1. Scheduling a Program: To schedule an on-site or off-site program, contact the Sherburne History Center at 763-262-4433 or mbrubaker@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 choose to 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.