



## PROGRAM AND EVENT POLICY

The staff of the Stoughton Public Library select, plan, and present programs and events for Library patrons. These programs further Library mission to promote life-long learning, recreational reading, and cultural advancement.

### GUIDELINES

- All programs are open to the public.
- Programs may be held on site at any Library location or off site.
- Professional performers are selected by Library staff.
- Program attendance will not exceed the capacity of its space as determined by fire code.
- Programs may be designed for and limited to a specific audience, age, or grade level.
- Decisions concerning an event's audience, registration, capacity, late arrivals, and allowable walk-ins will be made by the Library staff supervising the event.

### REGISTRATION

Some events may require tickets or registration. Registration is required for the following reasons:

- To ensure attendance does not exceed the capacity of the venue.
- To verify the audience meets all requirements for the program or event.
- To allow the presenter to adequately prepare for the number of people attending.

We request that registered individuals notify the organizers as soon as possible if they are unable to attend in order to allow other people to register.

### SELLING PRODUCTS OR SERVICES

It is the policy of the Stoughton Public Library to prohibit the selling of products and/or services of any kind, by speakers and performers, during library-sponsored programs. Speakers and performers may not take the name, address or telephone number of any person attending the program, nor try to contact them without prior consent of the attendee.

Some speakers and performers may wish to hand out program evaluation forms. If the forms include spaces for name, address or telephone number, it may be pointed out, in writing or verbally, that supplying such information is optional. Business cards and brochures may be made available.

If these policies are not adhered to, the library reserves the right to cancel the program, lecture or performance at any time. Any signed contract or confirmation would become null and void. In addition, the library would not be obligated to pay the speakers' or performers' fees, if such fees are applicable.