

PLEASE READ ALL INFORMATION BEFORE REGISTERING.

**YOU MAY REGISTER IN THE FOLLOWING WAYS:**

**Drop-In:**

Come by the Idaho Art Lab  
2355 S. Yellowstone Hwy.  
in St. Anthony, Idaho  
Mon - Fri: 12pm - 7pm  
Saturday: By appointment

**Way to register**

- Pay at the front desk
- Pay online at [IdahoArtLab.org/pay](http://IdahoArtLab.org/pay)
- Mail check to Idaho Art Lab  
2355 South Yellowstone Hwy.  
St. Anthony, ID 83445
- Phone in your credit card info to (208) 932-0893.

Registration by phone requires use of Discover, MasterCard, Visa or American Express.

**Registration Procedures**

*You must pre-register & pre-pay in advance (usually 3 days before).*  
All registrations are considered confirmed upon completion. You will not receive further confirmation. Therefore, it is your responsibility to record all registration information to ensure attendance on the correct date and time. If a workshop for which you have registered is full, postponed or cancelled, you will be notified. Be assured that Workshops (except Guest Artist Workshops) will not be canceled due to a lack of students, so you may occasionally enjoy 1-on-1 instruction.

**Waiting List**

Once the instructor's maximum enrollment is reached, names will be placed on a waiting list.

**Cancellations**

If an emergency arises and a class must be canceled, we will make every effort to contact enrolled students. With the exception of Guest Artist Workshops, no workshop will be canceled due to a lack of students.

**REFUND POLICY**

- 100% if we cancel class.
- Material fees are not refunded if you cancel within the week before the first class.
- 100% refund, minus a \$10.00 processing fee, if you cancel 1 to 5 working days before the first class.
- No refunds if you cancel on the day of the class or after a multiple day class has begun.

**No refunds are given due to failure to attend class.**

**FEES**

Class fees are due in full upon registering. You are not considered registered until you pay the class fees.

*Note:* Unpaid fees hold up teacher pay-processing, so please be courteous to your instructor by enrolling and paying for classes right away.

**Participation Policies**

Children of workshop participants: Do not bring your child to your workshop. Children's workshops: Idaho Art Lab is not responsible for unattended children on the premises. We do not assume responsibility if your child is dropped off early or picked up late. Please come into the building to see that your child gets to class. Parents are responsible for children brought onto the premises who are not registered in our classes.

**Holiday Schedule**

*The Lab will be CLOSED:*

- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving week, Wednesday - Saturday
- The day before Christmas Eve through the 1<sup>st</sup> week of January (Our Volunteer Winter Break)

**Teaching at the Lab**

Are you interested in renting the Lab's space to teach a workshop to your own students? Drop in for a handout or download it at [www.IdahoArtLab.org/pdf/Creative-Space-Rental.pdf](http://www.IdahoArtLab.org/pdf/Creative-Space-Rental.pdf)

**Guided Group Activity**

*50% off for non-profits, schools & churches.*  
We offer art activities for groups of 6 or more Drop in for a handout or download it at [www.IdahoArtLab.org/pdf/Guided-Group-Activity.pdf](http://www.IdahoArtLab.org/pdf/Guided-Group-Activity.pdf)