



Community Calendar Policy

Effective Date: July 1, 2025

Purpose

The purpose of this policy is to establish guidelines for the creation, management, and promotion of a free, digital community calendar hosted by the Granby Public Library. The calendar aims to serve as a centralized platform for sharing public events sponsored by the Town of Granby, non-profit organizations, schools, and other community partners.

Scope

This policy applies to the Granby Public Library and all organizations, departments, and entities in Granby wishing to submit events to the town-wide digital calendar.

Objectives

- Foster community engagement and awareness of local events
- Eliminate duplicate scheduling of major public programs
- Support collaboration among town entities
- Promote equitable visibility for all participating organizations

Procedures

Submission and Approval Process

- Event submissions must be received at least 7 days in advance of the event date.
- The library will review submissions within 3 business days.
- The library reserves the right to edit for clarity, consistency, or space.
- The library reserves the right to reject any in compliance with the policy or that are deemed inappropriate for the community calendar.
- Notices and announcements should include;
 - a. The name of the group, organization or person sponsoring the event
 - b. A brief description of the event
 - c. The date and time of the event
 - d. The location of the event, including street address
 - e. Valid contact information
 - f. Participation fee if applicable

Qualifying Event

A qualifying event is a carefully planned, legal gathering that is open to the public; includes entertainment, programming, and/or activities; and involves a targeted theme or cause. Events may have an associated entrance or participation fee. Additionally, events must meet the following criteria to be eligible for posting to a community calendar:

- Be open to the public
- Be hosted by a Granby-based nonprofit, municipal entity, or civic group
- Take place in Granby or have a clear connection to Granby residents

Ineligible events include:

- Private events or fundraisers that are not open to the public including family reunions and birthday parties
- Events violating Town of Granby ordinances, Town of Granby policies or library conduct policies
- Events that promote illegal activity
- Business, commercial, garage and estate sales, spam, advertising or solicitations or any other for-profit activities
- Profane or sexual language and/or content
- Reoccurring weekly scheduled events such as fitness classes, athletic events, religious services, etc.
- Anonymous and incomplete submissions.
- 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

Platform and Access

The digital calendar will be accessible via the Granby Public Library website and may be embedded on other town-affiliated websites.

Privacy and Data Collection of Contributor

- No personally identifiable information will be published without consent
- The library will not use calendar data for solicitation or unrelated communication

Roles and Responsibilities

Library Responsibilities:

- Serve as the host and administrator of the calendar platform
- Review and approve event submissions for compliance with calendar guidelines
- Promote the calendar via the library's website and communication channels

Community Contributor Responsibilities:

- Submit accurate event details through the designated online form and according to the guidelines of this policy.
- Update or cancel events promptly as needed

- Obtain all necessary permits, police assistance, insurance, rentals and reservations, etc.

Compliance and Enforcement

All persons submitting postings hereby agree to indemnify, defend and hold harmless the Granby Public Library and the Town of Granby and its individual members, officials, committees, officers, agents, directors and employees from any and all third-party claims that the content violates a third party's right of privacy or contains any defamatory or inaccurate content or violates any state, federal or local law regulation.

Any inquiries should be addressed at a regularly scheduled Library Board meeting.

Policy Review and Updates

This policy will be reviewed and amended by Library Administration and the Library Board. Revisions may be made based on feedback, technology changes, library funding or evolving community needs. The community calendar can be terminated at any time.

Adopted by the Granby Library Board- June 9, 2025