

FOML Workshop and Event Attendance Policy

Friends of Michigan Libraries is committed to hosting events that are beneficial and free from discrimination to all attendees. Any public space where other people are present holds an inherent risk of exposure to COVID-19 and other communicable diseases. By attending this event, attendees agree to voluntarily assume all risk related to exposure and agree to not hold Friends of Michigan Libraries (FOML), or any of their affiliates including partners and sponsors, directors, officers, employees, agents, contractors, volunteers, or sponsored venues, liable for illness. Attendees will be encouraged to take necessary precautions while at the event as recommended at that time by federal, state and local health authorities. Attendees agree to not attend any FOML event if they feel ill or had recent exposure to a COVID-19 case, or other communicable diseases.

Registrants are encouraged to use caution when registering for events. It is the policy of Friends of Michigan Libraries to offer no refunds once the online registration process is complete, except as listed below.

1. If a registrant is no longer able to attend an event, they may transfer their registration to another person. To transfer a registration to another person, the registrant must contact Friends of Michigan Libraries via email detailing the new registrant's name and contact information. Friends of Michigan Libraries will respond by email to the original registrant, and the new registrant, confirming the change.
2. Should circumstances arise that result in the postponement of an event, registrants will have the option to either receive a full refund or transfer registration to the same event at the new, future date.
3. Friends of Michigan Libraries reserves the right to cancel a workshop or event due to low enrollment, extreme weather, natural disasters, or other circumstances which would make the event non-viable. If FOML cancels an event, registrants will be notified at least 24 hours before the event and will be offered a full refund.
4. In the event of extenuating circumstances, such as a medical emergency, and where sufficient funds make it possible to issue a refund, a contact person for the event will be listed so that registrants have a person to contact about their situation. Should funds for the event already be encumbered, a refund may not be possible. A refund of the registration fee for extenuating circumstances is at the discretion of the FOML Executive Committee.
5. Refunds will not be available for registrants who choose not to attend an event.

Refund Process

Refunds for workshops and events shall be accomplished through Friends of Michigan Libraries' online payment portal. Attendees will receive an email confirming the cancellation of their attendance.

A record of any workshop or event refunds shall be included in the annual Retention file.