

City of Fairway, Kansas
Department of Administration
Community Events Notice Application



Requestor: _____ Organization: _____

Phone Number: _____ Alt. Phone Number: _____

E-mail address: _____

Address of Organization: _____

Date Requested for Notice (must be a Wednesday): ____/____/____

Terms and Agreements

1. The City of Fairway may, at its sole discretion, refuse to publish any Community Event Notice if doing so is deemed in the best interest of the City and/or its residents.
2. Community Events must meet the following criteria:
 - a. The event must be open to the general publicAND
 - b. The group responsible for the event is a governmental agency or a charitable organization as described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, OR:
 - c. The group responsible for the event makes its principal place of business within the City limits, OR;
 - d. The group's membership consists of 33% or more of City residents
3. Community Event Notices will be e-mailed each Wednesday, as needed, to citizens who have signed up to receive such notices.
4. Community Event Notices for any given week will be consolidated into a single e-mail. The order of Community Events listed will be determined by the order in which each request was received.
5. All content for the Community Event Notices must be submitted electronically to aldridge@fairwaykansas.org with the subject line reading "Community Event Notice". Notices are limited to two (2) JPEG photos and a maximum of 100 words. If a group would like to include additional information, a link to an outside website may be included.
6. The administration fee and this application must be received within 2 business days of receipt of content. If payment is not made within the specified time frame, the content may be discarded at the City's discretion.
7. The City reserves the right to make non-substantive changes to the format of the content. Changes may include, but are not limited to, text sizes, font, brightness of photos, etc. The Requestor will receive a proof of the e-mail with a four (4) hour time frame to reject or accept a proof. Failure to reply shall constitute acceptance of the e-mail.
8. Community Event Notices cannot be used for routine business activities, such as sales, clearances or the like.
9. The City of Fairway shall not be liable for any outcomes as a result of using this service.

Community Event Notice Administration Fee: \$20.00

Declaration

I have read and thoroughly understand and agree to abide by all the Terms and Agreements set forth in this document. I understand that failure to adhere to these Terms and Agreements will result in a forfeit of any fees associated with this document. I also understand that statement provided below will be listed at the top of each Community Event Notice e-mail.

Thank you for electing to receive Community Event e-mails! The City of Fairway does not endorse the organization(s) or content below. The events listed are not sponsored or affiliated with the City of Fairway. The organization(s) paid an administrative fee for the use of this service. If you would like to discontinue receiving Community Event Notices, please click on the "update profile" link on the bottom of this message and remove the "Community Event Notices" from your list of interest groups. If you need assistance, please contact the City of Fairway at 913-262-0350 or simply reply to this message.

Signature

Date

Staff Use Only

Date Content was Received _____

Date Payment was Received _____

Staff Initials _____

Date E-mail will be published _____

Form of Payment _____ Rct. # _____