



City of Derby Guidelines for Community Calendar Requests

Purpose

The Derby Community Calendar at www.derbyks.com is a tool for the public to advertise and promote community events and activities. It's specifically designed to house information about special events and public meetings.

Overview

Messages are designed to announce one-time or special events or programs, not regularly scheduled activities (i.e. church services, exercise classes, etc.). No announcement may be posted that will promote a commercial interest or cause.

What is not allowed

- Regularly scheduled events (i.e. fitness classes, church services, etc.). (See exceptions below).
- Private events, such as family reunions and birthday parties.
- Business, commercial or garage sale advertisements.

What is allowed

- Events that are open to the public, community-oriented and either sponsored by a Derby organization or held in Derby.

Eligible Participants:

- Government and law enforcement agencies
- Local public and private educational institutions
- Local nonprofit organizations
- Local service groups
- Local social and recreational clubs

Other Eligible Participants:

The participants listed below contributed to the funding of the community portal website and are allowed to post all organization-sponsored events on the community calendar.

- City of Derby
- Derby Chamber of Commerce
- Derby Community Foundation
- Derby Recreation Commission
- USD 260

Please Note

- After calendar submissions are submitted online, they are all reviewed prior to posting to the calendar.
- We reserve the right to refuse to post or remove announcements that are deemed offensive, inappropriate, not in the public interest or in conflict with this policy or the mission of the City of Derby.