



PAUL J. FETHERSTON
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

Information Technology Policy

Effective Immediately
February 1, 2005

SUBJECT : **Community Calendar Policy**

PURPOSE : To establish (a) guidelines for publication of events and activities sponsored by outside organizations on the Community Calendar of the Town of Newington's (hereinafter "Town") web site; and (b) standards for acceptance and publications of events and activities conducted by organizations which are not directly associated with or sponsored by the Town, its departments or agencies.

APPLICABILITY: This policy shall apply to all Town employees who have or are responsible for creating or maintaining any aspect of the Town's web site including but not limited to the Town's designated webmaster and authorized web page maintainers for Town departments.

1.0 General

The Community Calendar may be used to promote:

- 1.1.** Educational, social, cultural, athletic, or recreational events open to the general public sponsored by Newington-based non-profit civic, social, charitable, fraternal or educational organizations.
- 1.2.** Educational, social, cultural, athletic, or recreational events in Newington open to the general public sponsored by other non-profit civic, social, charitable, fraternal or educational organizations.
- 1.3.** The Community Calendar may not be used to promote political, commercial, or sectarian events.
- 1.4.** Information about an event to be posted on the Community Calendar is to be emailed to webmaster@ci.newington.ct.us. The email must include event details (who, what, where, when), admission cost if any, the name of the sponsoring organization, any descriptive narrative about the event, and a telephone number or email address to be used to obtain additional information.
- 1.5.** The Town of Newington reserves the right to limit the number of postings from any one organization and to reject any posting when deemed to be in the Town's best interests.

2.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Paul J. Fetherston
Town Manager