

## **Guidelines to Posting on Community Events Calendar**

Mainspring of Ephrata is pleased to offer and maintain a calendar of community events. The calendar is a tool for the public to promote community events and activities. All events should be submitted to [mainspringofephrata.org](http://mainspringofephrata.org) for approval. \*

### **Approval is based on the following criteria:**

- All entries should be submitted no less than 10 days prior to the date of the event/activity to ensure posting to the Community Calendar. Mainspring of Ephrata will do its best to post submitted items within 2-3 business days.
- All events/activities must be open to the general public, not just to organization members, and must not discriminate on any legally impermissible basis.
- Sporting events, religious services, political fundraisers and camps are not eligible for posting to the Community Calendar.
- Regularly occurring or ongoing events will not be included on the Community Events Calendar.
- A community event calendar forms will need to be completed with all required information included. (See online form.)

### **Acceptable events**

- Events open to the public including community celebrations, farmer's markets, school events, educational opportunities, and other community activities.
- Fundraiser events for non-profit agencies, schools, social services or other organizations.
- Informational seminars, clinics or meetings.

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

### **Unacceptable Postings**

- Profane language or content.
- Events that promote a specific religious or political activity or belief.
- Sexual content or links to sexual content.
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed color, age, religion, gender, marital status, status with regards to public assistance, national origin, physical or mental disability or sexual orientation.
- Direct solicitation of commerce (i.e. yard sales, special discount sales, etc.)
- Conduct or encouragement of illegal activity.
- Information that may tend to compromise the safety or security of the public or public systems.
- Content that violates a legal ownership interest of any other party.

### **Disclaimer**

Mainspring of Ephrata events calendar is provided as a community service to the Borough of Ephrata citizens and community organizations. Though the calendar is moderated for posting acceptable events, the creators of the calendar do not endorse nor verify the information included. Mainspring of Ephrata reserves the right to decline event/activity submissions, and to edit information for length,

spelling, language and clarity. We urge everyone submitting calendar events to review details for accuracy.

\*Currently, we are only accepting events within the Borough of Ephrata