



# Hillsdale County Community Calendar

## **Purpose of the Calendar:**

The Hillsdale County Chamber of Commerce (HCCC) Community Calendar offers residents and visitors of Hillsdale County a comprehensive single resource of things to do in Hillsdale County. It highlights events, activities and special programs sponsored by the HCCC, its partner organizations, member businesses and non-profits that are of interest to the community.

## **Events submitted to the Calendar must:**

- Be open and free to the general public
- Align with the purpose of the Calendar
- Be sponsored by a Hillsdale County-based organization, school or business
- Must be held within Hillsdale County

## **The following types of events are encouraged:**

- Art, music and entertainment events such as gallery openings, art shows and fairs, concerts, shows and theater
- Carnivals, fairs, festivals, parades, antique shows, car rallies, dances, banquets
- Public-sponsored events and not-for-profit fundraisers
- Business and educational workshops, expos and seminars
- Health, nutrition, fitness and wellness programs and clinics
- Public picnics, gatherings, events, lectures
- Referendums, elections, public hearings, etc.
- Hillsdale County events of community interest (i.e. emergency preparedness, voter registration)

## **The Calendar is not intended for:**

- Sales pitches, recruiting, proselytizing
- Regularly occurring athletic events, fitness classes, religious services, and normal school session
- Weekly bingo or other games
- Private events
- Individual garage sales
- Individual retail store offers, sale advertisements, or promotions (with exception for Chamber members as per Member Events Calendar Use Policy)
- General Announcements

## **How to Submit an Event for Posting:**

- The posting business or organization creates a user account through the HCCC website.
- Once approved, users login and complete the online event submission form. The HCCC staff review submitted events within five (5) business days of submission for approval or rejection, and notifies any user of a rejected event.
- Annually recurring events require resubmission each year.
- The HCCC is not responsible for the accuracy of any posting.

## **Changes:**

Once posted, the submitting business or organization is responsible for making any changes to their event information, including revision of event details or cancellation.

## **Legal Stuff:**

- The HCCC reserves the right to review, edit and/or reject any posting at any time that is offensive, inflammatory, discriminatory, inappropriate, or fails to meet the guidelines. Disputes maybe submitted to the HCCC Executive Committee for review. All decisions of the HCCC Executive Committee are final.
- The HCCC does not endorse, support or verify the legitimacy or accuracy of any organization or information posted on this Calendar or any documents or information posted on any web site linked to or from this Calendar.
- All persons or entities submitting postings hereby agree to indemnify, defend and hold harmless the HCCC and its individual members, officials, committees, officers, agents, directors, and employees from any and all third party claims that the content violates a third party's right of privacy or contains any defamatory content or violates any state, federal or local law or regulation.
- The HCCC reserves the right to revise these guidelines at any time without notice.
- The HCCC reserves the right to limit the number of postings by any one business or organization if deemed excessive.
- Event submission constitutes agreement to all guidelines and information contained in this document.