

VILLAGE OF PALATINE EVENT CALENDAR POLICY

The purpose of the Village of Palatine's on-line Event Calendar is to communicate Village and community event information.

EVENT REQUEST ELIGIBILITY REQUIREMENTS

In addition to information displayed by the Village of Palatine, Palatine based non-profit organizations whose primary function is to provide community educational, charitable, social welfare, and other nonprofit services, will be permitted to display an event on the Village's on-line event calendar.

Eligible organizations may include:

- Chambers of Commerce;
- Civic leagues;
- Recreational clubs;
- Fraternal societies, orders, or associations;
- Educational institutions licensed by the Illinois State Board of Education;
- Charitable agencies;
- Government agencies and affiliates; and
- Religious institutions.

EVENT REQUEST GUIDELINES

- A complete Event Calendar Request application shall be submitted to the Village for consideration.
- Submitting a request does not guarantee an event will be displayed, and the approval to display any event shall ultimately be at the discretion of the Village Manager.
- The Village reserves the right to edit an event's title, details, or description for space, clarity, and content.
- Groups may request to display a specific event that is for the betterment of the community and pertinent to residents and/or businesses of Palatine.
- Prohibited events shall include general commercial/business promotion or other events deemed inappropriate by the Village Manager.
- Businesses may request to display a specific/unique community event that differs significantly from their regular business activities. The specific/unique community event must be for the betterment of the community and pertinent to residents of Palatine.