



FIELD TRIP POLICIES

Reservations

Advanced reservations are required for all field trips, and can be made by completing our [field trip form](#) or by contacting Andrea Robbins, Program Coordinator at youth@mnbookarts.org, 612-215-2529. A confirmation invoice with itinerary and billing details will be sent to you to confirm your reservation.

Confirmation

After reserving your field trip, you will receive a written confirmation for your visit. Please contact us immediately if anything is incorrect.

Final Count

The actual participant count for your reservation is due 2 weeks prior to your reservation date and will be used to determine your final bill. After this time, a few additional participants may be made at the discretion of the Program Coordinator and the associated costs will be added to the final bill.

Cancellations

MCBA's teaching artists prepare materials and supplies for our field trips ahead of your scheduled field trip date. For this reason, cancellations made less than 2 week prior to your event will be billed 50% of the total reservation amount.

Payment

Payment in full is due by the date of your visit.

We accept cash, check, Visa, Mastercard, Discover and American Express. Credit card payments can be made through our Shop by calling 612-215-2520.

Chaperones

One adult chaperone is required for every 10 students. Chaperones are free of charge and not included in the participant number. Chaperones must stay with their students at all times and are responsible for the conduct of the students they are accompanying and to assist students with their projects. MCBA reserves the right to end workshops without refund if behavior is inappropriate or unsafe.

Lunch or Snack Time

MCBA does have space available for school groups to have lunch or a snack before or after their scheduled activities. A reservation for lunch space is required and is billed at \$15 per group.

Behavior

- Respect others in your group and other visitors
- Use indoor voices
- No running
- Do not touch artwork or equipment unless invited to by the teaching artist.
- We encourage you to take photos inside MCBA and share them on social media, however video is not allowed.
- Teachers and chaperones must stay with their groups at all times and are responsible for the conduct of the students they are accompanying. MCBA reserves the right to end workshops without refund if behavior is inappropriate or unsafe.

Accessibility

Our facilities are ADA accessible and we strive to make our programs enjoyable for all. Please let us know about any special accommodation needs when making your reservation.