

# Eureka Public Library District Program Agreement Form

The EPLD Program Policy establishes the mission and intent of library programming initiatives as well as stipulations on program protocol. Please review the following items and sign at the bottom to acknowledge your agreement.

- All EPLD library programs are library initiated and the library reserves the right to revise program arrangements scheduled if necessary and to preempt established programs upon reasonable notification to presenter.
- The program presenter will provide a description of the program to EPLD six weeks prior to the program date.
- EPLD will provide advertising through their calendar, website, newsletter, flyers, and press releases.
- Program presenter and EPLD will establish program details, including class fee, required supplies, tech needs, room arrangement, registration deadlines, and maximum/minimum audience number six weeks prior to the program date. EPLD will be expected to meet all established requirements; if a conflict arises, notice will be given to the program presenter.
- EPLD will contact the program presenter prior to or on the registration date to give an update on registration status and, if necessary, make the decision to cancel the program.
- If the program presenter needs to cancel the program, notice to the library must be given as soon as possible.
- The program presenter will be expected to arrive 15—30 minutes prior to the start of the program. If he/she will arrive less than 15 minutes before the start, he/she is requested to call the library to confirm arrival time.
- Programs must end, audience members released, and presentation materials removed by library closing time.
- If the program presenter has a personal business that could benefit from the program being given, EPLD asks that the program content be educational/informational only, no sales take place, and no business/sales literature is given without direct request. Following the program, if an audience member asks for information on your business, then business cards or sales literature may be given. For authors, book sales and signings are allowed.
- EPLD will not share registration information, including names, phone numbers, emails, or addresses of audience members.
- An informational/educational topic can not be repeated more than twice a year.

I realize in signing this form, I am assuring the library that the above information has been read and I agree to follow EPLD's program protocol.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Thank you!

The Eureka Public Library District (EPLD) is pleased to work with you to offer a public, educational program.