

Policy Name:

City of Geneva Community Calendar Event Posting Policy

Policy Category:

Information Technology

Scope of Policy:

This policy governs the use of the City of Geneva Community Calendar as a tool to promote community events and activities that inform and attract visitors to Geneva. Events must be open to the public, community-oriented, and sponsored by a Geneva-based organization or business. Events must take place within the City or Town of Geneva.

References:

City Council Resolution No. 67 in 2025
Communications Team Guidelines

Modification Dates:

November 2025

General Information:

Events must be submitted in writing to the City of Geneva Communications Team for review before they are posted to the Community Calendar. The Communications Team reserves the right to decline event postings that are offensive, inappropriate, not in the public interest, or in conflict with this policy or the mission of the City of Geneva.

Responsible Department or Office:

City Manager's Office – Communications Team

Next Scheduled Review Date:

November 2030

Definitions:

- Community Calendar: A public-facing digital platform hosted by the City of Geneva to list events open to the community.
- Public Event: An activity or gathering that is open to all members of the public and intended to benefit or engage the community.

Policy Statement:

All City policies, including this one, shall be developed, approved, and published in accordance with the City's "Policy on Policies" standards. The City of Geneva is committed to providing open, ethical, and effective communication tools that align with its mission and serve the community.

Policy:

Events must be submitted in writing to the City of Geneva Communications Team at least two weeks prior to said event for review before they are posted to the Community Calendar.

The Communications Team reserves the right to decline event postings that are not include in the acceptable events category below.

Acceptable Events Include:

- Community street festivals
- Farmer's markets
- Local school or college events
- Sporting events
- Public informational seminars, lectures, or meetings
- Arts events such as performances or gallery openings
- Public events hosted by local businesses
- Fundraisers for nonprofit organizations, schools, or community initiatives

Unacceptable Events Include:

- Events with profane or offensive content
- Events that promote specific religious or political beliefs
- Sexual content or links to sexual content
- Discriminatory content
- Events encouraging illegal activity
- Events that could compromise public safety or system security
- Events infringing on the legal rights of others
- Private gatherings (e.g., family reunions, birthday parties)
- Estate sales, auctions, or garage sales
- Commercial events focused on business sales or discounts

Procedures:

Events should be submitted in writing either via email or letter, at least two weeks prior to the event.



To request a posting on the City of Geneva Community Calendar, submit event information including date of event, location of event, sponsor of the event, and cost of the event to the City of Geneva Communications team via the following:

By Email:

Communications@cityofgenevany.gov

By Mail or In-Person:

City Hall
c/o Communications Team
47 Castle Street
Geneva, NY 14456

All event submissions will be reviewed for compliance with this policy. Approval is at the discretion of the City Communications Team.

Approval Date:

August 2025