

# Rhineland District Library

## Program Attendance Policy

Due to limited space, many of the Adult Department programs at the Rhineland District Library require pre-registration. Programs require extra supplies, extended staff time, and additional costs. To help everyone enjoy equal program access, please read the registration policy for Adult Department programs.

### Registering for an Event

- If registration is required, that will be indicated on all materials advertising the event.
- Registration opens approximately 2 weeks before the day of the event.
- **There are 3 ways to register:**
  - Click on the event in our calendar of events at [rhinelandlibrary.org](http://rhinelandlibrary.org) and use the RSVP option.
  - Call the library at 715-365-1070 ext. 2
  - Visit the library in person and ask at the front desk.
- When event registration is full, further registrants will be put on a waitlist. If there are cancellations, waitlist registrants will be moved to the participant list. If you are moved to the participant list, the library will call you. If you do not call the library with a confirmation within 1 hour, the library will call the next person on the waitlist.
- Registration is required for each person attending unless otherwise indicated in the event description.
- **Each person attending must register for themselves,** one registration per person.

## Cancellations:

- If you cannot attend a program for which you are registered, **please call or email the library to cancel at least 24 hours in advance** (Phone: 715-365-1070 ext. 2 or Email: [adultdept@rhinelandlibrary.org](mailto:adultdept@rhinelandlibrary.org)). Those who do not cancel their registration prior to the program will be considered a "no call, no show."
- **Two "no calls, no shows" for a household within close succession will result in a program break for the following month.** This will also apply to those who excessively cancel registrations.



## General Event Details:

- Most Adult Department events are intended for patrons who are 18 years or older unless otherwise indicated in the event description.
- Craft events are generally 1-1.45 hours in length, and **are designed to be completed during the designated time slot.**
- For programs offered through the Children's or Young Adult departments, please check with those departments for event details.

## Contact Information

- If you have questions about this program registration policy, specific event details, age requirements, or any other program details, feel free to visit the library in person and ask at the front desk, call the library at 715-365-1070 ext.2, or send an email to [adultdept@rhinelandlibrary.org](mailto:adultdept@rhinelandlibrary.org) for more information.