

Costa Mesa Community Event Calendar Posting Policy

Purpose

The intent of the Costa Mesa Community Events Calendar (the “Calendar”) is to share community-based events occurring throughout the City of Costa Mesa. These community events should support a community-oriented, educational, governmental and/or non-profit interest. Postings must comply with this Community Event Calendar Posting Policy (this “Policy”) to be eligible for posting to the Calendar.

Posting Guidelines

1. Members of the local community may submit event information for posting on the Calendar if the event is open to the general public, occurs within the City of Costa Mesa or neighboring community, and complies with the guidelines and requirements set forth in this Policy.
2. Organizations must file a request via the City’s website at [\(insert link\)](#) to include their event on the Calendar. The request must include the following: contact name, email address, phone number with area code, event title, and event details, including date, time, location and event and/or sponsor Uniform Resource Locator (URL) or link to Portable Document Format (.pdf).
3. A member of City staff will review the request within five (5) business days to determine whether the request contains the above-required information and whether the event complies with this Policy.
4. Once the request is deemed to meet all criteria outlined in this Policy and is approved for posting, an email will be sent to the requester announcing the posting on the Calendar.
5. The City of Costa Mesa reserves the right to make grammar or spelling corrections to any requested post as appropriate.
6. The City of Costa Mesa reserves the right to restrict or refuse to post content that is deemed to violate this Policy or any applicable laws or regulations.

Eligible Events

The following list, though not exhaustive, are examples of events eligible for posting on the Calendar:

1. Fundraising events for local non-profits, schools, service or other community-based organizations.

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2. Events open to the general public including school events, local sporting events, and community activities.
3. Public and private educational events.

Prohibited Postings

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

1. Profane, obscene, violent, or pornographic content and/or language.
2. Events that support, promote, or disparage a specific political or religious belief or activity.
3. Events that support, promote, foster, or perpetuate discrimination on the basis of race, color, creed, religion, age, gender, marital status, national origin, physical or mental disability or sexual orientation.
4. Solicitations including, but not limited to, advertisement of businesses and products, anniversary sales, sidewalk sales, garage/yard sales, etc.
5. Events that encourage or further illegal activity of any kind.
6. Private events, such as family reunions and birthday parties.
7. Events that would violate any local, state, or federal laws or regulations.