

## HMNS OUTREACH PROGRAM POLICIES

Thank you for your interest in HMNS Outreach Programs! If you have a question not addressed by the information below, please email us at [outreach@hmns.org](mailto:outreach@hmns.org) and our staff will be happy to assist you.

### Travel

The Outreach Program fee includes the first 20 miles round trip. For destinations greater than 20 miles away, an additional mileage fee will be applied.

For locations more than 50 miles from the Museum, a later start time may be required. Locations more than 120 miles from the Museum may require an overnight stay, billed to the customer. If an overnight stay is required, the organization is responsible for a \$20 food allowance for the presenter, for the day of presentation.

### Location Requirements

One indoor location must be set aside for all presentations within the scheduled program time. Other events should not be scheduled simultaneously in the presentation space. However, several programs do offer festival-style presentations. Once the presenter is set up, the program cannot be moved. Details of the presentation environment will be agreed upon during scheduling.

### Billing

You will receive an itemized invoice by email stating the total price of the program when your date is confirmed. Your program is not confirmed until you receive this invoice.

Please let us know at the time of confirmation which method of payment you would like to use. If your district or organization requires further paperwork to process payment, please communicate this to the Outreach Coordinator in advance and we will be happy to assist.

### Contracts

If your organization requires the Museum to sign a presenter contract, please provide this contract at least two weeks before the presentation date, so that it has time to go through the Museum's internal approvals process.

### Adult Supervision

An adult chaperone must be provided by the organization booking the event. An adult from the organization scheduling the outreach program must be present **at all times**, for the entirety of each presentation. If an adult is not present, or student behavior is unacceptable, we reserve the right to stop and cancel the remainder of the program, without a refund. In order to maintain the safety and security of all live animals and other demonstrations, we additionally reserve the right to refuse service to schools or organizations with a history of unaddressed behavioral issues.

### Time Allowed For Presentation

Most presentations can be adjusted to last anywhere from 25 minutes to 45 minutes, depending on the age of the audience and schedule at the school or organization. We recommend that presentations for Grades Pre-K through 2<sup>nd</sup> be limited to 30 minutes.

For most programs, the Outreach Program fee includes a certain amount of total time at the school or organization. For example, a 3-hour, Half Day booking can include either four 45-minute presentations, or six 30-minute presentations. **This time is calculated from the start of the first**

**presentation to the end of the last presentation, and also includes any necessary breaks.** Extended hours may be purchased for many programs, dependent on presenter availability.

### **Program Date and Schedule**

The Museum's Outreach Coordinator will work with you in advance to define an on-site schedule for the day of your presentation. **The final times of your presentation schedule will be confirmed at least 3 days before the program. Once this final presentation schedule is agreed, it must be adhered to.**

If your organization's representatives request additional presentations on the day of the program, these may be accommodated at the Presenter's discretion. If these require the Presenter to remain at the organization for longer than the time initially booked and confirmed, there will be a charge for any additional time required to complete the additional presentations, including breaks between the presentations.

Our staff will do everything possible to accommodate your preferred date, time, schedule and program type. However, all HMNS Outreach Programs are subject to availability. **Please contact us at least 4-6 weeks prior to your preferred presentation date to allow for the greatest flexibility in scheduling.** If available, presentations booked on major holidays will require an additional fee.

When your program date and schedule is confirmed, the Outreach Coordinator will send you a final document with policies and the details of your program as agreed upon.

### **Rescheduling and Cancellation**

If a schedule conflict arises, let us know and we will do our best to find another date for your program. For bookings canceled within 7 days of the performance date, there is a cancellation fee of \$100. The fee does not apply if the program is rescheduled for a later date.

### **Unforeseen Circumstances**

In the event of an unforeseen circumstance, such as a severe weather event, natural disaster, equipment failures, or other unforeseeable event, we will work with you to reschedule for a new date. If an unexpected delay such as a road accident or vehicle breakdown occurs, we will communicate with you to determine the best course of action. If our presenter is able to arrive and deliver a portion of the booking, we will prorate the price to reflect the amount of presentation time received.

## **PROGRAM-SPECIFIC POLICIES**

### **Wildlife On Wheels**

#### Audience

Grades Pre-K through 8

Approximately 30 students per presentation.

#### Program Requirements

A single space large enough to seat up to 30 students on the floor in rows.

One table, 6-foot or 8-foot.

To comply with the latest CDC recommendations on contact with live animals, hand sanitizer will be provided. Hand washing immediately following the presentation is strongly encouraged.

For children ages Pre-K and younger, following the live animal presentation children will have an opportunity to touch one animal chosen by the presenter. Hand sanitizer will be provided.

#### Program Schedule

Wildlife On Wheels can be scheduled to start at any time after 9 am.

Each presentation may be scheduled to last from 30 to 45 minutes.

Bookings may include only one program topic.

When booking a Full Day presentation, please allow a 30 minute break mid-day for the animals.

### **LyondellBasell Bugs On Wheels**

#### Audience

Grades Pre-K through 8

Approximately 30 students per presentation.

#### Program Requirements

One table, 6-foot or 8-foot.

A single space large enough to seat up to 30 students on the floor in rows.

The *Monarchs, Bees, and Cleanup Crew* topics require a laptop, projector and surface for projection. Museum staff can provide the laptop and projector if notified in advance.

The *Plants and Pollinators* topic requires a black or white board.

#### Program Schedule

Bugs On Wheels can be scheduled to start at any time after 9 am.

Each presentation may be scheduled to last from 30 to 45 minutes.

Bookings may include only one program topic.

When booking a Full Day presentation, please allow a 30 minute break mid-day for the animals.

### **Chevron Earth Science On Wheels**

#### Audience

Grades Pre-K through 12; not all programs are appropriate for all grade levels.

Maximum of 30 students per presentation.

#### Program Requirements

The *Science Sort* and *Know Your Rocks* topics require a black or white board, and for all students to be seated at tables or desks.

The *Focus on Fossils* topic requires a laptop, projector and surface for projection. Museum staff can provide the laptop and projector if notified in advance.

#### Program Schedule

Each presentation may be scheduled to last from 30 to 45 minutes.

Bookings may include only one program topic.

### **Discovery Dome**

#### Audience

Grades Pre-K through adult

Number of audience members per presentation is dependent on the size of the Dome booked. As an example, approximately 50 fifth grade children can fit into our largest dome at once.

#### Program Requirements

An indoor, clean floor space with a 12-foot ceiling. Each dome booked must have a dedicated 20x20 area available. A smaller dome (requiring a 9-foot or 10-foot ceiling) is available on request.

One accessible, grounded electrical outlet with a load capacity of 15 amps for each inflatable dome booked. To ensure the correct outlets are used and to prevent equipment failure, the booking organization's contact on site on the day of the event is responsible for pointing out the appropriate outlets to the Presenter(s).

#### Program Schedule

Each full dome film lasts approximately 20-25 minutes. We suggest allowing 30 minutes per film showing, to allow time for groups to enter and exit dome.

## **ConocoPhillips Science On Stage**

### Audience

Grades 2 through 12; not all programs are appropriate for all grade levels.

Maximum 250 students per presentation. An additional charge may apply for audiences over 250.

### Program Requirements

A large performance area such as a stage, gymnasium, or cafeteria; the topic *Motion Commotion* requires a stage for visibility.

A microphone.

Two tables, 6-foot or 8-foot.

### Program Schedule

Each presentation is 45 minutes long.

The presentation fee for the first presentation on a topic is \$375; subsequent presentations on the same topic on the same day are \$150. It is possible to present multiple topics on the same day; in this case, the first presentation fee of \$375 applies again.

## **Science Start**

### Audience

Grades K through 2

Maximum 75 students per presentation. An additional charge may apply for audiences over 75.

### Program Requirements

A medium to large performance area such as a stage, gymnasium, or cafeteria.

A microphone.

Two tables, 6-foot or 8-foot.

### Program Schedule

Each presentation is 25 minutes long.

The presentation fee for the first pair of presentations on a topic is \$375; subsequent pairs of presentations on the same topic on the same day are \$150. It is possible to present multiple topics on the same day; in this case, the first presentation pair fee of \$375 applies again.

## **Docents To Go**

### Audience

Grades Pre-K through adult; not all programs are appropriate for all grade levels.

We recommend approximately 40 audience members per presentation.

### Program Requirements

Two 8-foot tables.

The *Energy* topic requires an electrical outlet.

### Program Schedule

Each presentation is about 45 minutes long.

Each presentation will include one program topic, but presentations may also be customized for your group.

## **Activity Stations**

### Audience

Grades Pre-K through 12; not all stations are appropriate for all grade levels.

It is recommended that you plan for all participants to do all activities.

### Program Requirements

Activity Stations must be added on to a booking of one or more of our Outreach Programs. . A minimum of two stations must be selected.

School or group must provide at least 2 volunteers per table and minimum of two 6-foot tables per station (more tables will be needed for larger groups). Materials are delivered at least 45 minutes before start time to give your volunteers time to prepare.

### Make-It Stations

Instruction card and activity example are provided. Once the supplies are gone, the station is packed up by HMNS staff. When estimating attendance, please plan for siblings or adults who will attend with students.

### Investigation Stations

Information cards are provided for all items in box. All boxes come with a materials list. Before leaving, HMNS staff will make sure all items have been returned to the box in satisfactory condition. School or group will be responsible for cost of replacement or repair of items.

### Program Schedule

Make-It Station fees are \$100 per 100 people per station. Investigation Station fees are \$100 per hour (2 hr minimum).