



ICCA Policies and Procedures CULTURALCORRIDOR.ORG

Approved July 2009

INTRODUCTION

The CulturalCorridor.org Web site was established in 2002 by the Cedar Rapids Area Cultural Alliance (CRACA) and the Johnson County Cultural Alliance (JCCA). The purpose of the site is twofold:

- To serve as a "one-stop shop" for people interested in attending or supporting arts and cultural events in the Cultural Corridor (generally defined as the 11-county area around Cedar Rapids and Iowa City, including Johnson and Linn counties and the nine counties that border them).
- To provide a significant and low-cost benefit to ICCA member organizations in promoting their agency and activities.

Ownership and administration of the site passed to the Iowa Cultural Corridor Alliance (ICCA) when that organization was formed by the merger of CRACA and JCCA in 2005.

ORGANIZATION ELIGIBILITY

To post or list events on CulturalCorridor.org an organization or company must be:

- An ICCA member in good standing
- An ICCA Associate Member in good standing

According to the current Membership Policy, non-member organizations or companies may also apply for single-event listing, addressed further in this document.

OPERATIONAL POLICY

- Oversight of CulturalCorridor.org will be conducted by the Web site Committee, whose members are appointed by the Board annually. Number and terms of service of the committee will also be determined by the Board. The Board may change or veto Website Committee rulings by majority vote.
- Organizations are generally required to post and maintain their own listings, although ICCA staff or approved volunteers may also post and edit material. **Responsibility for accuracy lies with the posting organization.** The Executive Director is available for training and assistance.
- Organizations which either do not keep their information current, post inaccurate information or routinely post ineligible events (defined below), may have their posting privileges revoked, at the recommendation of the Executive Director and Web site Committee, and ratified by the Board.

EVENT LISTING POLICY

Events may be listed or posted on CulturalCorridor.org if they meet the broad definition of having an artistic, cultural or educational purpose. Since one of the main purposes of the site is to provide an easy way for users to learn about events in the Cultural Corridor, it benefits ICCA to provide a site that is easy to access and navigate, and that also lists events most likely to be identified by constituents as meeting the definition of artistic or cultural.

However, just as art itself is difficult to define and quantify so are artistic events. So can artistic events. Most events held by ICCA member organizations or associates will be eligible for posting to the site. However, there are some events and types of events that would not generally be eligible. These include:

- Events that promote illegal activities or behavior.
- Events not organized or sponsored by ICCA member organizations or associates, except for authorized single-event postings. *See below*
- Radio/TV/Online broadcast programs or classes that do not offer the opportunity for in-person attendance.
- Hours of operation, if not accompanied by an event.
- Sporting Events.
- Call for Artists.
- Contests.
- Goods or Services offered for sale.
- Classes that do not have an artistic or cultural purpose.
- Other ineligible events so deemed by the Executive Director, Web site Committee and/or Board. *See Appeal Process*

All text content and images posted to or linked from the site will be appropriate for children of all ages. Profanity is not allowed. Event descriptions may suggest that events will have the presence of themes such as nudity, sex, violence, drugs, and similar matters but should not include suggestions of illegal behavior. Also, descriptions should not include detail within these and similar themes that would potentially offend parents whose younger children may view the Cultural Corridor Web site.

INDIVIDUAL EVENTS

Non-member organizations may apply to list individual eligible events on Cultural Corridor, at the current rate set by ICCA. Subject to approval by Executive Director/Web site Committee.

PERMANENT VS. TEMPORARY EXHIBITS/EVENTS

Permanent Exhibits

Permanent exhibits must be posted using the established mechanism for such exhibits.

Temporary Exhibits

A Temporary Exhibit is defined as having more than 20 occurrences but is not a permanent exhibit. Temporary exhibits can be listed on the site but cannot be selected as a "featured" event.

APPEAL PROCESS

The ICCA Executive Director should be notified when an ICCA member organization or site user believes an event has been posted in violation of Web site Policy. If the Executive Director agrees that the event is ineligible, he or she will notify the posting organization and remove the event from the site. If the posting organization believes their event does in fact qualify, they may appeal to the Web site Committee, and then to the Board. The decision of the Board is final.