



EVENT REGISTRATION CANCELLATION / OPTION CHANGE REQUEST FORM

Event Name: _____

Event Date: _____

| | |
|---|---|
| <p>CHOOSE ONE:</p> <p><input type="checkbox"/> CANCELLING EVENT</p> <p><input type="checkbox"/> REQUESTING OPTION CHANGE</p> | <p><i>NOTE the option changes here:</i></p> |
|---|---|

| REGISTRANT INFORMATION | | | |
|------------------------|--|----------------|---------------|
| Name | | Contact Phone: | Request Date: |
| Library Name: | | Email Address: | |
| Address: | <i>Street Name:</i> <i>City, State, Zip Code:</i> | Comments: | |

Cancellation Policy:

The Ohio Library Council assumes a financial liability in the presentation of its programs and events, including but not limited to catering guarantees, space rental and speaker fees.

Cancellation requests must be received in writing at the OLC, via fax (614-410-8098), mail (495 Metro Place South, Suite 350, Dublin, OH 43017), or send an e-mail to olc@olc.org, at least two weeks prior to the event in order to receive a refund of registration fees. (Please retain a copy of the cancellation notice for future reference). A \$20.00 administrative fee will be applied to all cancellations and will be deducted from the refund (if the registration has been paid). If the registration fee has not been paid, a \$20.00 administrative fee will be assessed.

Cancellation requests received less than two weeks but more than one week prior to the event will be charged a \$20.00 administrative fee PLUS the cost of meals (if applicable). No refunds will be issued to registrants who cancel less than one week prior to the event or who do not attend a program without any prior notice. The full amount of the registration fee will be billed if the registration has not been paid and OLC does not receive any cancellation notice.

OLC reserves the right to refuse refund for meals or special events unless cancelled by OLC. Appeals to this cancellation policy will be reviewed on a case-by-case basis and any deviations will be at the discretion of the Executive Director. Refunds will not be made until after the scheduled event has taken place.

Substitution Policy

Registrants who cannot attend an event may send a substitute attendee. The OLC requests that the name of the substitute attendee be provided as soon as possible via fax, mail or e-mail (olc@olc.org). A surcharge will apply if the substitute attendee is not a member of the OLC.

Inclement Weather

The OLC reserves the right to cancel or postpone a program due to inclement weather. Program registrants will be issued a full refund if the program is cancelled, and given the option of attending the program or receiving a full refund if the program is rescheduled on another date.