

## Event Policies

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- Contact our Education Chairperson, Carolyn Ray, via e-mail ([carolyn@cougarcreek.org](mailto:carolyn@cougarcreek.org)) or phone (970) 708-8550 to indicate your interest in an event.
- Fees must be paid in full and be accompanied by a completed Registration Form to be considered “officially” enrolled. See our online Registration Form under the Education tab and find fee information associated with the appropriate class on our Event drop down under the Education tab on our web page .
- Supply lists are available on-line, at a local quilt guild meeting, or by mail from the Education Chairperson.
- Please have any required supplies assembled before an event to ensure the event can start on time. Please arrive early to set up your machine if your event requires one.
- At the instructor's decision, events that do not meet the minimum number of students one week prior to the start date, can be rescheduled or cancelled. If cancelled, a full refund will be issued.
- Please turn off or silence your cell phone or other electronic device during the event.
- Please leave your work space clean at the conclusion of the event.
- Non-guild members will be charged \$10 in addition to the event fee. If you are interested in joining a local guild, contact information is found under the Local Guilds tab on our web page. There are 3 local guilds to choose from.

## Event Refunds

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If you pay for an event and are unable to attend for any reason, you will be responsible for finding a replacement. You or your replacement will be expected to contact the Education Chairperson, Carolyn Ray, via e-mail [carolyn@cougarcreek.org](mailto:carolyn@cougarcreek.org) or phone (970) 708-8550 regarding changes in enrollment so we can ensure that your replacement receives any supply lists or information they need before attending. There will be no refunds.