

South Plainfield Public Library Adult Program Registration Policy

- In order to promote fair access to high-demand programs, and to reduce the number of no-shows the library requires a refundable registration deposit for select programs, such as those with limited space and/or associated material costs.
- Programs subject to this policy will be clearly identified when advertised.
- A \$10.00 ***refundable deposit*** is required for each registered participant.
- Participants must pay the \$10.00 deposit within one week of registering online.
- The deposit must be paid in cash (no checks or credit.)
- Failure to pay the deposit within one week of registration will result in the participant's reservation being automatically canceled and the spot released so another individual may claim it.
- Participants who attend the program will have their \$10.00 deposit returned when they check in for the event.
- Participants who are unable to attend, but who notify the staff at least 24 hours in advance will be given a refund. *(Please note staff have the discretion to issue a refund in cases of last-minute emergencies or illnesses with less than 24 hours' notice)*
- Participants who fail to attend without prior cancellation (no call/no show) will forfeit the \$10.00 deposit
- The library reserves the right to modify or discontinue this policy as needed.

APPROVED BY THE LIBRARY BOARD OF TRUSTEES

4/14/2026