

## ADULT EVENTS DEPARTMENT ATTENDANCE POLICY

Cape May County Library is pleased to offer a wide variety of events year-round at each of our 8 library locations and online. Some programs require registration prior to attending. All upcoming events can be found on our website (<https://events.cmclibrary.org/events?v=grid>), in printed brochures, and on promotional posters throughout each library branch.

Events are categorized as: **Registration Required**, **Registration Requested**, **No Registration**, or **Virtual**. Details below:

**Registration Required** – Any events that have limited capacity will *require registration and a valid CMCL library card*, including but not limited to cooking demonstrations, art courses, and arts & crafts workshops. This also includes virtual events with take-home supplies. The following rules apply to these events:

- Patrons must sign in at each class to confirm their attendance.
- Patrons who fail to appear for **three (3)** programs/classes/events that require registration will not be eligible for first time registration for a period of three **(3) months**. These patrons will be moved to the waiting list.
  - If an opening *is* available, the patron will be notified and will be permitted to attend. Past absences expire from a patron's record **six (6) months** after the date of the original program.
- Any programs/classes with **two (2) or more consecutive dates** require patrons to attend the very first class in the series. If they are absent for the first class, *they will be replaced with the next participant on the wait list*.
- We will hold a registered seat for 15 minutes after the scheduled start of the program. If a registered patron is more than 15 minutes late, their seat will become forfeit and available to any walk-in or waiting patron.

**If a patron has registered but cannot attend:**

- It is the patron's responsibility to cancel their registration **at least twenty-four (24) hours prior to the start of the program/class** using the link found in their confirmation email (<http://cmclibrary.libnet.info/myevents>) OR by alerting the Adult Events Department via telephone (609-463-6350 x700).
- If an unexpected emergency occurs, please call three (3) hours prior to the start time of the program/class/event to avoid an absent mark. A cancellation with less than three (3) hours' notice will result in an absence.
  - Two (2) emergency cancellations will equal 1 absence.

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**Registration Requested** – Events that do not have a limited capacity or supply limit do **not** have a registration or library card requirement. However, we kindly ask that patrons register if they are certain they can attend so that we can gauge interest and prepare seating. It is acceptable for patrons to register or cancel with short notice, and we will not keep a record of patrons who do not appear.

**No Registration** – Some events have no registration, including ongoing groups, weekly exercise classes, and outdoor events. Library cards are **not** required. Attendees must sign the sign-in sheet/waiver upon entering, as well as provide a phone number.

**Virtual** – We invite anyone to join our virtual events, even from far outside our community. **No** library card required. Virtual events require registration with a valid email – meeting links are sent to registrants prior to the meeting. In order to ensure all registrants receive their link in time, registration for virtual events will close **1 day prior** to the start of the event. Meeting links are not posted publicly, but registrants are welcome to share the link with others who are interested in attending.

- *However*, if a virtual event involves limited supplies such as a take-home kit, it will fall under the **Registration Required** category. Supplies will be sent to patrons' preferred branch **1 week prior** to the event.

❖ **All events are tentatively scheduled and may change. Please see the [CMCL Events Calendar](#) on our website, follow us on [social media](#), and [subscribe to our weekly eNewsletter](#) for any and all updates.**

❖ **If you have any questions or concerns, please contact the Adult Events Department at [609-463-6350 x.700](tel:609-463-6350), or at [adulthevents@cmclibrary.org](mailto:adulthevents@cmclibrary.org).**