



TOWN OF EAST LONGMEADOW  
60 CENTER SQUARE  
EAST LONGMEADOW, MA 01028

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### **Community Notices & Announcements Policy**

Posting notices and announcements on Town owned property shall be limited to announcements and notices intended to inform residents about upcoming community events that do not charge a fee to attend.

“Community event” means any charitable, educational, cultural or recreational event taking place in the Town of East Longmeadow. Submission of events by members of the public constitutes participation in a limited public forum.

All Town of East Longmeadow community event submitters shall be clearly identified by their event submissions. Anonymous posting of event shall not be allowed. All event postings shall be accompanied by valid event submitter contact information including a name, email address and phone number. Each request by a person or entity to have the Town post an event must be received by the town no less than 15 days prior to the date of the event.

#### **Requirements & Restrictions**

Notices and announcements shall be limited to:

- The name of the group, organization or person sponsoring the event
- A concise description of the event
- Date of the event

All event postings shall be moderated by the Town Manager’s Office, who shall review and approve all event submissions for conformance to acceptable event standards.

The Town reserves the right to restrict or remove any content that is deemed a violation of this Community Notices & Announcements Policy or any applicable law. Events submitted to the Town containing any of the following forms of content shall not be allowed for posting:

- Profane language or content
- 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
- Sexual content or links to sexual content
- Solicitations of commerce
- 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

Name of Event: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

For Town Manager's Office Use Only

Approved

Not Approved

Comments/Conditions:

Date:

Signature: