

## Program Procedures and Fees (adopted January 2018)

1. Scheduling a Program: To schedule an on-site or off-site program, contact Program Coordinator Karah Hawkinson at 763-262-4433 or [khawkinson@sherburnehistorycenter.org](mailto:khawkinson@sherburnehistorycenter.org).
  - a. The History Center hours:  
Tuesday – Friday, 10:00 am – 5:00 pm  
Saturdays 9:00 am – 4:00 pm  
On-site programs are available during regular business hours.  
For off-site programs, regular business hours are preferred, but exceptions may be negotiated.
  - b. The History Center building is used for many programs and by many county organizations. Book early to ensure your preferred program date is available.
  
2. On-Site Field Trips and Tours:
  - a. There is a minimum charge of \$25 for on-site field trip and tour groups. If a group cancels within 36 hours of a scheduled tour, they will be charged the \$25 minimum fee. If there is a question of weather concerns, tour organizers should contact the History Center.
  - b. Student Tours: (Schools, childcare centers, Scout troops, etc.)  
Tour groups of children under the age of 18 are \$2.50 per child (for ALL children under 18 attending with the group), with a minimum charge of \$25. There is no fee for the attending teachers and adult chaperones.
    - i. The Sherburne History Center is a museum environment. While children of all ages are permitted, we strongly discourage children under the age of 5 from attending field trip programs.
  - c. Adult Tours: (Age 18+)  
Adult tours are \$3.50 per person for every person in the group, including leaders/organizers/staff attending.
  - d. On-site tours are approximately 1 ½ - 2 hours long and may consist of a guided gallery tour, a customized presentation, and a self-guided tour of the ½ mile long Legacy Trail. Crafts or other changes may be negotiated for an additional fee.
  
3. Off-Site Programs
  - a. Fees for off-site programs (one SHC staff person) – Choosing from our selection of pre-prepared program topics:  
\$50 for programs lasting up to 2 hours.  
\$100 for programs lasting up to 4 hours.  
Programs requiring additional SHC personnel may be negotiated.
  - b. Fees for off-site programs (one SHC staff person) – Original/Custom program:  
\$250 for original programs lasting up to 2 hours.  
\$350 for original programs lasting up to 4 hours.
  - c. Off-site programs are available at locations in Sherburne County. Locations outside the county may be negotiated and will incur an additional mileage charge.
  
4. Exceptions
  - a. We may not charge for public programs if we are official partners in the program or activity. This is determined at the discretion of the Executive Director.