



130 S. McKinley Avenue  
Fort Lupton, CO 80621  
[www.fortlupton.org](http://www.fortlupton.org)

Phone: 303.857.6694  
Greeley: 970.346.0326  
Fax: 303.857.0351

COME PAINT YOUR FUTURE WITH US

## **Guidelines and Application for Posting Non-City Activities on the City of Fort Lupton's Website, Facebook, Twitter and/or Trappers Express Newsletter**

The City's website, Facebook, Twitter and/or Trapper's Express newsletter allows the City and community members a place to post activities, which is viewed by the general public to announce community activities that are open to the public in the City of Fort Lupton city limits.

All activities will be submitted through the City Clerk's office and are subject to public disclosure under applicable local, state and/or federal law.

The City of Fort Lupton reserves the right to restrict or remove any content that is deemed a violation of the Guidelines for Posting Non-City Activities on the City of Fort Lupton's website, Facebook, Twitter and/or Trapper's Express newsletter or any applicable law. The City Administrator or his/her designee shall make the final determination as to whether to restrict any content on the City's website, Facebook, Twitter and/or Trapper's Express newsletter. Each submittal is reviewed on a case by case basis to determine its compliance with these guidelines.

### **Acceptable Activities**

Examples of activities submitted for posting on the Website, Facebook Twitter and/or Trapper's Express newsletter include:

- A. Activities open to the public including community street fairs, farmers markets, local school activities, summer camps, local sporting activities and other community activities.
- B. Fundraising activities for non-profit agencies, local schools, social service or other organizations.
- C. Informational seminars, clinics or meetings.
- D. All activities must be open to the public and be held in the City of Fort Lupton city limits.

### **Unacceptable Postings**

Example of activities submitted for posting containing any of the following shall not be approved for posting:

- A. Private Activities (i.e., family reunions, birthday parties)

- B. Activities that are commercial in nature and in the City's sole opinion are attempting to advertise, promote or sell products or services of an individual or an individual business unless it is for a City sponsored or sanctioned event. (i.e. Avon, Pampered Chef, Tupperware)
- C. Solicitations of commerce (i.e., yard sales, sidewalk sales, grand openings, anniversary sales, lost pets etc.)
- D. Profane language or content.
- E. Activities that promote a specific religious or political activity or belief.
- F. Sexual content or links to sexual content.
- G. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- H. Conduct or encouragement of illegal activity.
- I. Information that may tend to compromise the safety or security of the public or public systems.
- J. Content that violates a legal ownership interest of any other party.

**Posting Procedure:**

- A. Community member/ organization must complete this application and drop it off with a copy of the information being posted on the website, Facebook Twitter and/or Trapper's Express newsletter, to the City Clerk's office at 130 S. McKinley Avenue, Fort Lupton. Submission is preferred to be 30 days in advance of the activity.
- B. Anonymous posting are not permitted. The requestor must also represent that all required event permits and licenses have or will be obtained prior to the event.
- C. City staff reviews requests within three (3) business days; providing request meets all appropriate criteria, city staff will post the information upon approval.
- D. Activity applicant will only be notified if the posting has been denied.
- E. Post Activity on:
  - \_\_\_ City's website Community Calendar
  - \_\_\_ Trapper's Express newsletter
  - \_\_\_ Facebook
  - \_\_\_ Twitter

F. Publish date \_\_\_\_\_ Removal date \_\_\_\_\_

G. Comments:

---

---

DISCLAIMER

The City of Fort Lupton's Website, Facebook and/or Twitter is provided as a community service to Fort Lupton citizens and community organizations. By the City posting the activity information, the City of Fort Lupton does not endorse nor verify the information included. If an entry includes a link to a web site other than FortLupton.org, the City does not control nor review the content or operation of that web site. The City of Fort Lupton guarantees neither the authenticity, accuracy, appropriateness nor security of the link, web site or content linked thereto. The City of Fort Lupton urges you to exercise caution when accessing any unfamiliar web site.

Applicant/Organization \_\_\_\_\_

Date \_\_\_\_\_

Phone Number \_\_\_\_\_