

### Purpose

The purpose of the Borough of West Chester's Community Initiatives webpage is to promote postings, exhibits and displays of interest, information, and enlightenment for the citizens of West Chester to view for community focused organizations and institutions.

### Eligible Participants

Entities and groups eligible to submit messages for **posting on the Borough's website and social media** feeds include:

- Local governments.
- Local private and public educational institutions.
- Local nonprofit organizations (proof of 501.c.3 status required).
- Local service groups.
- Local social and recreational clubs.

"Local" is defined as physically resident within the boundaries of the West Chester Area School District.

Communications from the following individual/groups/entities are not eligible for posting:

1. Private persons or entities;
2. Businesses
3. Political organizations

### Message Preemption

While all messages are deemed important, calendar information will be preempted on Borough's website to provide feature programming and critical information to viewers in the event of a major disaster or emergency affecting the Borough.

### Message Evaluation

Each message is reviewed by the Borough for conformance with eligibility and content guidelines. Priority is given first to Borough sponsored events and information, then to announcements submitted by West Chester organizations.

### Message Content Requirement and Restrictions

- Messages must be submitted in writing to the Borough Manager's office in person, by mail, e-mail, or by fax.
- Messages must be submitted at least two (2) weeks before a scheduled event.
- Messages must be brief (typically about 25-30 words). All messages and graphical communications are subject to editing and condensation at the discretion of the Borough Manager. Graphical communications (**e.g. flyers, handbills**) must be submitted, exactly as you would like it to appear, in an Adobe \*.PDF format.
- No specific event posting shall be granted for a period exceeding 14 days

- Organizations deemed by Borough Council as core community organizations (defined as organizations that assist the Borough in achieving the Borough's Goals and Outcomes) may be granted a presence on the Borough's Core Organizations webpage, in addition to a presence on the initiatives/events webpage
- Time sensitive messages will be displayed through the day of the event or specified deadline.
- Announcements must meet all website policies, objectives, and regulations.
- Messages with no specific event time or deadline will be displayed as long as space permits, at the Borough Manager's discretion.

#### Disclaimer

The Community Access Bulletin Board is provided as a public service. Therefore, while the Borough shall endeavor to ensure that the messages submitted by individuals/organizations are transmitted accurately and in a timely manner, the Borough assumes no liability in connection with the Bulletin Board and makes no warranties or representations that any that any message will, in fact be transmitted accurately or at any particular time. The Borough cannot take responsibility for the factual accuracy of the information as submitted (i.e., times, dates, specific locations, name spellings and phone numbers). That responsibility rests with the originator of the information.