Requirements for programs
- Programs must be free and open to the public.
- Programs must provide a benefit to the public.
- Programs must contribute to the library’s mission: Henderson Libraries seeks to cultivate a literate community by providing every citizen free access to books and information resources, as well as state of the art technology, that supports work, school and recreational activities.

Selection and scheduling
- Program proposals will be reviewed and approved by the Henderson Libraries Programming Committee. Review process may take 1-3 months.
- Programs will be selected and scheduled according to the operating priorities of Henderson Libraries.
- Program series must have a definitive term indicated at the time of scheduling. Perpetual series are not allowed.
- Age restrictions, pre-registration, refreshments, and use of any equipment furnished by the presenter must be approved by library staff at the time of program scheduling.
- Facility tours or equipment testing are to be scheduled with a library staff member prior to the event.
- Library staff will supervise all programs presented by Henderson Libraries.
- Library administration reserves the right to deny or cancel programs at its discretion.

Program marketing and materials
- Programs will be marketed in partnership with Henderson Libraries as the program sponsor and must include the Henderson Libraries logo.
- All marketing materials must meet Henderson Libraries’ graphics standards.
- Any materials furnished by the presenter must be approved by library staff.

Prohibitions
- No unauthorized sales of goods and services nor solicitation of business not related to Henderson Libraries.
- No product or political endorsements.
- No distribution of advertising or referrals.
- No alcoholic beverages.

Violation of these, or any other, library regulations is grounds for program cancellation, denial of subsequent proposals, loss of library privileges, etc., as deemed appropriate by Henderson Libraries administration.