Events Calendar entries are designed to announce one-time or special events or programs, not regularly scheduled activities (e.g., exercise classes).
- Events should be open to the public, community-oriented, and either sponsored by the Library or an agency or group that is a not-for-profit, tax-exempt entity (e.g., charitable, educational, registered not-for-profit, governmental body) or non-income generating community group or individual. Events must be open to all, or with reasonable limitations, e.g., adults only or children's event.
- The Library cannot provide publication of regular church services on the Community Calendar. However, special events, such as fundraisers, barbeques, pageants, et al., sponsored by churches may be posted.
- Events must be non-commercial in nature.
- Events must be of interest to the general public.
- Event postings must include the sponsoring organization, date, time, location, and a contact phone number, any fees involved, and no more than 120 additional characters of general information.
- Event information submitted is subject to editing due to limited space.
- Events may be posted as far as two months in advance.
- Postings may take up to 5 days before appearing in the calendar.
- The posting may not be used to advertise or promote the sale of products or services, including advertisements for or endorsement of, candidates for public office, or proselytizing of religious beliefs or affiliations.
- Description or praise of a product or service which encourages purchase is forbidden.
- Not-for-profit organizations may post fundraising events and/or monthly meetings.
- Postings may NOT include material considered to be obscene or profane.
- Postings may NOT be used to slander or libel any individual or group.
- No posting that discriminates against any individual or group will be posted.
- Personal or family functions will not be posted unless they are of interest to the community as a whole.
- Each request will be considered on a case by case basis.
- The Library reserves the right to refuse any posting or to edit any posting to fit these guidelines
- *Disclaimer:* The Library assumes no responsibility for any incorrect or misleading information provided by individuals or organizations posting events, nor can it assume responsibility for cancelation or postponements of events because of inclement weather or other unforeseen/unexpected causes. Nor does it assume responsibility, either directly or indirectly, for the provisions, activities, products, or services provided by or at any published events.

How to submit events:

An Event Information Form must be completed and received at the Library Information Desk at least 7 working days before an event. Forms may be presented in person, or sent via mail (3527 S. Airport Rd, Bartonville, IL 61607) or e-mail APLCommunityCalendar@gmail.com. No phone registration allowed.

Best efforts will be made to respond within 5 business days of the event submission. The Library intends to post only certain fields of information, including: Date; Time; Name of Event; Location; Sponsor/Contact Person; Phone, Email, or URL Link; basic information up to 120 additional characters. (See form).

If incomplete information is posted, the Library will not revise postings. The Library will correct any misinformation it might inadvertently publish.

Examples of Acceptable Events:

- Non-partisan political programs, e.g., moderated forum by League of Women Voters.
- Non-sectarian programs
- Not-for-profit events located within the Library District
- Fundraising events for 501(c)3 and/or 501(c)4 organizations. Examples may include, but not be limited to, house & garden tours, musical performances, tributes, health fairs, civic clubs, neighborhood associations, etc.
- Local public and private educational institutions
- Local nonprofit organizations.
- Local service groups.
- Local social and recreational clubs.

Examples of Unacceptable Events:

- Partisan political events, i.e., advertising/promoting the beliefs of one party.
- Religious services (with the exception of special events such as community fundraisers, barbecues, pageants, etc., sponsored by religious organizations).
- Regularly scheduled classes (e.g., fitness classes, dance lessons, etc.).
- Private events, such as family reunions, birthday parties.
- Garage or yard sales.
- Promotes particular services, products, or political organizations.
- Event does not take place within the Alpha Park Public Library District.

Approved by the Alpha Park Public Library District Board of Trustees, February 20, 2018.