

## INTRODUCTION

The primary goal of the Western Washington University Events Calendar is to provide a single Web site featuring a comprehensive listing of university-related events taking place on and off campus. The calendar allows the campus community and anyone with Internet access to view this information.

## USE

The WWU calendar provides detailed information concerning events that are campus-related. The calendar also lists public meetings and seminars held on campus that are sponsored by organizations not directly affiliated with WWU. The calendar is intended to be a useful resource for event planners. Posting an event location on the calendar will not reserve that facility; the scheduling of facilities still must be done through established university procedures. For information on reserving space in WWU facilities, visit Reservations at <https://events.wwu.edu/VirtualEMS/>.

## SUBMITTAL

Submissions will not appear on the calendar until they are approved by designated personnel. Certain authorized personnel, including site-wide administrators and calendar managers, have the ability to post events without waiting for approval. Events are approved at the sole discretion of the administrators and calendar managers.

Anyone who submits information to the WWU calendar is responsible for the content and accuracy of his or her submission(s). If inappropriate material or anything in bad taste is submitted, a calendar administrator will contact the submitter to discuss the problem and ask that the information be edited. If the submitter does not comply with this request, his or her submittal privileges may be terminated and the information may not be posted to the WWU Events Calendar. Postings cannot include profanity, references to unauthorized use of alcoholic beverages or any material contrary to the mission of Western Washington University. Additionally, all calendar submissions must adhere to WWU's Policy for Responsible Computing (POL-U2122.01 Responsible Computing).

Events that take place in WWU facilities must be scheduled through established university procedures for reserving facility space. No events using WWU facilities will appear on the Events Calendar unless the required facilities space has been reserved for that event. To reserve space, visit Reservations at <https://events.wwu.edu/VirtualEMS/>.

## EVENTS APPROPRIATE FOR INCLUSION ON THE WWU CALENDAR

Events registered through the facilities reservation process will appear on the WWU calendar provided they are appropriate for such listing. Events not open to the WWU community or the public will not appear on the WWU calendar.

The WWU community is encouraged to submit off-campus, university-related events to the WWU calendar. Off-campus events may be posted only if they are official events of a campus organization or are sponsored by a campus organization. The WWU calendar will not post departmental and organizational reoccurring meetings or class and computer lab schedules.

Additional information about an event may be supplied through URL links, but such links must adhere to WWU standards for Internet content.

## ADHERENCE TO WWU WEB GUIDELINES AND POLICIES

Those who submit items to the WWU calendar are required to adhere to all university policies, regulations and guidelines. Users also must follow all local, state and federal laws. Failure to comply with these regulations may result in denial of future use of the WWU calendar and of university facilities and services.

## REMOVAL OF ACCOUNT/LOSS OF PRIVILEGES

If a submitter of a calendar event provides false or misleading information or does not adhere to university policies, administrators of the WWU Events Calendar have the right to terminate submittal privileges and restrict future use of the calendar.

## INDEMNITY AND DAMAGES

Western Washington University makes no guarantees, either expressed or implied, concerning the accuracy, completeness or reliability of the information stored on the WWU Events Calendar. Information provided by Internet links external to the WWU calendar is not under editorial control of the WWU calendar, and such information does not reflect official information or opinions of Western Washington University.