



VILLAGE OF FOX POINT
VILLAGE WEBSITE USE
APPLICATION

- Check one: [ ] I am requesting approval of a new calendar event.
[ ] I am requesting approval of a change to a previously approved calendar event.

Organization Name: \_\_\_\_\_

- [ ] I am requesting that the following event be posted on the Calendar of Events on the Village website:

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Description of Event (40 words or less):

- [ ] I have read the Village of Fox Point Policy on the Use of the Village's Website, and I affirm that the requested organization and event satisfy the requirements of the policy.

The above-named organization is listed in Section III of the Village Website Policy as a permissible organization, identified as paragraph letter: \_\_\_\_\_. If no example is provided in Section III of the Policy that matches this organization, please explain:

\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

ORGANIZATION (READ CAREFULLY BEFORE SIGNING)

Signature

PRINT Name

Title

Organization Name

Street Address

City, WI, Zip Code

Telephone Number

VILLAGE RESIDENT (READ CAREFULLY BEFORE SIGNING)

Signature

PRINT Name

Email Address

Telephone Number

Street Address

Fox Point, WI 53217

FOR OFFICE USE ONLY

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature of Village Manager

**VILLAGE OF FOX POINT  
VILLAGE WEBSITE USE AGREEMENT**

In consideration of the limited permission to post information on the Village website, the Village of Fox Point, a Wisconsin Municipality ("Village") and the undersigned, individually and on behalf of the organization identified herein (such individual and organization, if any, referred to herein, jointly and severally, as "Permittee") hereby agree as follows:

1. Application and Policy. The Permittee has completed the Website Use Application in the form provided by the Village Clerk, which is attached hereto and incorporated herein by reference. The use is limited to the event date, time, and organization as indicated on such Website Use Application. This use is also governed by Village of Fox Point Policy on the Use of the Village's Website, which is attached hereto and incorporated herein by reference.
2. Indemnity. Permittee hereby agrees to indemnify and hold Village, its officers, agents, employees and independent contractor's harmless of and from any loss, damages, expenses, costs or fees (including Attorney fees of an Attorney of Village's choosing) and all liabilities or claims, arising in any manner whatsoever with regard to personal injury, death or property damage that may arise out of Permittee's use of the Village website.
3. All Rights Reserved. This agreement grants no continuing right to Permittee. The Village reserves the right to terminate the use of the Village's website by any organization at any time for any reason without notification.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

VILLAGE OF FOX POINT

By: \_\_\_\_\_  
Scott Botcher, Village Manager

(or designee: \_\_\_\_\_)

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**ORGANIZATION** (READ CAREFULLY BEFORE SIGNING)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
PRINT Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_, WI, \_\_\_\_\_  
City Zip Code

\_\_\_\_\_  
Telephone Number

**VILLAGE RESIDENT** (READ CAREFULLY BEFORE SIGNING)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
PRINT Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Street Address

Fox Point, WI 53217

**VILLAGE OF FOX POINT**  
**POLICY ON THE USE OF THE**  
**VILLAGE’S WEBSITE**

**I. INTENT**

The Village of Fox Point maintains a website for the use and benefit of its citizens. The purpose of the Village’s website is to provide useful information on Village services, operations, and activities and to promote and reflect a positive image of the Village of Fox Point. The Village website is not a public forum.

The Village’s website is consistent with the mission of the Village of Fox Point, which is to protect and enhance the quality of life of its citizens by providing cost-effective, efficient and innovative services, preserving and maintaining Village neighborhoods and public amenities, fostering community pride and spirit, and encouraging active citizen participation. The Village may provide a calendar of events on the Village website for certain organizations, to the extent that the Village determines that the event supports the Village’s mission, satisfies a governmental purpose, and enhances and preserves the unique qualities of the Village of Fox Point, pursuant to the terms and conditions of this policy.

The following are guidelines established regarding the use of the Village’s website by Village organizations.

**II. GUIDELINES FOR SITE INCLUSION**

The Village may provide calendar event postings for Village organizations under the following circumstances:

- A. The use of the Village’s website by organizations must specifically benefit the Fox Point community, as determined by the Village Manager.
- B. The use of the Village’s website by organizations must be for a public purpose, as determined by the Village Manager.
- C. The use of the Village’s website by organizations must enhance and promote the Village or enhance and preserve the qualities of the Village, as determined by the Village Manager.

- D. Determination as to the use by organizations will be made on an individual case basis by the Fox Point Village Manager.
- E. The Village reserves the right to limit the number of organizations that use the Village's website.
- F. Use of the Village website shall be permitted only if space on the Village's website is available. Space will be assigned on a "first come, first serve" basis.

### **III. EXAMPLES OF PERMISSIBLE ORGANIZATIONS**

Examples of permissible organizations may include the following, if the foregoing guidelines are met:

- A. Governmental and educational institutions located within the Village of Fox Point, or that includes all or part of the area of Fox Point within its area of jurisdiction.
- B. Organizations funded or created by the Village of Fox Point.
- C. Organizations promoting stewardship, gardening or maintenance of land within the Village and/or its environs.
- D. Farmer's markets duly licensed pursuant to Section 362 of the Village of Fox Point Village Code.
- E. Non-profit neighborhood associations within the Village of Fox Point.
- F. Non-partisan organizations that encourage the informed and active participation of Fox Point citizens in government.
- G. Non-profit organizations providing the public with information or access to the arts, humanities, culture or education.
- H. Non-profit organizations providing employment, health and other services to Fox Point citizens.
- I. Non-profit Fox Point business development organizations.
- J. Non-profit foundations which fund public improvement projects within the Village of Fox Point.
- K. Organizations partnering with the Village of Fox Point to meet the Village's strategic or operational goals.

#### **IV. PROHIBITIONS**

- A. The Village's website shall not be used by organizations for business or commercial purposes.
- B. The Village's website shall not be used by organizations to endorse or promote commercial products or services.
- C. The Village's website shall not be used by organizations for solicitation purposes.
- D. The Village's website shall not be used by organizations for illegal purposes or activities.
- E. The Village's website shall not be used by organizations for any purpose that violates any of the Village's policies and ordinances, or any purpose that violates State or Federal laws.
- F. Website links on the Village website shall not include any material that is obscene, profane, defamatory, libelous or fraudulent.
- G. The Village will not provide calendar event postings on the Village website to candidates for local, State or federal office, or to individuals or links to personal home pages.
- H. The Village will not provide calendar event postings for events that are not open to the general public.
- I. To prevent the appearance of impropriety, any organization that is subject to a Village of Fox Point governmental action, whether seeking Village Board approval, code amendment, or administrative action, or which is the subject of enforcement, generally should not be listed on the Village website, and if so listed, the Village Manager generally should endeavor to remove any such calendar events during the pendency of any such matters. By allowing the posting of events from outside organizations on the Village website, however, it is inevitable that circumstances will arise from time to time where an outside organization will be party to such actions before the Village. Regardless, listing on the Village website does not constitute an endorsement of any organization, or of any particular actions or positions taken by any organization.

**V. PROCEDURE**

- A. Requests for including calendar events on the Village website shall be filed with the Village Clerk by submitting a signed written request in the form attached to and incorporated into this policy.
- B. The written request must be made by a resident of the Village of Fox Point, and the name and address of the resident must be shown on the application.
- C. A Website Use Agreement is required, in the form that is attached to and incorporated into this policy. The party making the application must sign the Website Use Agreement. An authorized signatory for the organization to be recognized on the Village website also must sign the Website Use Agreement.
- D. The Village will endeavor to respond to completed website use applications within two weeks of the date they are filed with the Village Clerk. Parties wishing to post calendar events must file applications accordingly, to allow time for Village review and posting in advance of the event.
- E. Event posting applications may be submitted up to one year prior to the date of the event. Applications for events that are more than one year beyond the date of the application will not be considered.
- F. Requests to modify website postings that have previously been requested, approved, and are currently shown on the website, may be amended by filing a new request.

**VI. MANAGER DECISION MAKING AUTHORITY**

- A. Materials to be posted on the Village's website shall be determined by the Village's Manager. Only the Village Manager or designee is authorized to post the information on the Village website.
- B. The Village Manager has the final decision as to the location of information on the Village's website and the content of the information that will be posted to the website.
- C. Updates to the information will be done by the Village Manager and/or staff according to staff availability and resources.

**VII. DISCLAIMER**

- A. Permission to include information on the Village of Fox Point website given to any organization by the Fox Point Village Board is not an endorsement of that organization and is not an endorsement of content. The Village is not responsible for the content, views, opinions or factual representations made in the calendar event posting, or that may be made at any such event. The page associated calendar event postings pursuant to this policy shall include such a disclaimer.
- B. The Village strives to present current and accurate information on its website, but does not guarantee the accuracy or currency of the information. In particular, the Village of Fox Point, its officers, employees, agents and assigns make no warranty, express or implied, and assumes no legal liability or responsibility for the accuracy, completeness or usefulness of any information on the website.
- C. The Village is not responsible for the content, views, opinions or factual representations of any organization listed on the Village website calendar events page.
- D. The Village reserves the right to terminate all calendar event postings shown on the Village's website by any organization at any time for any reason without notification. This decision may be made by the Village Manager or the Village Manager's designee.

**VIII. RESERVATION OF RIGHTS**

- A. Nothing herein shall be interpreted as prohibiting the Village from posting such information on the Village website as it deems appropriate, without invoking the procedures of this policy.

**IX. APPEAL**

- A. If a particular request is not granted, the requester may ask the Village Board to decide whether to approve the request. The Board will review the merits of the requested calendar event posting, keeping in mind the criteria of this policy, to determine whether it serves the overall purpose of the Village's media, and shall make the final determination.