



ADULT PROGRAM REGISTRATION DEPOSIT POLICY:

Adult Paint Night

Special Programs as Required

TO REGISTER:

- You will need an *Ocean State Libraries Library Card* in good standing, (< \$10 in fines and no other restrictions,) to register.
- Registration for this class requires a \$10 refundable deposit.
- You may not register another person. Each individual must register herself/himself.
- You will be able to register only after your deposit has been received. We accept cash or checks, only. If you come to class your deposit will be refunded in kind. Cash deposits will be reimbursed in cash. We will hold check deposits until class day and return your uncashed check to you.
- **If you do not attend class and/or you do not call or email the library to cancel your deposit will be considered a donation to the library and will not be refunded. In addition, you will not be permitted to register for the next class.**
- Cancellation Deadline: cancellations must be made 24 hours in advance, (by 6:00pm *the day before the class*,) to receive a deposit refund. This allows us to contact patrons on the waiting list and potentially fill the class and to purchase only the amount of materials we need for people actually attending. *No exceptions will be made.*
- If you find that you are unable to attend class after the cancellation deadline, please contact the library anyway. No-shows without notification may not be permitted to register for future classes.
- 10 minutes after the start of the class, we will reassign materials to someone else on the waiting list if you are not present
- ***West Greenwich taxpayers/residents have priority on the registration list and the waiting list.***

ADDITIONAL INFORMATION: Our programs are more popular than ever! People are eager to sign-up and we often have a *waiting list* for popular programs. *So how come they are not full the day/evening of the actual program?* We try to email a reminder to everyone with a current email address the week of the event. Most people do let us know if they cannot come. **However some people do not.** With a 24 hour notification we can usually find someone on the waiting list who is happy to come, then our library resources are not wasted paying for a full class, and thus for people who do not show up. This is especially disheartening when others are on the waiting list, hoping to attend.

Why do I have to have a library card? Access to programs is a library service just like access to books or movies. Library cards with current, accurate contact information are the best way to verify your residency and to contact you if classes are cancelled or postponed.

Some of our patrons have suggested that we charge for classes as a way to combat absenteeism. We are committed to offering programs free of charge, so that cost will not be a barrier to anyone's attendance. Our goal is to serve as many West Greenwich taxpayers and residents as possible. That means West Greenwich taxpayers and residents have priority on the *registration list* and on the *waiting list*. Patrons who are new to Adult Paint Night classes will receive priority registration before those who have attended two consecutive prior classes.