

Procedures and Standards for Event Posting

Organizations may submit a calendar item online through our online calendar submission form.

The more information provided by the submitting organization, the easier it is for the city to determine whether to post an event. Submitting organizations are encouraged to fill out the online form completely with all pertinent information regarding the event. This includes information such as:

- Event title
- Date
- Time
- Location (street address)
- Fee, if any, including how and when it needs to be paid
- Public contact for more information / to RSVP
- Contact name, email, and phone number to enable city staff to follow-up with questions (This information will not be published)
- Event and/or sponsor website URL
- Event details (box for text)

Note: Anonymous and incomplete submissions will not be posted. The City's Administration Department reviews all requests to ensure event submissions comply with the standards set forth in this policy. The City of Darien's community calendar is a text-only listing. Fliers, brochures, and other documents will not be posted on the calendar but may be eligible to be posted on the City's E-Newsletter, Direct Connect (DC). To submit information for DC please email Mary Belmonte, social media coordinator, at mbelmonte@darienil.gov.

Qualifying Events

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, donation request, or participation fee, but they cannot be for-profit. Additionally, events must meet one or more of the following criteria to be eligible for posting to a community calendar:

- City event or activity
- City sponsored or funded
- Local governments within the City of Darien's corporate limits or serving Darien's residents
- Not-for-profit community events open to the public and not exclusionary in nature, and meet the definition of a qualifying event
- Darien new business grand opening events

Items Not Permitted on the Community Calendar

The following are not permitted in city community calendars:

- Commercial, private, political or religious advertising
- Private, commercial or for-profit events
- Events not open to all members of the public
- Partisan political events and/or political promotions
- Cause or opinion-based activities which are deemed inappropriate for city support
- Discriminate, hostile, hateful or extremist activities
- Fundraisers that are not part of an actual “event” will not be listed on city calendars. This includes sales of coupon books, open dated cookie/candy sales not part of a specific event, GO-Fund Me causes etc.

Request Deadlines

Permits

Submitting an event for the community calendar does not mean that other necessary city services/resources (such as permits, police, and road closures, etc.) are being approved. Organizers should contact Bryon Vana, City Administrator at 630-353-8114 or bvana@Darienil.gov for more information.

Removal of an Item

Events submitted to the calendar known to contain any form of the following shall not be posted or shall be removed:

- 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
- 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 interest of any other party
- Actually activity does not posting

The city reserves the right to restrict or remove any content or event that is deemed in violation of this policy or any applicable law.