

Gilford Public Library

PROGRAM REGISTRATION POLICY

Some programs and/or classes require pre-registration. For those that do, the following registration rules apply:

- Library cardholders are given first priority for programs that require pre-registration.
- Waiting lists are provided for programs that fill up. People on the waiting list will be called if room becomes available or if another session is scheduled.
- If registrants are unable to attend a program, a phone call is requested to the library to cancel so that the spot may be filled as soon as possible
- Programs and classes are designed for specific age-ranges. Registrants must be in the age range to sign up for the program.
- A liability waiver must be signed for all programs held outside of the library.
- For programs with a fee, completed registration must be done in person at the library with the fee paid at the time of registration. Phone calls, emails, and texts will be accepted but registration will not be complete until payment is received. In the event that a program fills, names without payment will be placed on a waiting list.
- Programs that require a fee paid with a check should be made out to Gilford Public Library. Materials fees checks should be made payable to the presenter.
- Parents/caregivers of children under 5th grade must remain on the library premises during programs.
- If a parent/caregiver brings more than 4 children to a program, another adult must accompany them to provide additional supervision.

- Registrants must be on time for programs. If the registrant is not there at start time, the spot may be given away to someone who is present in the Library.
- If a program is anticipated to be extremely popular then preference may be given to resident cardholders for a specified time before registration is open to nonresident cardholders.

Cancellations

- Programs or classes with less than 5 registrants are subject to cancellation.
- If the library is closed due to inclement weather or other uncontrollable events, registrants will be notified and every effort will be made to reschedule programs or classes.
- Refunds will be issued to registrants upon cancellation only with 24 hour notice.