

## Adult Services Program Registration

March –May 2017 program registration begins on Saturday, February 18 at 9 a.m.\*

- Space is limited.
- Registrants must be 18 or older to attend.
- Registration must be completed in-person at the Placentia Library's Information Desk
- A maximum of two registrants per Placentia or Anaheim Library Card number applies.
- A current Placentia or Anaheim Library Card is required for program registration.
- All programs are free to those who register and attend.
- For those who register but do not attend, a charge will be incurred for the date that the program was missed and you will be notified of this charge.
- The charge amount is per program date and can be found on the reverse side of this page.
- Cancellations made on or before the specified program cancellation date will not incur a charge.
- If you have 2 no-shows for the same program you will be dropped from the program.
- Upon registration, you will receive a copy of your registration form showing each class that you are registered.
- You will not be allowed to join the program if you are more than 10 minutes late and you will incur a charge (see reverse side for specific amounts) for missing the program or workshop. **NO EXCEPTIONS WILL BE MADE AS IT IS DISRUPTIVE TO OTHERS IN THE PROGRAM AND TO THE INSTRUCTOR.**
- If a program is full you may be placed on the wait list.
- If you are on the wait list and are contacted to register for the program, you will have 48 hours from the date & time of the call to confirm your registration.
- If you do not respond within 48 hours you will be moved to the bottom of the wait list and the next person will be contacted.
- If the program and the wait list are both full OR if you don't want to register in advance for any reason you are welcome to attend the program if space allows. You will need to check in with the staff the day of the program at the Information Desk in order to put your name on the *Stand-By List*, BUT WE CANNOT GUARANTEE THAT YOU WILL BE ABLE TO ATTEND.
- The *Stand-By List* opens 1 hour prior to the program.
- If you are on the wait list and you are not called to attend, you can try to attend by checking in with the staff at the Information Desk in order to put your name on the Stand-By List. The Wait List is different than the Stand-By List.

\*Placentia Library  
Friends Foundation  
*Jewel* Members can  
register 1-week before  
open registration  
begins!! Ask about  
membership today!

If you have any questions, please ask.  
We are happy to assist you.

Placentia Library District  
411 E. Chapman Avenue, Placentia, CA 92870  
www.placentialibrary.org 714-528-1906  
information@placentialibrary.org



### Adult Program Registration



**Directions:** Please neatly print the information asked for and then select your program by putting a ✓ in the appropriate box.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Library Card # \_\_\_\_\_ (Cardholder Must Be Present)

If registering for two people, please list name of second person: \_\_\_\_\_

FOR STAFF USE ONLY	
<input type="checkbox"/>	PLFF Member
<input type="checkbox"/>	Verified Library Card
<input type="checkbox"/>	Registered Guest

In the event that I need to cancel, I will call, email, or go to the Library in-person to cancel my registration for the program. I understand that if I am registered and do not attend on each date of the program, or if I do not give the library notice of cancellation 7 days prior to the program date, I will incur a charge per program date. \_\_\_\_\_ initial/date I understand that if I am registering someone else for the program that I will also be responsible for any incurred charges. \_\_\_\_\_ initial/date. I read and understand the Adult Services Program Registration Information sheet. \_\_\_\_\_ initial/date. In consideration of your accepting this registration, I/We hereby agree to indemnify and hold harmless the Placentia Library District and any of its officers, agents, or employees from any liability claim or action for damages resulting from or in any way arising out of the participation in this program by the person registered. Additionally, the above registered participant gives permission to the Placentia Library District to be photographed and to use such photographs in the promotion of Library sponsored activities.

Signature: \_\_\_\_\_ Registration Date: \_\_\_\_\_

PATRON	FOR STAFF USE ONLY							
Select program by indicating the number of people you are registering (2 People Max)	Registered (staff initial, date & include number of participants)	Waitlist (staff initial, date & include number of participants)	Program Code	Program Name	Program Date	Program Time	Late Cancellation or No-Show Charge Amount	Deadline for Refunds
			<b>1050</b>	Excel Practice	Saturdays, March 11 & 18	10:00 -11:30 a.m.	\$10	3/4/17
			<b>2027</b>	Yoga: Session 1	Wednesdays, March 15, 22, 29 April 5, 12 & 19	10:30 -11:30 a.m.	\$15 per day*	3/8/17
			<b>1051</b>	Beyond Email	Saturday, April 8	10:00-11:30 a.m.	\$5	4/1/17
			<b>1052</b>	Microsoft Excel	Tuesdays, May 2, 9, 16 & 23	6:15—7:45 p.m.	\$20	4/25/2017
			<b>2028</b>	Yoga: Session 2	Tuesdays, May 23, 30 June 6, 13, 20, 27	6:30-7:30 p.m.	\$15 per day*	5/16/17

\*Single day cancellations accepted 7 days prior to class. Cancellations or no-shows are subject to fee for each day missed.

Check here if you would like to be added to our e-mail list