

**OTERO COUNTY HEALTHCARE SERVICES (OCHSD) COMMUNITY HEALTH EVENTS**  
**CALENDAR POLICY AND DISCLAIMER**

**PURPOSE:**

Otero County's Healthcare Services Department (OCHSD) has created this calendar to further the health of the Otero County Community. This Calendar is a feature of the Otero County website which allows the County and community to post health events in a common location to be viewed by the public. The Calendar is offered as a free tool for event organizers to advertise and promote events to the residents of Otero County, NM, for general health purposes.

All email addresses, contents, and attachments of submissions to the OCHSD Community Calendar are subject to public disclosure, under applicable local, state, or Federal law. Submission of events by members of the public constitutes participation in a limited public forum. The calendar is not a public forum to be used to exercise free speech.

We do not track or collect any personal information when visiting this site.

The Healthcare Services Department is not a booking agent.

We do not guarantee the availability of any classes or events.

**MODERATION:**

All event submissions shall be moderated by an OCHSD Calendar Moderator, who shall review and approve all submissions for conformance to acceptable event standards. The County reserves the right to add, edit, restrict, remove, or refuse to post any content or events, without notice, that is deemed by the County in violation of this event calendar policy, Otero County Policies, or any applicable law.

We may contact you to confirm the details of your event. You will not be contacted directly when the submission is approved or denied. Please check the calendar to see whether your event has been posted.

Items submitted for consideration shall be reviewed during the business hours of 9am-2pm on Monday through Thursday. Items submitted after business hours, over the weekends, or during scheduled Otero County holidays will not be reviewed for posting until the following business day. All attempts will be made to review and take action on each submission within 48 hours. However, review of submissions may depend upon current staffing.

**PROCEDURE FOR EVENT POSTING:**

All event submissions and requests to update or cancel existing events must be emailed to [CalendarModerator@co.otero.nm.us](mailto:CalendarModerator@co.otero.nm.us).

The following information must valid and current and included in the email submission:

- Submitter's name and position. Anonymous posting of events is not allowed;
- Entity Name;
- Entity Type;
- Phone number;
- Email address;
- The name of the event;
- Location of event with full address;
- Date(s) and time(s);
- A brief description of the event;

- Attach any videos or documents. Any pictures submitted with events must be copyright-free, and owned by the event organizer or permission given to the event organizer.

Please proofread your submission for accuracy.

Any organization representative may submit an event to the Calendar if the event is for the purpose of improving the general health of the Otero County Community and the representative is authorized to provide the submission.

**STANDARDS/POLICY FOR EVENT POSTING:**

To be approved, your event must meet these requirements:

- All events must be open to the public;
- Event must occur within the boundaries of Otero County, NM. Exceptions to this policy will be allowed at the discretion of the Calendar Moderator;
- Event information must include whether there is an admission charge;
- Event must be organized by one of the following;
  1. a charitable entity with a registered charitable number;
  2. a local not-for-profit;
  3. a local medically related facility;
  4. a governmental entity;
  5. an educational institution; or
  6. other entities will be considered on a case-by-case basis;
- Content information and events must not promote, foster, or perpetuate discrimination on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), marital status, status with regard to public assistance, physical or mental disability, sexual orientation, or military status;
- Religious organization must not include any religious activities as a part of the event;
- Submissions must not contain profane language;
- Submissions must not contain sexual content or links to sexual content;
- Events must not encourage illegal activity;
- Information must not compromise the safety or security of the public or public systems; and
- Content must not violate a legal ownership interest of any other party.

No announcements may be posted that will promote commercial businesses and interests. An event submitted by businesses will be evaluated on a case-by-case basis, with approval given only if the event is deemed to offer significant value to the health of the Otero Community.

**EVENT CALENDAR DISCLAIMER:**

The OCHSD Community Calendar is provided as a community services to the Otero County citizens and community organizations.

This calendar may contain links to external content (e.g. websites, video, documents). Any third-party content is provided by the County for convenience only. Each third-party website has its own privacy policy and terms of usage. These sites are not under the control of Otero County. If an entry includes a link to a web site that does not end in “co.otero.nm.us”, the County does not control nor review the content or operation of that web site. As they are not under Otero County domain, we do not guarantee the authenticity, accuracy, appropriateness nor security of the link, website, or content linked thereto. Therefore, we encourage you to review their policies and to exercise caution when deciding to disclose any personal information. The county will not be held liable for any damage or injury as a result of the use of a third-party content.

Otero County does not endorse any of the products, vendors, consultants, or documentation referenced in this web site. Any mention of vendors, products, or services is for informational purposes only. Otero County does not verify information included on the Calendar.